**Service Examples for PDP Documentation**

Note - *some of the service items could also be used for scholarship, in which case the faculty member could designate how that item should be used. .*

Service is the acceptance and fulfillment of professional responsibilities outside the classroom. The list below, while not exhaustive can demonstrate what constitutes service in the evaluation process.

Institutional Service

* Contributing to a “task force” committee.
* Participating as an elected member in faculty committee
* Chairing a committee
* Involvement in other Academy committee(s)
* Contributing to student welfare through extra duties (advising, research, colloq)
* Advising a student organization, club, or gathering
* Laboratory management
* Seeking external funding
* Helping with Orientation
* Leading and/or developing a professional development session for faculty and/or staff

Examples: All committee work, club sponsorships, letters of recommendation, directed studies, substitution for SLC’s and other faculty members, volunteering time for any of the student clubs (driving, feeding, clothing etc.) coach or sponsor of any competitive student team event, advising, teaching colloq, teaching research, new class development, or class redesign, file reviewers, research mentoring, presenting materials to parents during orientation, orientation advising, etc.

Service within your discipline

(activities designed to enhance the quality of your professional activities)

* Serving as an appointed officer to an academic or professional association
* Serving as an organizer or leader of a workshop, panel, or meeting
* Contributing time to further the work of a professional society or organization

Examples: Above items are self-explanatory.

Community Service

* Giving presentations or performance in a public arena
* Representing the Academy in a public medium forum
* Consultation services
* Other items that contribute to the good of the Academy community

Examples: Involved with events for St Afra community, judging at community events, and/or writing press releases.