Service to the profession, the institution, and the community is an important component of faculty responsibility. Service in the context of the University community is expected as part of the job. Professional service is often an indicator of the professional reputation of a faculty member. The absence of appropriate service or University citizenship activities may affect personnel decisions adversely.

THE DEPARTMENT OF DESIGN, MERCHANDISING & TEXTILES

Service to the profession, the institution, and the community is an important component of faculty responsibility. Service in the context of the University community is expected as part of the job. Professional service is often an indicator of the professional reputation of a faculty member. The absence of appropriate service or University citizenship activities may impact personnel decisions adversely.

DEPARTMENT OF ECONOMICS

Service to the profession, the institution, and the community is an important component of faculty responsibility. Service in the context of the University community is expected as part of the job. Professional service is often an indicator of the professional reputation of a faculty member. The absence of appropriate service or University citizenship activities may impact personnel decisions adversely. Constituencies served by faculty members include the faculty and administration of the University, TCU students, the Economics profession, and the community (national, regional, and local).

Faculty members should seek the counsel of the department chair, tenured faculty, and members of the Departmental Advisory Committee concerning sufficient levels of faculty involvement in service activities and concerning the time commitment that these activities require. A faculty member may present evidence of individual achievement in the service area by offering information on any or all of the following activities. Other activities of a service nature may also be reported.

- memberships on departmental committees
- memberships on college and university committees
- chairing any of these committees
- the amount of time devoted to service on committees
- scope and complexity of committee assignments
- offices in professional associations
- sponsorship of student organizations
- conducting seminars or workshops
· lectures or speaking engagements to non-departmental audiences
· contributions to departmental operations
· professionally-related community service activities
· other professional, university, college departmental, or community service activities

The faculty member must contribute to departmental operations in some manner; other activities will enhance the chances of receiving a favorable evaluation.

DEPARTMENT OF ENGLISH

The Department views service as a legitimate measure of faculty achievement, and evaluates it with respect to its quality, its importance to the University, its relation to the individual's professional interests, and the time that it requires. Service can be performed in three areas:

· Service to the profession -- activities such as holding office in national or regional professional organizations; refereeing of manuscripts, conference papers, and grant proposals; arranging conferences; or presiding at professional meetings or sections of professional meetings;

· Service to the University -- chairing or otherwise serving on Departmental, College, or University committees; filling administrative duties at the Department, College, or University level; carrying out special assignments from the Chair, Dean, or Vice Chancellor; or sponsorship of or participation in TCU chapters of national student organizations; and

· Service to the community -- such other activities that appropriately represent involvement in community matters.

DEPARTMENT OF HISTORY

Service to the profession, the institution-on the Department, College, and University level-and the community is an important component of faculty responsibility. Service in the University community-on the Department, College, and University level-is expected as part of the job. Professional service is often an indicator of the professional reputation of a faculty member. The absence of appropriate service or University citizenship activities may impact personnel decisions adversely. Participation in the larger community beyond the campus is commendable and desirable.

DEPARTMENT OF MODERN LANGUAGES AND LITERATURES

Service to the profession, to the University (including the Department), and to the community constitutes yet another criterion of faculty performance. A reasonable level of service is expected of all faculty. The kinds of service include:

1. Service to the Profession. Service of this type includes such activities as holding office or
otherwise participating in professional organizations; refereeing for professional journals or other professional publications; evaluating papers presented by colleagues; organizing and/or chairing sessions at professional conferences. These kinds of service, which not only provide a significant measure of ongoing professional development but also bring recognition to the University and the Department, are strongly encouraged.

2. Service to the Institution. A reasonable amount of committee work at all levels is expected of every faculty member.

3. Service to the Community. Service of this type may include, but is not limited to: serving as an interpreter/translator; responding to invitations to speak publicly on topics within one's professional competence; giving radio or television interviews; judging at high school foreign language fairs; cooperating with public and private school teachers in other feasible ways.

DEPARTMENT OF PHILOSOPHY

Faculty will be expected to cooperate in departmental service and to demonstrate a willingness to take on a normal share of other usual chores, including service to the college, the university and the profession.

DEPARTMENT OF POLITICAL SCIENCE

Extracurricular professional service includes service in the department, college, university, professional associations and/or the community related in some way to one’s role as an academician.

1. Strong performance

Evidence of continuing extracurricular professional service, to include satisfactory performance of department, college and university duties.

2. Outstanding performance

Outstanding extracurricular professional service would be reflected by continuous extraordinary service of high quality in a variety of university or community settings and would be marked especially by achieving positions of leadership in the various institutions in which the faculty member has served.

Note: outstanding performance on this criterion alone, coupled with only strong performance on other criteria will not be sufficient for promotion, tenure, or for a recommendation for merit pay. Outstanding extracurricular professional service may contribute to a cumulative outstanding performance level overall.
DEPARTMENT OF RELIGION

Service to the University. The faculty member is expected to contribute to the work of departmental, college and university-level committees in the variety of tasks which are vital to the overall effectiveness of the University.

Service to the academic profession. Service related to the academic discipline is an important aspect of active participation in the profession. Such service may include serving on editorial boards or as evaluator of projects for scholarly journals or other publication series, serving as outside peer reviewer on the work of colleagues at other institutions, or writing book reviews. It would also include holding offices in the academic societies, and program planning or participation in workshops and conferences at local, regional, national or international levels.

Service to the community. Members of this faculty often receive requests to be speakers, lead workshops, or provide expertise for programs and projects beyond the campus community. While this is a commendable and desirable contribution, it should not interfere with the faculty member's primary responsibilities to the University. Both the type of service activities and the balance among them will be evaluated.

DEPARTMENT OF SOCIOLOGY AND CRIMINAL JUSTICE

While teaching and scholarship are the primary responsibilities of the faculty member, every faculty member must recognize that obligations extend beyond the classroom, office, laboratory, or library. The University cannot function as a community without shared responsibility for those matters pertaining to the community as a whole. Faculty members, therefore, are to participate in committee or other service work at the program, departmental, college, and/or university levels. Educators within professional fields should provide leadership in the development of the profession as well as in the training of professionals.

Faculty members are to seek opportunities to participate in professional organizations. This participation can take the form of service on committees, serving as officers in these organizations, and the like. These activities serve not only as evidence of a faculty member's stature in his/her discipline, but also as a means of making TCD and its programs visible to the wider academic and professional community. Thus, such service contributions are encouraged and supported and are recognized in the evaluation of service performance.

Relationships to the community in which the University is located are also important for the University. In many cases a faculty member has special qualifications, by virtue of his or her discipline, to provide support to community activities. Since the reputation of the University in its immediate community is a critical factor in the support made available to the University, faculty of the University are also expected to be involved in service to the community.

DEPARTMENT OF SPANISH AND LATIN AMERICAN STUDIES

Service to the profession, the institution, and the community is an important component of faculty responsibility, although it is of lesser importance than research and teaching in the
decision to award tenure or promotion. Service in the context of the University community is expected as part of the job. Professional service is often an indicator of the professional reputation of a faculty member. The absence of appropriate service or University citizenship activities may affect personnel decisions adversely.

· Service to the Profession: Service of this type includes such activities as holding office or otherwise participating actively in professional organizations; refereeing for professional journals and other publications; reviewing publications; evaluating papers presented by colleagues; organizing and/or chairing sessions at professional conferences. These kinds of service, which not only provide a significant measure of ongoing professional development but also bring recognition to the University and the Department, are strongly encouraged.

· Service to the Institution: All faculty members are expected to contribute to the work of departmental, college, and university-level committees in a variety of tasks which are vital to the overall effectiveness of the University.

· Service to the Community: Local recognition of the University is enhanced by professional community involvement in various ways, which may include activities such as serving as an interpreter/translator; responding to invitations to speak publicly on topics within one's professional competence; cooperating with public and private school teachers in professional organizations or projects; and providing workshops or in-service training on professional subjects to community businesses or organizations.

M. J. NEELEY SCHOOL OF BUSINESS

1. Definition

The university is dependent upon faculty participation in university, school, and department committees, task forces and other service activities. The service function also includes professional activities for external publics such as service to business firms and other groups, service to professional organizations, and participation in management and professional development activities.

2. Evaluation Criteria

a. Internal Service (Examples)

   1. Election to the Faculty Senate, the School's or University's Faculty Advisory Committees, the Graduate Council, etc.

   2. Appointment by dean to school committees, task forces, etc.

   3. Appointment by department chair to departmental committees, service roles, etc.
4. Appointment by Vice Chancellors and Chancellor to university committees, task forces, etc.
5. Election by students to student-related committees, task forces, etc.
6. Special service as mentor to colleagues, student groups, and others.

b. **External Service** (Examples)
   
   1. Liaison with other universities
   2. Professional societies (offices held, committee assignments, editorships, membership on education boards, etc.) and community-related activities
   3. Professional consultation using faculty member's expertise, particularly in areas that support research and teaching programs.
   4. Active participation in alumni associations
   5. Service on government commissions, boards, or task forces

c. **Management & Professional Education** (Examples)
   
   1. Faculty leader for university and/or corporate-sponsored management training programs, executive development programs, and professional programs.
   2. Program director for management, executive development, and/or professional programs.
   3. Marketing and/or supervision of above types of programs

3. **Data Sources** (Examples)
   
   a. Self-reports and evaluation
   
   b. Peer evaluation
   
   c. Evaluation by university or external committee chair.
   
   d. Reports from officials of organizations served
   
   e. Participant evaluation
4. **Evaluation Process**

Faculty members should be evaluated on service activities by means appropriate to the type of service activity. The quality and appropriateness of such activities are more important than the quantity of such activities.

5. **Priority Statement**

It is anticipated that junior faculty will maintain a minimum involvement in service activities. Greater involvement is expected of senior faculty, although service is generally considered to have a lower priority compared to teaching, research, academic and career advising, and professional development.

**COLLEGE OF COMMUNICATION**

A. **General Criteria**

Service to the university, to the profession, and to the community is an integral aspect of faculty responsibility. Faculty members should actively seek and willingly respond to calls for their service within the university, the profession, and the community. This statement recognizes that individual faculty members will have different inclinations and interests and that service in all three of the above areas may not always be equally shared or distributed.

Evaluation of service should include consideration of:
1. Committee memberships;
2. Committees chaired;
3. Time devoted to committee meetings;
4. Scope and complexity of a given committee assignment;
5. Contribution to professional meeting;
6. Contribution to community activity(ies);
7. Conducting clinics, workshops;
8. Adjudicating festivals, competitions;
9. Consulting or editorial services;
10. Lecture or speaking invitations;
11. Appearances before appropriate associations;
12. Participation on boards of directors;
13. Other responsibilities accepted of a service nature within the university, profession, or community

B. **Guidelines for Appointment, Reappointment, Promotion, Tenure & Merit Increases**

The following qualifications and criteria, in accordance with the *Handbook for Faculty And Staff*, provide the basis for appointment, reappointment, promotion, tenure and merit increases within the College of Communication.
1. The Junior Faculty Ranks

ASSISTANT PROFESSOR

FOR APPOINTMENT: the candidate should show the willingness to engage in appropriate service activities for the department, college, university, community, and professions, within the bounds of effective time management.

FOR REAPPOINTMENT: the candidate should show increasing levels of engagement in service activities, which bring credit to him/her, the department, the college and the university. It is expected that one of more services activities will be at the college or university level, e.g., Faculty Senate, a College or University Committee appointment, making a Public Service Announcement for broadcast.

2. The Senior Faculty Ranks

ASSOCIATE PROFESSOR

FOR APPOINTMENT OR PROMOTION TO THE RANK OF ASSOCIATE PROFESSOR: the candidate will have shown a prior commitment to departmental, college, university, community, and professional service activities at TCU or elsewhere. Associate Professors will demonstrate a willingness to engage in an increasing commitment to such activities, and to assume leadership within these obligations and responsibilities.

FOR REAPPOINTMENT: the candidate should show a willingness to volunteer for and accept appropriately increasing commitments to and leadership in service responsibilities, for the benefit of the department, college, university, community, and professions.

PROFESSOR

FOR APPOINTMENT OR PROMOTION TO THE RANK OF PROFESSOR: the candidate should demonstrate by his/her reputation the respect within the university and beyond brought by distinguished service contributions. The candidate should demonstrate the willingness and ability to increase leadership roles in service within the university and beyond.

FOR REAPPOINTMENT: the candidate will have demonstrated a continuing commitment to service activities for the benefit of the department, college, university, community, and professions. Such activities enhance the character of Texas Christian University.

DEPARTMENT OF COMMUNICATION STUDIES

Service is an integral aspect of faculty responsibility. Faculty members should actively seek and willingly respond to calls for their service within (1) the University, (2) the profession, and (3) the community. We recognize that individual faculty members will have different inclinations and interests in service and that service in all three of the above areas may not be always equally
distributed. Keeping in mind that it is important to allocate time between all areas of faculty performance, evaluation of service should include consideration of:

1) workload, time, scope and complexity of service;
2) committee memberships;
3) committees chaired;
4) time devoted to committee meetings;
5) contribution to professional meetings;
6) conducting workshops;
7) directing and judging in festivals and competitions;
8) consulting or editorial services;
9) lecture or speaking invitations;
10) participation on boards of directors;
11) other professionally relevant service activities within the University, profession, or community.

DEPARTMENT OF JOURNALISM

While the Faculty/Staff Handbook is fairly explicit concerning such service, the Department of Journalism has developed a priorities schedule.

Because the Department of Journalism is professionally oriented, it places a high priority for the faculty member to service the profession. Such a contribution by the faculty member to the profession not only enhances teaching capabilities but also strengthens the ties of the Journalism faculty to the professional community. Service at the national level gives high visibility to the program and to the university. Service at the regional and state level is important to the department's standing on its own home ground. Both areas are important to recruiting top students and to placing them after graduation. The ties to industry also aid development efforts. Local contacts are essential for (a) placement of interns and students in part-time jobs, (b) the contacts with industry professionals, (c) the tie of the University as a resource to the community.

The faculty member also is expected to serve the community as a whole and to provide expertise which complements but does not compete with professional services in the community. Example: Scripting and producing for annual fund-raising meetings of Tarrant County United Way.

The combination of serving both the professional community and the community at large develops the image of the University as a vital and valuable source for the improvement of the quality of life in Fort Worth. Example: Public Opinion study for Tarrant County Tax Appraisal Office.

In addition to the above service, a faculty member is expected to serve the department and the University either on appropriate committees or by participating in projects in which the faculty member's expertise can make a significant contribution to overall University goals.
and well-being. Example: Conceptualizing and producing print and audio-visual recruiting aids.

Promotion to full professor is dependent upon evidence of continued and valuable service to the University, to the profession and to the community appropriate to the purpose of evaluation.

DEPARTMENT OF RADIO-TELEVISION-FILM

By the nature of the Radio-TV-Film discipline, close ties between faculty and the media industries are desirable and often essential. Some faculty assignments may include locating and maintaining contacts with appropriate media in Dallas/Fort Worth and, as possible, at national and international levels. These contacts may serve numerous functions, such as placement of interns or locating visiting lecturers for RTVF classes.

RTVF faculty are expected to participate actively in one or more national organizations associated with the discipline, such as the University Film and Video Association, Broadcast Education Association, International Communication Association, National Communication Association, Society for Cinema Studies, and the Association for Education in Journalism and Mass Communication.

RTVF faculty at all ranks are expected to participate, within the bounds of effective time management, in appropriate departmental, college, and university service activities.

SCHOOL OF EDUCATION

The university encourages faculty participation in public service. Such professional and scholarly service to schools, businesses and industry, and local, state, national, and international organizations is an integral part of the university's mission. Of similar importance to the university are faculty participation in committee work and other administrative tasks and clinical duties. Both types of service make an important contribution and should be included in the individual faculty profile. Service activities are normally extended by faculty without additional compensation. There can be exceptions, but the concept of service implies performance that is both mutually beneficial and contributed. Examples of the types of activities which can be included as service are serving in a leadership position for a national, regional or state professional association in your academic field, serving as a professional consultant or resource person to a public or private school, serving on university-wide, school, and departmental committees, providing professional service to civic associations or governmental organizations, and sponsoring student organizations. Indications of the quality in service activities may include letters of support or appreciation, a record of contributions to departmental, school and/or university committees, a record of assistance in developing programs in business, industry, government, and community organizations as well as public and private schools.
General Criteria
Service to the university, to the profession, and to the community is an integral aspect of faculty responsibility. Faculty members should actively seek and willingly respond to calls for their service within the university, the profession, and the community. This statement recognizes that individual faculty members will have different inclinations and interests and that service in all three of the above areas may not always be equally shared or distributed.

Evaluation of service should include consideration of:

- Committee memberships;
- Committees chaired;
- Time devoted to committee meetings;
- Scope and complexity of a given committee assignment;
- Contribution to professional meeting;
- Contribution to community activity(ies);
- Conducting clinics, workshops;
- Adjudicating festivals, competitions;
- Consulting or editorial services;
- Lecture or speaking invitations;
- Appearances before appropriate associations;
- Participation on boards of directors;
- Other responsibilities accepted of a service nature within the university, profession, or community

THE DEPARTMENT OF ART AND ART HISTORY

Service to the university, to the profession, and to the community is an integral aspect of faculty responsibility. Faculty members should actively seek and willingly respond to calls for their service within the university, the profession, and the community. This statement recognizes that individual faculty members will have different inclinations and interests and that service in all three of the above areas may not always be equally shared or distributed.

Evaluation of service should include consideration of:

1. Committee memberships;
2. Committees chaired;
3. Time devoted to committee meetings;
4. Scope and complexity of given committee assignment;
5. Contribution to professional meetings;
6. Contribution to community activity(ies);
7. Conducting clinics, workshops;
8. Jurying exhibitions;
9. Consulting or editorial services;
10. Lecture or speaking invitations;
11. Appearances before arts and other appropriate associations;
12. Participation on boards of directors; and
13. Other responsibilities accepted of a service nature within the university, profession, or community.

NOTE: Art & Art History and Ballet & Modern Dance have identical policies.

DEPARTMENT OF BALLET AND MODERN DANCE

Service to the university, to the profession, and to the community is an integral aspect of faculty responsibility. Faculty members should actively seek and willingly respond to calls for their service within the university, the profession and the community. This statement recognizes that individual faculty members will have different inclinations and interests and that service in the three areas may not always be equally distributed.

Evaluation of service should include consideration of:
1. committee memberships;
2. committees chaired;
3. time devoted to committee meetings;
4. scope and complexity of a given committee assignment;
5. contribution to professional meetings;
6. contribution to community activity(ies);
7. conducting seminars, workshops, and master classes;
8. performance presentations;
9. adjudicating festivals, competitions and aspects of artistic programs;
10. consulting or editorial services;
11. guest lectures and/or presentations
12. appearances before arts and other appropriate associations;
13. participation on boards of directors;
14. participation in departmental activities and/or assignments;
15. service on panels evaluating grant applications;
16. other responsibilities accepted of a service nature within the university, profession or community.

SCHOOL OF MUSIC

A. General Criteria
   • Recital attendance, student recruitment, and the auditioning of prospective students constitute necessary collegial obligations. These are essential in ensuring the continued excellence of the music unit.

DEPARTMENT OF THEATRE

I. Service to the University, Profession and Community

   A. The following is a non-priority listing of suggested areas of service.
Intramural Service
1. Departmental, college and university committee work;
2. Counseling of students on other than routine matters (candidate should keep records and submit to department head for forwarding);
3. Department research. This may be assigned work or activities initiated by the candidate (e.g. curriculum activities, teaching methods, program development, etc.)
4. Any other services of obvious value to the University community (e.g. advising student groups, organizations, honors program participation, etc.)

Extramural Service
1. Directly aiding or consulting with theatre groups;
2. Membership in professional organizations;
3. Service as an officer of, or on committees of, professional organizations;
4. Attendance and/or participation in state, national or international professional organization;
5. Lectures, demonstrations, workshops, etc., in schools within the theatre community;
6. Bringing local and/or national recognition to the department;
7. Elective or appointive positions of public service;
8. Honors and/or awards from the community, government and/or public service organizations.

COLLEGE OF HEALTH AND HUMAN SCIENCES

Service to the University and to the profession is expected of all faculty. Faculty should seek to contribute in meaningful ways to the work of their units, the University and community, as well as participate in activities of their disciplines. Both quality and quantity of service are important in fulfilling this criterion, but service is not a substitute for scholarship or teaching. Faculty should demonstrate support of the goals of the unit and the ability to work effectively as a group member.

In general, faculty should follow the guidance of their chairperson in setting and meeting unit goals related to service. Faculty may fulfill this criterion by focusing on one of the service arenas, e.g., professional service, provided this is in agreement with the department.

DEPARTMENT OF COMMUNICATION SCIENCES AND DISORDERS

Service is an integral aspect of faculty responsibility. Faculty members should actively seek and willingly respond to calls for their service within (1) the University, (2) the profession, and (3) the community. We recognize that individual faculty members will have different inclinations and interests in service and that service in all three of the above areas may not always be equally distributed. Keeping in mind that it is important to allocate time between all areas of faculty performance, evaluation of service should include consideration of:

1) workload, time, scope and complexity of service;
2) committee memberships;
3) committees chaired;
4) time devoted to committee meetings;
5) contribution to professional meetings;
6) conducting clinics, workshops;
7) consulting or editorial services;
8) lecture or speaking invitations;
9) participation on boards of directors;
10) other professionally relevant service activities within the University, profession, or community.

DEPARTMENT OF KINESIOLOGY

H 1. Serving as editor or reviewer of a professional journal
H 2. Chairing/serving on a university, school, and/or departmental committee
M 3. Serving as a professional consultant/resource person without remuneration
M 4. Providing professional development for faculty
M 5. Sponsoring or working with student organizations
M 6. Participation in student recruitment
M 7. Conducting or assisting with professional workshops, in-services, conferences, etc.
M 8. Providing service to professional organizations (hold office, serve on committees, etc.)
M 9. Providing professional community service

Examples of Evidence

1. Letters of appointment
2. Letters of recognition
3. Documentation of contributions to departmental, school, and/or university committees
4. Documentation of involvement with professional organizations, schools, community agencies, etc.

DEPARTMENT OF SOCIAL WORK

While teaching and scholarship are the primary responsibilities of the faculty, obligations extend beyond the classroom, office, laboratory, or library. The University cannot function as a community without shared responsibility for those matters pertaining to the community as a whole. Faculty members are expected to participate in committee or other service work at the departmental, college, and/or university levels as well as for the profession and the community.

Types of activities which may be included are:
1. Serving on university, college, and/or departmental committees including leadership in those committees
2. Serving in a leadership position for a professional association including as officer, working member of a committee or task force, or other elected or appointed position
3. Serving in an administrative position in the department
4. Providing consultation to a community agency or other university
5. Sponsoring student organizations  
6. Providing professional service to community agencies or organizations

Social work educators should provide leadership in the development of the profession as well as in the training of professionals. Faculty members are expected to seek opportunities to participate in professional organizations. This participation is a form of modeling for students and can take the form of service on committees, serving as officers in these organizations, and other contributions. These activities serve as evidence of a faculty member’s stature in the discipline and as a means of making TCU and the department visible to the wider academic and professional communities.

**HARRIS SCHOOL OF NURSING**

Each faculty member is expected to participate in activities that provide service in the School. In addition each faculty member is expected to provide service to the College or University or community or the nursing profession.

Service to the profession includes such activities as holding office or otherwise participating actively in professional organizations, serving as a reviewer for professional journals and other publications, evaluating papers presented by colleagues, providing continuing education to local practitioners, and organizing and/or chairing sessions at professional conferences.

Service to the School, College or University includes such activities as committee memberships and related activities and leadership in the form of chairing committees or taking special assignments. The quality of service is a factor in review.

Service to the community includes such activities as contribution to community meetings, professionally related clinics or workshops; and serving on Boards of Directors, as officers or on committees of community agencies.

**COLLEGE OF SCIENCE AND ENGINEERING**

Service to the profession, the institution, and the community is an important component of faculty responsibility. Service activities are to be encouraged and should be acknowledged and rewarded, but service ranks below teaching and scholarship in a hierarchical ranking of criteria. Non-tenured faculty, in particular, should seek counsel from their chairpersons concerning appropriate levels of service involvement. Like all faculty, they should be involved, but it is important that service activities not hinder their development as effective teachers and productive scholars.

**DEPARTMENT OF BIOLOGY**

Other functions which are considered an integral part of academic life but not classified specifically as teaching, scholarship-research, and professional development are service to the
university, profession and community. It is expected that faculty take part in various service functions to the maximum extent possible. It is also recognized that individual faculty members have varying interests so that services rendered to the university, profession and community necessarily vary from person to person.

Evaluation of service should include consideration:

1) Departmental, college and university committees
   a) Committee memberships
   b) Committees chaired
   c) Time devoted to committee assignment

2) Contributions to professional societies

3) Contributions to community activities

4) Participation in discipline-oriented, lay-related workshops or clinics

5) Consulting or editorial services

6) Community lecture or speaking invitations

7) Participation on boards of directors

8) Other responsibilities considered to be of a service nature within the university, profession or community

DEPARTMENT OF CHEMISTRY

A third responsibility of a faculty member consists of student advising and/or other service activities. Faculty members not involved in advising are expected to accept an adequately proportionate share of other service obligations which can include, for example, participation in departmental, college, and university committees, participation in the speaker's bureau, etc. Advising and/or service activities are a necessary but not sufficient component comprising the criteria for promotion.

DEPARTMENT OF COMPUTER SCIENCE

Service activities weigh less heavily in performance evaluations than teaching and scholarly activities. However, service contributions are important as they provide the personnel needed for many of the university and professional organizations to function.

Service activities may include, but are not necessarily limited to:

- Participation in departmental, college, and university committees
- Involvement with professional societies
- Student and faculty recruitment
- Other contributions to the university and department such as installation, upkeep, and repair of computer resources (hardware and software)
- Professionally-related community activities

DEPARTMENT OF ENGINEERING

Teaching and scholarship are the primary responsibilities of the Faculty. The University functions as a community by sharing responsibilities in matters pertaining to the community as a
whole. Faculty members, therefore, are expected to participate in committee or other service work at the department, college, and/or university levels.

Faculty members are expected to seek opportunities to participate in professional organizations. This participation can take the form of service as: committee members, organization officers; session organizers, chairs and/or vice-chairs for professional conferences; professional reviewer for agencies, conferences, and journals. Participation in workshops, design competitions, short courses, and consulting also provide evidence of service to the professional community. Professional activities serve not only as evidence of a faculty member's stature in his/her discipline, but also a means of promoting TCU and its programs to a wide community. Thus, service contributions to professional organizations are encouraged and supported, and are recognized in the evaluation of service performance.

The relationship to the community in which the University is located is also important for the University. In many cases a faculty member has special qualifications, by virtue of his/her discipline, to provide support to community activities. Contributions to the local community are encouraged and are recognized in the evaluation of service performance.

DEPARTMENT OF GEOLOGY

Faculty members are expected to serve on campus and department committees to the best of their ability. In addition, off-campus service may be a desirable component of one's professional career. The Department recognizes that professional service is frequently a function of seniority. The exposure that TCU receives by this means is certainly valuable but does not rank in importance with teaching and research in our evaluation of professional activity and hence in promotion and tenure considerations.

DEPARTMENT OF MATHEMATICS

Service includes functions which are considered to be an integral part of academic life which do not include teaching, research, or professional development. It may take place at the department, college, university, local or national level. Service includes, but is not limited to, activities such as consulting, professional speaking engagements (other than presentation of papers at meetings), committee work, administration, community service related to the profession and sponsorship or participation in activities related to one’s role as a faculty member or a mathematician.

DEPARTMENT OF NUTRITIONAL SCIENCES

Faculty members are expected to participate in committee and other service work at the department, college, and/or university levels as well as seek opportunities to serve in appointed and elected positions in professional organizations. Professional service activities evidence recognition within the discipline and promote TCU and its programs. Service contributions are, therefore, encouraged and supported.

Contributions
Evidence of service is partially reflected in:
A. University Service
1. Recruitment of students
2. Sponsorship of student organizations
3. Committee assignments and other non-teaching departmental, college, and university assignments

Because of the small number of faculty within the department, the time devoted to committee meetings as well as the level of responsibility in committee assignments will by necessity increase each faculty member's service commitment.

B. Professional and Community Service
1. Membership and participation in professional organizations
2. Consulting services
3. Invited lectures, participation in review sessions for registration exam, workshops, etc.

DEPARTMENT OF PHYSICS AND ASTRONOMY

In evaluating service, activities such as but not limited to the following may be considered: public lecture; research seminars; participation in the Honors program; MLA program or continuing education programs; university and college committee service and committee chairmanships, faculty senate and related committee work; departmental committee assignments; admissions activity and graduate and undergraduate recruiting activity; professional society membership and participation including offices held; chairing sections at professional meetings; working with precollege teachers, judging science fairs, conducting tours for students; meeting with the press on science issues of public interest; popular articles on physics or astronomy; serving as a journal referee; book reviews.

DEPARTMENT OF PSYCHOLOGY

Each faculty member must donate time and talents in service to the university and/or community.

Relevant Data for Assessment

Evidence of service will consist of membership on departmental, college, and university committees; participation in relevant community programs; academic advising; professional consulting, and similar activities.

Expectations

Faculty of all ranks are expected to participate in service activities. Promotion to Professor requires evidence of leadership and sustained service.

March 17, 2005