

# Service

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Narratives, Policy, and Documentation

Latoya A. Pierce, PhD, NCC

# Expectations of Service

The expectation of course is that we all provide service to students, the department, the college, the university, and in some cases, the community. It is a charge that helps the university run effectively and efficiently. Service also provides an opportunity to collaborate with other faculty, provide input on policy and procedures, and possibly open the door to other opportunities in the future.

# **Perspectives from faculty and administrators**

Polled a few faculty members who have been here over 30 years and administrators who serve at different levels in the COE to get their global perspective on service for tenure track faculty members

# Quote #1

## Balance the type of committee work you do

“Be sure there is balance. I’ve seen female faculty be asked to do more of the planning and coordinating tasks for service and not receive as much recognition as their male counterparts who served on other types of committees. Make sure you are serving on multiple committees whose charge is versatile and diverse.”

# Ponder this...

*In the workplace*

Do we think in an egalitarian context but actually perpetuate the same gender bias stereotypes that planning, coordinating, etc. are “women’s work” by giving these tasks only to women or not asking our male counterparts to contribute?

# Quote #2

## Service through leadership

“I’ll be honest with you. We need more women and minorities to serve in leadership positions because they are underrepresented. But if you have a family or other obligations outside of work, it’s tough. You are expected to serve in your administrative role, teach your classes, and juggle a family and make it seem uncomplicated.”

# Lean Back Phenomenon and Leaning Forward

- Ward & Eddy (2013)-Chronicle of Higher Education
- Reasons women “lean back” from the ladder of academic progress, promotion, and leadership:
  - perception that advanced positions are not open to women
  - want to avoid schedule conflicts with work and parenting
  - feeling that taking an advanced position comes with high personal costs (i.e. “ideal” employee who works tireless hrs. w/o much flexibility)
- Colleges and universities must lean forward

“It is possible more women in academia would seek advanced positions if they saw models and norms of a balanced lifestyle, work-family integration, and institutional recognition of the intersection of gender and work” (Ward & Eddy, p. 28).

# Quote #3

- Expected service vs. exemplary service
- Expected service:
- “Typically, there are certain service expectations for tenure track faculty that are considered to be a duty and/or responsibility of the job. While these are important to the function of the unit and serve as criteria for evaluation, they are not usually perceived to fall under the category of exemplary service. Examples of position embedded service include unit committee memberships, search committee membership, and service to other groups that are fundamental to the normal operation of the unit. There may be considerable variance associated with this type of service as it is dependent upon the function and organizational structure of the unit.”



# Exemplary Service

“This constitutes service that is external to the expectations of the position. Some examples may be non-paid service as a program steward/coordinator and search committee chair. Membership on unit or university ad hoc committees (e.g., curriculum review), acting as a student organization sponsor (unless it is an expected duty of the position), and membership on the University Senate are additional examples of service external to the expectations of the position.”

# LA Tech Policy 2114

- **A.3. Service**

- In addition to the duties directly associated with teaching and scholarly activity, a member of the academic faculty is expected to accept service responsibilities which contribute to the effective conduct of the affairs of the Department, College, and University. Such service duties include the following:
  - Membership on Departmental/College/University committees essential to operation of the respective units
  - administrative duties for the Department/College/University, even on a temporary basis
  - activity in professional (local, regional, national) groups beyond simple dues paying membership (role as officer, committee member, etc.)
  - service to students through individual advising on academic matters and acting as faculty advisor for student organizations
  - non-funded professional advisory service to community, civic, governmental, religious, or social groups (periodic consultant, speaker, workshop leader)
  - non-funded service to government, industry, public organizations and other off-campus groups as a valuable resource in efforts to foster economic development
  - representative of Department/College/University at professional meetings
  - testimony on professional matters to legislative bodies
- Service should incorporate contributions which are not considered teaching and scholarship but which enrich one's teaching and scholarly work; service can range from assisting individual students to working with national organizations; faculty at the junior level are expected to offer service more at the local and/or regional level; senior faculty, at both those levels and at the national level. No Department should recognize service only in the area of committee work since the opportunity for such service varies among Departments; rather, service should be evaluated so that weight is given to leadership, time, effort, and breadth of the service.

# Documenting Service

- The *Service* portion of the dossier is about documenting service and providing artifacts that represent how your service efforts contribute to the university. If you've ever done any type of accreditation work, you know that the accrediting body is looking for artifacts to support your self-study. It's the same principle here.
- Artifacts might include:
  - Supporting letters from committee chairs, department head, or administrators that detail your role on a committee or acknowledging your service
  - Copies of documents you authored or generated as a part of service (rationale for new program track, paperwork prepared for changes in a graduate program and sent to Graduate Council, etc)
  - Policies you authored (i.e. Clinical Site Agreement for Practicum/Internship)
  - Meeting agendas

# Examples of Service

Though this is not a comprehensive list of all service, these examples are designed to show a variety of service at multiple levels and in various capacities. Again, as you put together your dossier, you'll need supporting letters that provide evidence of your service as well as descriptions that detail the "time, effort, and breadth of the service."

# Service to students

- Faculty Co-sponsor
- 2012 Undergraduate winner in the LaTech Undergraduate/Graduate Research Symposium
- 2012 1<sup>st</sup> place winner in Graduate Poster Session at the Louisiana Counseling Association
  
- Faculty Advisor
- 2012 Chartered first chapter of Chi Sigma Iota at Louisiana Tech University
- 2012-present
  - Serves as faculty advisor for Alpha Lambda Tau Chapter of Chi Sigma Iota International Honor Society
- 2014 Coordinate National Counselor Exam for C & G students

# Service to the Department

- Program Director of C & G program
- Field Experience Coordinator of C & G program
- Chair, CACREP Accreditation Site Visit
- Chair, Counselor Educator Committee
- Chair, C & G Search Committee
- Chair, School Counseling Redesign Committee
- Member, PBS Department Chair Search Committee

# Service to the College

- Chair, Diversity Lunch Series
- Co-Chair, COE Committee on Diversity
- Member, GRE Committee
- Member, Teacher Education Council
- Member, Graduate Committee

# Service to the University

- Member, IRB/Human Subjects Committee
- Member, IRB Subcommittee on Policy and Procedure
- Treasurer, University Senate
- Parliamentarian, University Senate
- Member, Executive Committee of the University Senate
- Member, Graduate Council



# Service to the UL System

- Subject Matter Expert (SME) on Diversity for UL System Organizational Leadership Online Program

# Closing Thought

- The *Service* dossier is your chance to emphasize the volume of effort and time you have contributed to the university. It is your opportunity to impress upon your peers and other reviewers the valued contribution you have made and will continue to make at Louisiana Tech University.