**Preamble**

There are two recurring themes in faculty conversations about institutional citizenship/service work: many faculty feel overburdened by the weight of these activities, and the burdens of at least some of these activities fall disproportionately on certain faculty. This policy clarifies annual workload expectations (as opposed to criteria for promotion) related to citizenship/service activity. Clarified expectations may help in the following ways:

1. With a clearer understanding of what is expected of them, faculty will be better able to ensure they are engaging in sufficient service, and determine when it is reasonable to decline taking on additional commitments.
2. Faculty who carry an unusually heavy citizenship/service burden in one sub-category/”umbrella” might initiate a conversation with their Chair and the Dean about whether they can be explicitly relieved of citizenship/service obligations in another sub-category/”umbrella,” or, in rare cases, request reassigned time.
3. With clarified expectations, departments may find that they can prioritize and, where appropriate, eliminate some activities that they deem less vital.

**All-College Policies for continuing faculty:**

Service expectations for continuing faculty are framed first by all-college policy, as articulated in the Faculty Handbook:

***“4.12.7.3 SERVICE***

*… [S]ervice includes both ad hoc and formal activities within the department, planning unit, school, and College. In addition, faculty may choose to serve in external professional organizations.*

***4.12.7.3.1 SERVICE TO THE DEPARTMENT, PLANNING UNIT, AND/OR SCHOOL***

*Both ad hoc and formal activities are routinely expected of all faculty within a department, planning unit, and/or school. Ad hoc activities may include such duties as being available for interviews with prospective students and their parents, being available to alumni and alumnae, and working at recruitment programs and at registration. Formal activities include, but are not limited to, participation in scheduled department, planning unit, and school meetings and participation on departmental, planning unit, and school committees.*

***4.12.7.3.2 SERVICE TO THE COLLEGE***

*All faculty are expected to attend Commencement, formal convocations of the College, and scheduled all-College faculty meetings. The standing committees of the College are a very important part of faculty responsibility, and availability for service on these standing committees and on all-College ad hoc committees is expected of all faculty. No faculty member shall be expected to serve on more than one all-College standing committee at a time.*

***4.12.7.3.3 SERVICE TO THE PROFESSION***

*Subject to planning unit and school standards, service to the profession may be considered as a partial substitute for service to the department, planning unit, school, and College. Professional service includes, for example, holding office in a professional organization, refereeing grant proposals for an external agency, or professional service in agencies or organizations.”*

**School of H&S-level Policies for continuing faculty**:

**Service to the Department**:

Department-level annual service workload expectations will be specified in departments’ policies. Included in this category are both activities strictly within the department, such as service on departmental committees, and service as a departmental representative in activities outside the department, such as the majors and minors fair. Faculty without annual workload credits allocated to service should only be expected to engage in a minimal level of departmental service, and expectations for non-tenure-eligible faculty should be specified in activity agreements.

**Service to the School and/or College:**

Tenured faculty should regularly engage in substantive service at the School or College level, such as serving on standing or ad-hoc School or College wide committees or engaging in other substantive activities at those levels. Typically, tenure-track faculty in their first year at the School will have no college- or school-level service expectations, except for those noted in 4.12.7.3.2 in the Handbook. They should use the remainder of the probationary period to increase their level of engagement in school and college service to that expected of a tenured faculty member. Non-tenure-eligible faculty members with service load credits should have service expectations specified in the activity agreement. No faculty member shall be expected to serve on more than one all-College or all-School standing committee at a time.

**Service to the Profession**:

If service to the profession is to be counted as relieving the faculty member from some expectations of annual service contributions at the Department, School, or College levels, that shall be established through consultation with the Chair and/or Dean, though such arrangements must comply with all Faculty Handbook expectations.

**Non-Standard Distributions of Service Workload**

As noted in the preamble above, some faculty (for instance, those who provide extensive informal advising to students of certain identities) carry a disproportionate burden of service activities at a particular level. The 2019 H&S Continuing Full-time Faculty Workload policy provides room for a faculty member in consultation with the Chair and Dean to arrive at a workload agreement that reallocates the standard distribution of responsibilities. In the same spirit, alternate workload arrangements that feature a non-standard distribution of service workload may be negotiated in consultation with the Chair and Dean.