**Service Evaluation Guidelines**

**Department of Psychology – 2016**

*CBA* 18.4 (c) Service both within the University and public service that extends professional or discipline-related contributions to the local community; the State, public schools, or the national and international community will be recognized.

In listing service activities, a faculty member shall specify their role, accomplishments, and the degree of time devoted (e.g., number of meetings attended, meeting minutes, hours devoted to service related tasks, description of activities, etc.) during the evaluation period in order to demonstrate active participation.

*Please note that any service activity not engaged in and/or not addressed in the Annual Self-Evaluation Portfolio will automatically be assigned zero points*.

Actual points per activity based on quality and extent of required efforts will be determined and assigned by the chair.

|  | **Service Activities** | **Point rangesa**  |
| --- | --- | --- |
| **Minimum service requirements** | Regular attendance of (usually monthly) faculty meetings (consideration of extenuating circumstances; e.g., for teaching schedule conflicts, illness, family emergencies or conference participation) | 1 |
|  | Serve on at least one Departmental, College, or University committee (assuming committee availability) | 1\* |
|  | Submit the required annual self-evaluation portfolio by the required deadline. | -- |
|  | Maintaining the professional decorum set forth in Article 10.3 Academic Responsibility of Faculty Members | -- |
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| **Level** |  |  |
| **Department** | *In addition to minimum requirements listed above:* |  |
|  | Participate in department activities and events (e.g., job candidate talks/discussion hours, open house, research talks, other) | 1-2 |
|  | Chair, serve a leadership role in, or commit significant additional time and energy to departmental committee(s) | 1-3\* |
|  | Serve in a department position, such as coordinator or Director of Master program | 2-4 |
|  | Significant efforts in program assessment | 1-4 |
|  |  |  |
| **College** | *In addition to minimum requirements listed above:* |  |
|  | Chair, serve a leadership role in, or commit significant additional time and energy to college committee(s)  | 1-4\* |
|  |  |  |
| **University** | *In addition to minimum requirements listed above:* |  |
|  | Chair, serve a leadership role in, or commit significant additional time and energy to university or UFF committee(s) or other university organization(s) | 1-4\* |
|  | Serve in a leadership role in UFF-UNF (officer, bargaining team member, grievance officer) or UNF Faculty Association officer | 4-6\* |
|  | Service (e.g., faculty advisor) to university, national, or international student organizations/ clubs | 1-2\* |
|  | Review of internal grant proposal and applications when not part of a committee | 1-2 |
|  |  |  |
| **Community** |  |  |
|  | Serve as an active member or leader in a community organization, board, agency, or commission relevant to field of Psychology | 1-3 |
|  |  |  |
| **Professional Organizations** |  |  |
|  | Member in one or more professional organizations (e.g., voting) | 1-2 |
|  | Leadership position in discipline-related organization | 1-4 |
|  | Review manuscripts, book chapters, grants, or conference abstracts (points depend on number of reviews/ prestige of conference/journal) | 1-4 |
|  | Act as external grant panelist | 2-4 |
|  | Serve as an external peer reviewer on a tenure and/or promotion case outside of UNF | 2-4 |
|  | Serve as an Editor, Associate Editor or on Editorial Board of a scientific journal (points depend on number of reviews/ prestige of journal) \* | 3-6 |
|  | Review programs (e.g. accreditation) | 2-4 |
|  |  |  |
| **Other** |  |  |
|  | Apply for and/or receive grant funding that supports service activity | 1-5 |
|  | Recipient of service award | 2-4 |
|  | Organize a local, regional, national, or international meeting/ symposium/ workshop/session (weighted only within one evaluation category – e.g., Teaching or Service or Scholarship) | 2-5 |
|  | Give an invited in-person presentation relevant to field of Psychology and one’s discipline (weighted only within one evaluation category – e.g., Teaching or Service or Scholarship) | 2-4 |
|  | Media presentations (local, national, international) or interviews with journalists relevant to field of Psychology and one’s discipline (weighted only within one evaluation category - e.g., Teaching or Service or Scholarship) | 1-3 |
|  | Faculty mentorship within the university | 1-2 |
|  | Commit significant additional time and energy to any of the service activities mentioned in this document except where noted above | 1-3 |
|  | Other service activities with supportive documentation (e.g. writing letters of recommendation) | 1-3 |

\* per committee/organization

a Activities not engaged in automatically assigned zero points.

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| **Point Ranges for Categories** |
| **Meets Expectations**: 3-6 points |
| **Exceeds Expectations**: 7-9 points |
| **Far Exceeds Expectations**: 10 or more points |
| **Below Expectations**: 2 points |
| **Unsatisfactory**: 0-1 point |