**Service Evaluation Guidelines**

**School of Nursing**

*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** | **Pointsa** |
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| **Minimum Requirements** must me be met to be considered “Meets Expectations” |
| **Minimum Requirements**  | Attends faculty meetings on a regular basis (consideration of extenuating circumstances; e.g., for teaching schedule conflicts, illness, family emergencies or conference participation) | 1 |
| Serves on at least one Departmental, College, or University committee (assuming committee availability) (up to 3 points) | 1 |
| **Service to the Department** | *In addition to the Minimum Requirements listed above* | 1 |
| Participates in department activities and events (e.g., job candidate talks/discussion hours, open house, research talks, student candidate interviews, other) |
| Provides significant effort in program assessment | 1 |
| **Service to the College**  | Chairs, serves a leadership role in, or commits significant additional time and energy to college committee(s) | 1 |
| **Service to the University** | Chairs, serves a leadership role in, or commits significant additional time and energy to FA, UFF, or University committee(s) or organizations | 1 |
| Serves as faculty advisor to university, national, or international student organizations/ clubs | 1 |
| Reviews internal grant proposals and applications when not part of a committee | 1 |
| **Service to the Community**  | Serves as an active member or leader in a community organization, board, agency, or commission relevant to field of Nursing | 1 |
| **Service to the Profession** | Holds leadership position in discipline-related organization | 1 |
| Reviews manuscripts, book chapters, grants, or conference abstracts  | 1 |
| Acts as external grant panel reviewer | 1 |
| Serves as an external peer reviewer on a tenure and/or promotion case outside of UNF | 1 |
| Serves as an Editor, Associate Editor or on Editorial Board of a scientific journal  | 1 |
| **Service-Related Scholarship** | Applies for grant funding that supports service activity | 1 |
| Receives grant funding that supports service activity | 1 |
| Receives UNF service award | 1 |
| Receives external service award | 1 |
| Organizes a local, regional, national, or international meeting/ symposium/workshop | 1 |
| Gives an invited in-person presentation relevant to nursing and one’s specialty | 1 |
| Develops media presentations (local, national, international) or interviews with journalists relevant to nursing and one’s specialty | 1 |
| **Other** | Any other documentation or information the faculty member thinks should be taken into account in the completion of his/her teaching performance evaluation. Provides justification for points taken | 1 |

a Activities not engaged in are automatically assigned zero points

\* per committee/organization/activity

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| **Point Ranges per Evaluation Category**  |
| **Meets Expectations:** 4-6 points |
| **Exceeds Expectations:** 7-9 points |
| **Far Exceeds Expectations:** > 9 points |
| **Below Satisfactory:** 2-3 points |
| **Unsatisfactory:** 0-1 points |

Approved 1/26/2018