SERVICE

In your promotion and tenure dossier you want to include evidence of superior service to your unit, the university and the community at large. Generally, these items only will be listed in the appropriate part of your curriculum vitae.

Keep in mind that for our purposes of writing a tenure and promotion dossier the type of service activities are service to the unit, college and university in an official and professional capacity. This applies to service to the external community as well. Many faculty are engaged in service to their community. This is good citizenship. However, unless your service directly involves your expertise and area of knowledge, it is not to be noted in your dossier. For instance, as an architect it is good citizenship to serve on your church’s building committee. It helps the church make sound decisions. But this is in the area of general citizenship. On the other hand, if you were asked to conduct a workshop on participatory programming for a church organization, this would be an example of service to the external community that would be appropriate to include in your dossier.

When you are the author of a report or significant policy initiative you will want to include this item in the dossier as part of your submission of evidence (located in the appendix). Likewise, you will want to include evidence of any significant professional or academic advice to a community organization or group external to University of Maryland. In all cases it is important to provide an introductory statement that describes the context of the service, its impact on the group you served, and the outcome of your effort.