

Policy on Faculty Service, School of Liberal Arts

Preamble: Members of the SLA Faculty are concerned about the increasing demands for ad hoc and committee service, as well as written surveys and reports, and the likely impact of these activities upon their research productivity, teaching effectiveness, and their community and family lives. [revisions as of March 10, 2003; approved 4/16]

1. Tenured faculty in the School should expect to carry out one major unpaid service responsibility for the School, campus, or University (e.g., chair of a committee, coordinator, administrative appointment) and two minor ones (member of committee or task force, search committee member) each year on average and to appear at one School public event (Commencement, Dean's or Campus Day, Honors Convocation, Taylor Symposium, or Team IUPUI) every year. Some Departments will list the required rotation; others will act informally. Non-tenured faculty should assume two minor responsibilities as well as attending one of the events named above. Lecturers should attend one such event and serve on at least one committee in their area of responsibility. **In exceptional circumstances, faculty members with major professional responsibilities beyond the University may be excused from some University citizenship obligations.**
2. Chairs should encourage and take note of service performed. Chairs of each committee should report in writing at the end of each year to the committee member's Departmental chair, with a copy to the member, about the contribution made by each member of their respective committees (as required in the Faculty Assembly by-laws).
3. As service plays an important role in merit raises, as given in Departmental merit raise guidelines, faculty should consider that commitment as the normal allocation of time and effort to such activities at all levels, including professional service (such as refereeing), and community professional involvement. It is assumed faculty members report the time spent accurately at the end of each year, for example, by examining their date books for a sample of weeks. Faculty who excel in service commitments should be duly rewarded. Activities compensated by consulting fees or by supplemental pay are understood to be in addition to regular service activities, though they may be credited as service for the purpose of tenure and promotion.
4. The Agenda Council should take care to place less experienced faculty on SLA committees, especially if requested to do so by the faculty member or chair concerned.
5. Faculty must take care not to proliferate their activities to the detriment of their research, teaching, and normal personal life and should turn down offers not suitable to their interests and effectiveness.
6. The Dean and upper level administrators' are urged to take the value of faculty time into account before scheduling additional promotions, task forces, reports, and meetings. They should monitor demands made on faculty from units outside the School with a view to ensure that such external demands do not compromise expectations mentioned above and do not create a conflict of interest or commitment. In some cases the faculty member may request a memo of understanding by all parties involved or arrange that time dedicated to other units be compensated ("bought off") by those units.