

**TO:** Fort Wayne Senate

**FROM:** Faculty Affairs Committee

**DATE:** May 25, 1988

**SUBJECT:** Policy on the Evaluation and Reward of Faculty Service

**DISPOSITION:** To the Presiding Officer for implementation

**Resolved,** That the Faculty approve the following policy.

**Policy on the Evaluation and Reward of Faculty Service**

Service has traditionally been listed among the three areas of Faculty responsibility (the other areas being teaching and scholarly/creative endeavor). To accord service activities attention commensurate with their importance to the university, this policy statement setting forth the views of the Faculty has among its goals (1) the encouragement of Faculty service, (2) the effective evaluation and reward of Faculty service, and (3) the establishment of usable guidelines for evaluating and rewarding Faculty service. This statement is a companion to the many policy statements covering the other two areas.

**Types of Service**

The classification of service activities may take into account the following factors:

- Whether the service was compensated. In evaluating and rewarding service, units may distinguish between compensated and uncompensated service.
- Whether the service directly assisted the university. In evaluating and rewarding service, units may distinguish between service to students and IPFW colleagues, other service in the region served by the university, and service to those outside the region.
- Whether the service was "routine." In evaluating and rewarding service, units must distinguish between activities expected of all Faculty members by virtue of their appointments, and service which in quantity or quality exceeds or falls short of the routine. Unless they follow a parallel course with respect to teaching and scholarly/creative endeavor, they may not choose to reward only service which exceeds the routine.
- Whether the service was "professional." In evaluating and rewarding service, units must distinguish between professional activities (those related to the Faculty member's discipline or assigned university duties, or to the mission of the university) and nonprofessional activities (those not so related). Units shall recognize only professional service.

### **Recognition of Service Activities**

The following four guidelines should govern unit policies for the evaluation and reward of service. They parallel guidelines covering the other two traditional areas of Faculty responsibility.

- Units must have specific, written policies applying to the evaluation and reward of service activities. These policies must address the types of service to be recognized, and they must provide for implementation within the appropriate unit-generally the department/division.
- Individual members of the Faculty must provide evidence of service adequate to enable its fair assessment. Such evidence might include self-reports, documents from those served, products of the service, reports of the results of the service, evaluation reports received with or without solicitation from disinterested third parties, and requests for continued service from those served. The foregoing is intended to be neither an exhaustive list nor a list of types of evidence to be required of any one individual. The evidence must demonstrate both the quantity and the quality of the service.
- Unit policies must clearly establish the level of service designated as routine, and these policies should be sufficiently flexible to enable fairness toward individuals assigned service responsibilities greater or lower than those forming the unit norm.
- Unit policies must take into account the possibility that certain service activities may overlap with activities in the other two areas.