



SERVICE @ SALVE

For Promotion and Tenure

Mentoring Workshop

April 5, 2017



Topics

- Types of Service
- CV or Narrative
- Structuring Service on a CV

Types of Service

- Service to:
 - *Department*
 - *University*
 - *Community*
 - *Profession/Field*

Types of Service: Department

Examples to include on your CV:

- | | |
|---|---|
| <ul style="list-style-type: none">• Departmental Committees• Departmental Search Committees• Social Media Coordinator for Department• Honor Society Advisor• Advisor to Clubs | <ul style="list-style-type: none">• Organizing Special Departmental Events (e.g., Organizing a Career Night for your majors)• Designing Departmental Materials (e.g., brochures)• Ways in which you go above and beyond for your department |
|---|---|

Examples for your Narrative only:

- Attendance at Open Houses/Connections Day
- Efforts to Recruit Students
- Ways in which you are a good departmental citizen working to make your department better

Types of Service: University

Examples to include on your CV:

- Elected Committees
- Appointed Committees
- Task Forces
- Ad hoc Committees
- Participation in NEASC review/self-study
- University-Level Search Committees
- Collegium
- Pell Center Roundtables
- Participating in University Discussion Groups (e.g., Sister Leona's CIT group)
- Organizing University-Wide Lectures
- Sports Team Mentor
- Study Abroad/Away Participation (non-teaching components)
- White papers
- Ways in which you go above and beyond for your department
- Activities that increase Salve's reputation to outside bodies

Examples for your Narrative only:

- Attendance at Faculty Assembly Meetings
- Going to Graduation/Convocation
- Driving Establishment of Connections with Outside Entities (e.g., Internships, Articulation Agreements)
- Ways in which you are a visible, active faculty member

Types of Service: Community

Examples to include on your CV:

- Serving on boards and committees
 - **Board member – Social Work Licensing, State of Rhode Island Department of Health, Appointed by Governor**
- Lectures and discussions at local churches, schools, libraries, galleries
- Judging science, robotic, cultural fairs
- Trainings
 - **Trainer for State of Rhode Island Department of Training**
- Mentoring
- Engagement with community partners
 - **Fundraisers such as Alzheimer's Walk, Relay for Life**
- Responses to need in the event of an community emergency
- Volunteer work that connects to the University mission
- Testifying at the statehouse

Types of Service: Field/Profession

Different Levels:

- State
- National
- Regional
- International

Examples to include on your CV:

- Holding a Leadership Position in a Professional Association
- Chairing a Committee for a Professional Organization
- Local, Regional, National Trainings
- Running a Conference
- Organizing a Panel
- Active Membership in a Professional Association

Examples for your Narrative only:

- Membership in Organizations Relevant to Your Field

Where To Go from Here

- Collect evidence/artifacts of service, e.g.:
 - *Letters from Committee Chairs or Committee Members that highlight what you brought to a committee*
 - *Copies of pages from Faculty Achievements book (Graduation luncheon)*
 - *Flyers/Brochures for events/departments*
 - *Copy of a Website displaying your role in an organization*
- Organize your evidence/artifacts of service:
 - *Service Binder with Table of Contents*
- Focus on aspects of service that are special to you
- Include discussion of how you fulfill job requirements in your narrative



WE ARE HAPPY TO PROVIDE
EXAMPLES OF SERVICE SECTIONS OF
OUR CVs





QUESTIONS?