

Service & Service Merit Policy
Department of Business
University of Wisconsin-Parkside
Final December 3, 2004

The purpose of this document is to specify the policy and procedure for determining service merit in the Department of Business. The document also describes procedures for allocating and specifying internal service commitments to ensure that such commitments are distributed as evenly as possible.

The goal of the service merit policy is to reward those activities that contribute toward the daily operations of the department and/or contribute toward the mission of the department, school and university. Service merit encompasses activities that are not directly rewarded through teaching and research merit review. These activities include service on internal committees, service to the university, service to the profession, and service to the community.

Principles and Procedures

Service and the service merit policy are based upon the following principles and procedures:

1. The Department of Business, upon recommendations of the Department chair, shall periodically determine service needs for the department. These service needs will be expressed in the form of project charters. The charter will identify the goal of the project, its expected deliverables, its due date(s), and the committee or individuals responsible for the charter. The due date for any project must be reasonable given its scope. Some project charters can become standing charters that repeat each semester or year. A portion of service merit will be based upon a faculty's participation in completed service projects.
2. The Department Chair will recommend committee memberships and other service assignments. Committee membership assignments will be approved through departmental vote. The Department will strive to distribute service assignments and committee memberships equitably. Tenured faculty members are expected to carry a higher internal service load than non-tenured faculty.
3. A portion of service merit will be based upon contributions to the day-to-day/routine operations of the department. This includes, but is not limited to, attendance at departmental and school meetings, on-time completion of personnel documentation (such as annual summaries), participation in recruiting activities, and student advising.
4. A portion of service merit will be based upon service external to the department. The exact score will be based on the amount of service activity and the activity's relationship to the departmental and university mission.

Service Merit Responsibilities

The executive committee will assign a service merit score to each faculty member. The merit scores will be based upon documentation submitted by the faculty member, committee chairs, and the department chair. Service merit activities should be included on the faculty member's annual merit summary. The faculty member can also submit additional documentation. A member of the executive committee will be excused from the executive committee meeting prior to an evaluation of that member's service score. An executive committee member cannot discuss his or her own service activities during the merit evaluation meeting.

Service Merit Points

Tenured Faculty and Untenured Faculty in Year before and Year of Tenure

The service merit score is divided into three parts: Minimum score (1 point), Required service (2 points) and Bonus service (2 points). Points are totaled from the following questions.

Required Service (maximum score 2 points). The usual score for a “Yes” answer to a statement is .75. However, the executive committee may award more or less points, depending upon the degree in which expectations are met or exceeded.

- ___(R1) The faculty member routinely comes to department and school meetings/activities.
- ___(R2) The faculty member fulfills required individual service expectations in a timely manner (completion of annual summary, assessment of student learning, student advising).
- ___(R3) The faculty member routinely serves on committees that accomplish their project charter(s).

Bonus Service (maximum 2 points). The usual score for a “Yes” answer to any statement is .75. However, the executive committee may award more or less points, depending upon the degree in which expectations are met or exceeded.

- ___(B1) The faculty member is recognized as performing an above average amount of work for a particular committee as determined by the committee chair/director, or by chairing/directing the committee/center.
- ___(B2) The faculty member has taken the initiative to perform a significant task for the department, school or university.
- ___(B3) The combined number of department, school, and university committees that the faculty member actively serves on is above average.
- ___(B4) The faculty member performs service for their profession (such as chairing a conference, discussing a conference paper, serving on conference program committees, reviewing journal articles, chairing a conference session, reviewing promotion/tenure dossiers, or holding an office).
- ___(B5) The faculty member performs significant external/community service that is related to the missions of the department, school, or university.

Untenured Faculty up to the year before tenure year

The service merit score is divided into three parts: Minimum score (1 point), Required service (**3 points**) and Bonus service (**1 point**). Points are totaled from the following questions.

Required Service (maximum score **3 points**). The usual score for a “Yes” answer to a statement is **1.00**. However, the executive committee may award more or less points, depending upon the degree in which expectations are met or exceeded.

___(R1) The faculty member routinely comes to department and school meetings/activities.

___(R2) The faculty member fulfills required individual service expectations in a timely manner (completion of annual summary, assessment of student learning, student advising).

___(R3) The faculty member routinely serves on committees that accomplish their project charter(s).

Bonus Service (maximum **1 point**). The usual score for a “Yes” answer to any statement is **.75**. However, the executive committee may award more or less points, depending upon the degree in which expectations are met or exceeded.

___(B1) The faculty member is recognized as performing an above average amount of work for a particular committee as determined by the committee chair/director, or by chairing/directing the committee/center.

___(B2) The faculty member has taken the initiative to perform a significant task for the department, school or university.

___(B3) The combined number of department, school, and university committees that the faculty member actively serves on is above average.

___(B4) The faculty member performs service for their profession (such as chairing a conference, discussing a conference paper, serving on conference program committees, reviewing journal articles, chairing a conference session, reviewing promotion/tenure dossiers, or holding an office).

___(B5) The faculty member performs significant external/community service that is related to the missions of the department, school, or university.

Additional caveats for untenured and new faculty.

- Untenured faculty may carry any extra points forward to the next evaluation period.
- Faculty in their first or second year of appointment may choose to use the department average for service as their service score.