



College of Health Professions Promotion and/or Tenure Portfolio Preparation Workshop

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Service Folder

This section provides examples to help communicate accomplishments in service in accordance with CHP P&T guidelines.

- Service is a responsibility of all CHP faculty and should:
 - Be related to faculty's profession & area of expertise
 - Enhance function & development of organization, profession, or community



Levels of Service

- Program or Department
- College of Health Professions
- University of Arkansas for Medical Sciences
- State of Arkansas or Local/Regional Area
- National or International



Levels of Service

Service – Program Or Department

- Program
 - Student admissions committee
 - Faculty recruitment committee
 - Student academic performance committee
- Department
 - Promotion and tenure committee
 - Department action team



Levels of Service

Service - College Level

- CHP Committees
 - Alumni Relations & College Advancement
 - Curriculum
 - Diversity
 - Faculty Development & Services
 - Grievance Pool
 - Promotion & Tenure
 - Scholarship
 - Special committees as assigned



Levels of Service

Service – University Level

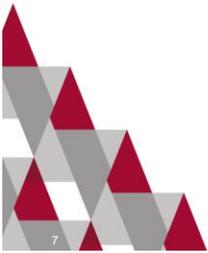
- Numerous opportunities available campus-wide
 - Academic Senate Council
 - IPE Committees
 - Chancellor Committees
 - Library Advisory Committee
 - Radiation Safety Committee
 - And many, many more....



Levels of Service

Service – State & Local Level

- Advisory board
- Professional society
- Editor or author of professional publication
- Consultant



Levels of Service

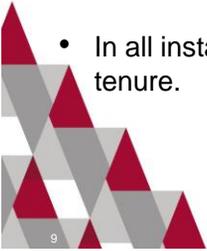
Service – National Or International Level

- Accreditation agency
- Advisory board
- Professional society
- Professional society editorial board
- Professional licensure/certification organization
- Federal government consultant



Examples of Service Activities

- A list of examples (see next slide) that may be used to demonstrate *excellence* (or *significant achievement*) in service is located in the Service folder in the CHP P&T Database. If service is an area where you are indicating you have achieved *excellence*, your narrative should be directed toward describing how your accomplishments contributed to demonstrating *excellence*, only, and *not significant achievement*.
- The list of examples may help you to identify your areas of strength.
- Within your narrative, do not make the P&T committee hunt for your evidence. State it clearly with detailed descriptions, dates, evidence, etc.
- In all instances, **quality** and **impact** of service are key considerations in promotion and tenure.



Service - Demonstrating Excellence or Significant Achievement

- Examples (*not an exhaustive list*) of accomplishments in service.
- May be used to demonstrate *excellence* or *significant achievement*.
- Narrative should explicitly describe how these (*and any other*) accomplishments contribute to demonstrating either *excellence* or *significant achievement*.

Demonstrates leadership on campus or University of Arkansas committees
Recognized for exceptional contributions to the advancement of the University or College
Leads professional accreditation teams
Consulted by other institutional or governmental agencies at the state or national level
Participates as a member of state or national advisory boards
Holds a position of leadership in an appropriate professional society at national or international level
Recognized for clinical expertise at state or national level
Provides outstanding department or college leadership that results in significant achievements by faculty and students
Effectively chairs College committees
Effectively serves on campus committees or completes special assignments
Recognized for important contributions to the advancement of his/her department or college
Serves on professional accreditation teams
Consulted by other institutions or governmental agencies at local level
Participates as a member of a local advisory board
Holds a position of leadership in an appropriate professional society at the state or local level
Recognized for clinical expertise at local level



Service Narrative

- Use examples from the list in the Service folder (or other service-related accomplishments) to guide your service narrative.
 - **Use headings** within your narrative to depict what’s coming in that part of the narrative.
- The percent of your time dedicated to service should be stated in your service narrative.
 - Percent effort is related to your assigned workload.
 - The larger your percent effort/workload dedicated to service, the more accomplishments you should have toward demonstrating excellence (or significant achievement).



Service Narrative

- One of the more challenging areas of the P&T process to write about!
 - Should describe each of your service activities in detail
 - » Level of service
 - » How much time spent in this activity
 - Need to explain the **impact** (“*so what?*” factor) of your service
 - » What positive changes occurred as a result of your service?



Service Narrative

Example of Service Activity Narrative – University Level

• **Effectively Serves on Campus Committees or Completes Special Assignments** *(this would be the heading in the narrative)*

- A large part of my service involvement in the 20##-20## academic year was centered around the 12th Street Health and Wellness Clinic. For the first time in February 20##, diagnostic ultrasound examinations were performed on patients at Women's Health Night. Since February, we have imaged a second Women's Health Night and plan to provide imaging to patients the second Thursday of each month. The goal for this project is to meet the needs of community members who are largely underserved, as well as provide a rich, interprofessional learning environment for students. Since imaging began at 12th Street, I have worked with medical students, physician assistant students, and both graduate and undergraduate nursing students.

- Even better would have been to include in the narrative specific details about what this individual contributed to the events [specific role(s) and responsibilities], and details specifying "large part"; for example, tying time spent to workload allotment. Consider an evaluative piece; for example, survey students to measure their knowledge, or skills learned through the service that was provided – getting at the **impact** related to the service.



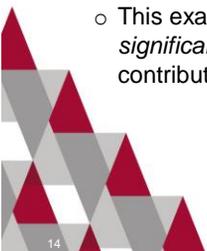
Service Narrative

Examples of Service Activity Narrative – National Level

• **Contributes to advancement of a national professional accreditation organization** *(this would be the heading in the narrative)*

- Invited to help our credentialing organization test and evaluate an online question authoring and submission program (Castle Media System) for their national certification examination question authoring process. Adoption of this program allowed the credentialing organization to significantly simplify the process of collecting, editing, categorizing, and using questions submitted by volunteer question writers for their 13 national certification examinations.

- This example touches on the **impact** of the service provided (*allowed the credentialing organization to significantly simplify the process . . .*). Even better would have been to include some details about contributions to the testing and evaluation process.

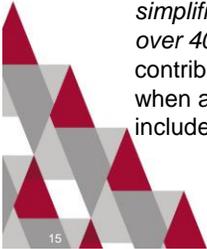


Service Narrative

Examples of Service Activity Narrative – National Level

• Provides service leading to improvements in allied health programs across the nation *(this would be the heading in the narrative)*

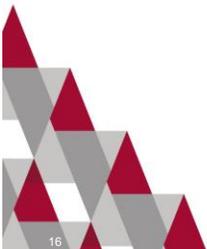
- Volunteered to help Trajecsys Corporation modify, beta test, and implement an electronic data collection system for student's clinical records. This 18-month project resulted in an online program that greatly simplified and streamlined the clinical records keeping process for allied health education programs. The Trajecsys Report System (TRS) is now in use nationwide by over 400 allied health programs.
 - This example touches on the **impact** of the service provided *(resulted in an online program & greatly simplified and streamlined the clinical records keeping process)* and the **reach** *(now in use nationwide by over 400 allied health programs)*. Even better would have been to include some details about the specific contributions to the development and implementation process. Also, this accomplishment is an example of when an *letter of support/letter of contribution* (provided by Trajecsys Corporation) could have been included in the service folder as a *Letter of Support specific to Service*.



Collegiality in P & T

(specific to guidance in the 2017 CHP P&T Guidelines)

- Demonstrating collegiality is important in all three areas: teaching, scholarship, and service.
- Evidence of collegiality for the purposes of promotion and tenure may be demonstrated in numerous ways:
 - letters of support, offers to lead committees, task groups, etc.



Service Folder

NOTE:

- The list of examples of service accomplishments is not all-inclusive.
- Faculty may consider other activities to satisfy the requirements for proof of *excellence* or *significant achievement*.
- Communicate with your Program Director, Department Chair, and Colleagues for guidance.



CHP P&T Database Service Folder Contents

Your service folder should include:

- 1. Service Narrative**
 - Required as described in slides.
- 2. Letters of support speaking specifically to service**
 - Not required, but helpful.
 - Regarding 2017 CHP P&T Guidelines, these letters could also address collegiality.
 - These letters are separate from/in addition to the letters in the LETTERS OF RECOMMENDATION/SUPPORT section.
- 3. Other service support materials**
 - Examples of evidence of accomplishments.
 - Should be discussed and cited in the narrative.

