

Rubric for Evaluating Service Files

This rubric is a tool designed to a) standardize and focus observations during the promotion file review process and b) provide a reference for conversations regarding service quality during promotions meetings. It is meant to ensure that conversations and evaluations are rooted in evidence found in the file. *Your overall evaluation of this aspect of the file should be comprehensive, not simply a result of counting the number of meritorious/not meritorious labels.*

Reminder: Think “How has this person been successful?” (not “How successful is this person?”) In other words, look for evidence that supports the criteria below, rather than forming a judgment about the person, which is more likely to bring in bias.

Candidate name:

Evaluator name:

Departmental context (from Chair’s letter/department statement/ teaching statement/department letters):

Service work might take one or more of the forms listed below. This table is meant as a place to describe a type /types of service work. Candidate does **not** have to demonstrate all types of work and may have service work of a different type. See page 117 of the handbook for more detailed definitions of the types of work listed below.

Possible types of work	Evidence	Comments
Service to students: beyond routine advising		
Service to departments/academic programs		
Service to the college: Faculty/ shared governance, tasks forces/working groups, chairing department/directing program(s), and/or increasing visibility of the college		

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Service to the academic profession		
Other type of service		

Evaluation rubrics

(You can cut and paste across rubrics if the same evidence applies to multiple rows. Additionally, redundancy across these sections reflects where there is redundancy in the handbook.)

Rubric from preamble (p. 115 of Faculty Handbook):

Criteria	Evidence	Overall evaluation (not meritorious, meritorious, exemplary)	Comments
Effectively performing fair share of service work			
Participation in faculty and shared governance			

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Rubric from Promotion criteria (p. 131 of Faculty Handbook)

Criteria	Evidence	Overall evaluation (not meritorious, meritorious, exemplary)	Comments
A candidate for promotion to Full Professor must demonstrate the following:			
Sustained service			
Significant service			
Effective service			
Service that sustains the college			