

Guidelines for More Equitable Service Loads

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Vice Provost for Faculty

The objective of these guidelines are intended to be the complement of the INDICATOR Guidelines, by ensuring a more even distribution of service work, particularly for women and underrepresented faculty.

Record keeping is the first step toward greater equity in service assignments. With the Elements software system, we can record these data in two ways: at the **assignment level**, and at the **individual level**.

- Through use of an Excel spreadsheet, Department Heads, Associate Department Heads, Associate Deans, Vice Provosts and Faculty Senate chairs can enter department, college and university, and senate committee assignments, respectively. The Elements system can read the data automatically and enter them into faculty files.
- Faculty can update and make corrections to their records periodically as needed, and work with their administrators to ensure that their information is current.
- Unit leaders are encouraged to assign committees to faculty proactively, to ease any record keeping related burdens, and to balance the load more evenly.
- Records should be updated regularly to reflect current loads.
- The implementation of the Elements system will be managed by the Dean of University Libraries.

Records include the type of committee, the role played by the faculty member (e.g., chair), and the duration of the assignment. Several years of records will be displayed by the Elements system.

Service records will be selectively accessible. Select administrators will have the ability to examine the Elements' reports for faculty in their unit, so that those forming committees can be aware of availability and overloads. Every faculty will be able to view their own records.

Transparency: Faculty who have questions or concerns about the equity of their service can contact their department head, their dean, or the Vice Provost for Faculty. The VPF will maintain a confidential hotline for such inquiries.

Status of Committees: Some tasks are mundane, while others can be viewed as career-enhancing. These tasks should be shared fairly, with career-enhancing tasks assigned to early career faculty when practical.

Streamlining and minimizing committee assignments: Transparency of data can encourage greater efficiency, resulting in larger committees being reduced in size, or others eliminated when duplicating efforts are discovered.

Quality of Service: Regardless of role, every committee member may not put forth the same level of effort as his or her peers. When appropriate, leaders should either reward those faculty who provide high-quality service with reductions in other service; or, find a way to encourage better service more broadly, including assigning other service duties that benefit the unit to those who don't regularly volunteer.

Hierarchy of Assignments and Reassignments: When practical, the department should adjust committee duties in light of outside requests or any new occurrence of major university- or college-level duties. Likewise, we encourage outside or university-level committee requests to be made by faculty prior to the start of the fall semester when possible.