

Suggestions for Writing a Service Statement for the Reappointment Dossier

Faculty service includes sharing your disciplinary expertise, skills, and knowledge beyond your classroom in ways that support the mission of the University of Colorado. Service statements explain your involvement and contributions to the University at the department/unit level (A&S RAPs), at the college and/or University levels, in your profession (discipline-specific or focused on first-year undergraduate education), and in the community beyond. This statement is your opportunity to explain what service means to you in the context of your position at CU and to provide examples of your recent service work (if up for reappointment) or the bigger picture of your service experience over your career to date (if up for promotion) to the PUEC. **Remember that in the A&S RAPs, we discuss service directly related to teaching (such as planning and leading course-related co-curricular activities) in other parts of our portfolio** (Philosophy of Teaching statement and/or the Additional Materials section).

The following list is meant to illustrate the kinds of service activities that faculty in the A&S RAPs have undertaken. However, no one teaching professor is expected to have done them all, and there may be important service activities you have done that are not in the example list. Please remember that service commitments often build over the course of a career. A new Teaching Associate Professor's service opportunities may be quite different than those of someone well into their career. Please see the [A&S RAP Bylaws](#) for more information on the role service at these different levels plays in promotions as you move up through the teaching track.

Examples of Unit-level Service

- Participation in RAP events for Welcome Week, Family Weekend, and Admitted Students Day
- Serving as a member of a PUEC committee for a RAP faculty member's reappointment or promotion
- Creation of and/or participation in community-building events at your RAP
- Participation in Admitted Buffs Days or New Student Summer Orientation
- Serving on the Annual Merit Review Committee, the Faculty Salary Grievance Committee, or other ad-hoc committees of the A&S RAP

Examples of College or University-level Service

- Serving on the BFA or the ASFS (could be considered both unit-level and college/campus level service if you are representing the A&S RAPs rather than as a member at large)
- Serving on a subcommittee of the BFA or ASFS
- Serving on a faculty advisory board, such as the Academic Technology Advisory Group (ATAG), ASSETT Advisory Board, or CU Art Museum Community Council & Collection Committee
- Serving on a PUEC for faculty from a unit other than the A&S RAPs
- Acting as a reviewer for scholarships or programs such as the Norlan Scholars program or UROP applications
- Giving invited talks on campus
- Acting as a faculty mentor for programs such as the ASSETT Faculty Fellows or the ACUMent program

Examples of Service Beyond the University

- Invited public speaker on topics related to your discipline in the broader community
- Serving on committees or boards of professional organizations
- Serving on a conference organizing committee or acting as a reader for evaluating conference proposals
- Volunteering for local school or education events such as science fairs, History Day competitions, or other discipline-related events for K-12 students
- Serving as an editor for a professional publication