TYPES OF SERVICE

Service, in academic terms, is usually defined as work you do for free, for pay, or in addition to your regular responsibilities. You may use your skills (related to your field) or work as a member of a committee/program/organizational structure; either type of work constitutes service.

EX:
Serving on a professional committee...

-Or-

Volunteering your time to teach adults how to read (for free)....

-or-

Helping a hospital to write grants for funding/other resources....

-or-

Being invited to write/edit documents for print/online for a stipend....

Most service is free (i.e., we used to equate service as "volunteer" work; however, some definitions of service have adapted to include certain perks in lieu of just being a volunteer. Some non-profit organizations/publishers provide benefits to volunteers, discounts, access to free resources, etc. Some non-profit organizations/publishers or others will pay for your service, usually this pay will not be what you are "really worth." Usually more time goes into this type of service than can be financially justifiable. But, pay (e.g., cash, trade, stipends, or other) can be another way of rewarding/thanking you for your work.

One thing to keep in mind: You are not supposed to make a living doing service. But, you might not receive tenure without it.

Most service is tenure-able if persistent and useful. Service that is regarded as institutional, related to a professional organization, and/or related to a community institution/organization is usually very valuable.

One thing to consider is making sure that you have useful documentation of your activities. Documentation usually belongs in tenure portfolios or should be provided to your supervisor (or both).

USEFUL DOCUMENTATION (INTERNAL)
Volunteer Log/Journal
Emails/Correspondence
Collection of Artifacts from your Service/Work

USEFUL DOCUMENTATION (EXTERNAL)

Letter from a Chair/Supervisor/Official
Conference/Seminar/Other Pamphlets Mentioning Your Participation
Certificates of Participation
Emails/Correspondence
Conference/Symposia Programs

Below is a comprehensive list of service opportunities for faculty:

UNDERLINE UNIVERSITY/INSTITUTIONAL SERVICE
Faculty Senate
Faculty Senator/Member
Senate Standing-Committee Member
Faculty Senate Subcommittee
Ad Hoc Committee Member

COLLEGE/SCHOOL SERVICE
Chair of a Committee
College/School Committee member
College/School Subcommittee member
Ad Hoc Committee member

DEPARTMENTAL SERVICE (e.g., your department or others)
Chair of the Department
Associate Chair of the Department
Assistant Chair of the Department
Faculty Development Coordinator
Adjunct Faculty Development Coordinator
Chair of a Committee
Departmental Committee member (e.g., Curriculum, Awards, Planning, Elections, etc.)
Departmental Subcommittee member

EXTERNAL ORGANIZATIONAL SERVICE (LOCAL, REGIONAL, NATIONAL, INTERNATIONAL)
Chair
Committee member
Subcommittee member
Treasurer
Secretary
President of a Board
Board Member
Volunteer

COMMUNITY SERVICE (e.g., institutions or organizations)
Schools
Hospitals
Prisons
Victim Advocates
Public Services
City/Town Government
Literacy Organizations
School Board

Board of Trustees
Board of Regents
Community Action Organizations

ONLINE SERVICE
Editor-in-Chief
Associate Editor
Assistant Editor
Member of an Editorial Board
Editorial Assistant
Contributing Editor
Book Reviewer
Website Moderator
Website Administrator
Blogger (Professional, Academic, or Other)
Forum/Discussion Board Moderator
Forum/Discussion Board Administrator

PRINT/PUBLICATION SERVICE
Editor-in-Chief
Associate Editor
Assistant Editor
Member of an Editorial Board
Editorial Assistant
Contributing Editor
Book Reviewer

PROFESSIONAL SERVICE (for Conferences)
Chair of a conference
Committee Member
Subcommittee Member

TYPES OF CONFERENCES
International Conference/Symposia
National Conference/Symposia
Regional Conference/Symposia
Local Conference/Symposia

LISTING OF ORGANIZATIONS (NATIONAL & INTERNATIONAL) IN WRITING
National Council of Teachers of English (NCTE)
Regional NCTE Affiliates (Search by State or Region)
NCTE Standing Committee on Affiliates
International Reading Association (IRA)
IRA Affiliates (Search by State or Region)
IRA Special Interest Groups (+++)
Conference on Computers & Writing (C & W)
Conference on Second Language Writing (CSLW)
Conference on Basic Writing (CBW)
Conference on College Composition and Communication (CCCC or the 4 C's)
CCCC Special Interest Groups (+++)
Conference on English Education (CEE)

Conference on English Leadership (CEL)
Two-Year College English Association (TYCA)
National Association of Developmental Educators (NADE)
Whole Language Umbrella (WLU)
Modern Languages Association (MLA)
MLA Special Interest Groups (+++)
Society for Technical Communication (STC)
STC Special Interest Groups (+++)
Association of Teachers of Technical Writing (ATTW)

NCTE-SPECIFIC GROUPS/TASK FORCES/COMMITTEES/FORUMS
Convention Committees (NCTE, CCCC, CEE, CEL, TYCA, etc.)
Achievement Awards in Writing Advisory Committee
Standing Committee on Affiliates
Standing Committee Against Censorship
College Forum
Task Force on Council History and 2011
NCTE Award for Excellence in Poetry for Children Selection Committee
Standing Committee on International Concerns
Language, Commission on
Lesbian, Gay, Bisexual, and Transgender Issues in Academic Studies Advisory Committee
Commission on Media
NCTE/SLATE Steering Committee on Social and Political Concerns
Orbis Pictus Award for Outstanding Nonfiction in Children's Literature
Program to Recognize Excellence in Student Literary Magazines Advisory Committee
Promising Young Writers Advisory Committee
Public Language Awards Committee
Committee Against Racism and Bias in the Teaching of English
Research Forum
Standing Committee on Research
NCTE Nominating Committees
Vice President (Secondary Level)
Elementary Representative-at-Large
Middle Level Representative-at-Large
Trustees of the Research Foundation
NCTE Nominating Committee
Elementary Section
NCTE Headquarters
Middle Level Section
Steering Committee
Nominating Committee
Secondary Section
Steering Committee
Nominating Committee
College Section
Steering Committee
Nominating Committee
CEE (Conference on English Education)
Executive Committee
Nominating Committee
TYCA (Two-Year College English Association)

Associate Chair
Secretary

<u>NCTE SPECIAL INITATIVES COMMITTEE MEMBER</u>
Advocacy Day/Month
National Day on Writing
African American Read-In
Action Center

<u>IRA SIGS</u>
Adult Education and Family Literacy
Balanced Reading Instruction
Bibliotherapy and Reading
Canadian SIG on Literacy
Children's Literature and Reading
College Literacy and Learning
Concern for Affect in Reading Education
Concerned Educators of Black Students
Content Area Reading
Deaf and Hard of Hearing Readers
Disabled Reader
History of Reading
Indigenous Peoples
International Partnerships for Critical Thinking/Active Learning
International Reading Association/Rotary International (IRARI) Partnerships
Language Experience Approach
Leadership Education and Development for Educators in Reading
Literacy and Social Responsibility
Literacy Development in Young Children
Literacy Issues in Developing Countries
Mastery Learning
Middle School Reading
Network on Adolescent Literature
Organization of Teacher Educators in Reading
Phonics
Professors of Reading Teacher Educators
Psycholinguistics and Sociolinguistics
Readability
Reading Excellence Through the Arts
Reading for Gifted and Creative Students
Reading: Orthography and Word Perception
Science Fiction, Fantasy, and Graphic Novels
Secondary Reading
Specialized Reading Professionals
Storytellers
Teaching as a Researching Profession
Technology in Literacy Education
Title I

<u>STC SIGS</u>
Academic

Accessibility
Canadian Issues
Consulting and Independent Contracting
Content Strategy
Emerging Technologies
Environmental, Safety, and Health Communication
Europe
Illustrators and Visual Designers
Information Design and Architecture
Instructional Design & Learning
International Technical Communication
Lone Writer
Management
Marketing Communication
Online
Policies and Procedures
Quality and Process Improvement
Scientific Communication
Single Sourcing
Technical Editing
Usability & User Experience