Faculty Annual Report Guide: Service

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The Service Forms enable you to report your service in one of four categories: (1) Institutional Committees, (2) Other Institutional Service, (3) Professional Service, and (4) Community Service. To report service activities, click on the button for the corresponding category for that activity.

Report service on department, school and university committees under Institutional Committees.

Report non-committee, Boston College-related service under Other Institutional Service. For example, serving as faculty advisor to student clubs or organizations, participating in Half-time or Admitted Eagle Days, guest speaking in classes or other events on campus.
Report professional, academic or non-academic, service under Professional Service. For example, serving on awards, conference, academic or professional organization committees, editorial boards, providing journal or book reviews, etc.

Report local, national or international, non-profession-related service under Community Service. For example, serving on town, congressional or international committees or boards.

Any previously created Service activities will also be listed and you can edit, delete, or duplicate any of these previously reported activities.
Institutional Committee Service Section A: Input Form (Required)

**Appearance**

![Input Form Image]

**Editing**

All asterisked (*) fields are required. If any are incomplete, then you will not be able to save your changes.

**Required:** Specify the start and end semester of Institutional Committee Service (see p. 21), the title, and unit (i.e., university, school, or department), and committee from the drop-down list. To specify the unit, click on the dropdown and choose from the list. The drop-down list for Committee will display different committees depending on the unit selected. Choose Other if your committee is not on the list.
The following university-wide committees are available to choose from:

- Academic Technology Advisory Board
- Athletic Advisory Board
- Faculty Compensation Committee
- Faculty Grievance Committee
- Faculty Hearing Committee
- Faculty Review Panel
- Faculty Technology Contracts
- Institutional Review Board
- Intersections
- Provost’s Advisory Council
- University Core Development Committee
- University Council on International Exchange and Research
- University Council on Teaching
- University Fellowships Committee
- University Research Council
- Other

School specific committees vary by school.
Institutional Committee Service Section B: Activity Classifications (Required)

**Appearance**

**Editing**

Required: Specify the approximate number of hours you spend on the activity each year, your role or responsibility (Member, Chair, Co-Chair, or Other), and if you served Ex-Officio (Yes/No).
Institutional Committee Service Section C: Attachments (Optional)

**Appearance**

![Attachment Type: File, Attachment: Choose File, No file chosen](image1)

OR

![Attachment Type: URL, Attachment: http://www.intarfolio.com](image2)

**Editing**

Optional: You can upload file attachments or provide a URL to a website relevant to your Institutional Committee Service activity.
Other Institutional Service Section A: Input Form (Required)

Appearance

Editing

All asterisked (*) fields are required. If any are incomplete, then you will not be able to save your changes.

Required: Specify the start and end semester of the Other Institutional Service activity (see p. 21), the title, and unit (i.e., university, school, or department). To specify the unit, click on [Change] and choose from the list. You can use the [ ] icon to expand a list of department for CSOM, LSOE, MCAS, SSW, or STM.
Optional: Description of the activity.
Other Institutional Service Section B: Activity Classifications (Required)

Appearance

EDITING

Required: Specify the approximate number of hours you spend on the activity each year, whether you collaborated with a student for the activity (Yes/No), and if you served Ex-Officio (Yes/No).
Other Institutional Service Section C: Attachments (Optional)

**Appearance**

![Attachment Module]

**Editing**

**Optional:** You can upload file attachments or provide a URL to a website relevant to your Other Institutional Service activity.
Professional Service Section A: Input Form (Required)

Appearance

![Input Form](image-url)
Editing

All asterisked (*) fields are required. If any are incomplete, then you will not be able to save your changes.

**Required:** Specify the start and end semester of the Professional Service activity (see p. 21), the Organization/Committee/Journal, and number of hours you spend each year on the activity.

**Optional:** City/state/country, description, accomplishments, the exact start and end date, which is different from tagging the start and end semester for the activity.
Professional Service Section B: Activity Classifications (Required)

**Appearance**

![](Activity_Classifications.png)

**Editing**

*Required:* Specify your role; the scope of your role (local/state/regional/national/international); if you served Ex-Officio (Yes/No); whether it was compensated or pro bono; and whether you were elected, appointed, or neither.
The following roles are available for Professional Service:

- Advisory Committee
  - Chair
  - Member
- Attendee, Meeting
- Board of Advisors
  - For-Profit
  - Non-Profit
- Board of Directors
  - For-Profit
  - Non-Profit
- Chairperson
- Committee
  - Chair
  - Member
- Conference Organizer
- Conference-Related
- Editor
  - Associate Editor
  - Journal Editor
  - Senior Editor
- Editorial Review Board Member
- External Reviewer
- Member
- Officer
  - Other Officer
  - President/Elect/Past
  - Secretary
  - Treasurer
  - Vice President
- Pre-Publication Reviewer
  - Ad Hoc
  - Book
  - Conference Paper
  - Journal Article
  - Textbook
- Program
  - Coordinator
  - Organizer
- Research Prize
  - Reviewer
  - Grant Proposal
  - Research Prize
  - University Tenure and Promotion Cases
- Session Chair
- Task Force Chair
- Task Force Member
- Track Organizer
- Workshop Organizer
- Other

If selecting Other, a text box will appear to specify your role.
Professional Service Section C: Attachments (Optional)

**Appearance**

Optional: You can upload file attachments or provide a URL to a website relevant to your Professional Service activity.

**Editing**

Optional: You can upload file attachments or provide a URL to a website relevant to your Professional Service activity.
Community Service Section A: Input Form (Required)

**Appearance**

![Input Form Image](image-url)
Editing

All asterisked (*) fields are required. If any are incomplete, then you will not be able to save your changes.

Required: Specify the start and end semester of the Professional Service activity (see p. 21), the Organization/Committee/Club, number of hours you spend each year on the activity, and City/State/Country, and a brief description of key accomplishments.

Optional: The exact start and end date, which is different from tagging the start and end semester for the activity.
Community Service Section B: Activity Classifications (Required)

Appearance

Editing

Required: Specify your position/role; the scope of your role (local/state/regional/national/international); if you served Ex-Officio (Yes/No); whether it was compensated or pro bono; and whether you were elected, appointed, or neither.
The following positions/roles are available for Community Service:

- Attendee, Meeting
- Board Member
- Committee
  - Chair
  - Member
- Discussant
- Grant Proposal Reviewer, External
- Guest Speaker
- Member
- Officer
  - Other Officer
  - President/Elect/past
  - Secretary
  - Treasurer
  - Vice President
- Participant/Volunteer
- Program
  - Coordinator
  - Organizer
- Task Force
  - Chair
  - Member
- Workshop Organizer
- Other

If selecting Other, a text box will appear to specify your role.
Community Service Section C: Attachments (Optional)

**Appearance**

![Attachments window](image)

**Editing**

**Optional:** You can upload file attachments or provide a URL to a website relevant to your Community Service activity.
Tagging a Service Activity with a Semester and Year

For each service activity, you must tag it with a start and end semester and year. This is how it is pulled into your Faculty Annual Report (e.g., a service activity tagged Fall 2018 through Spring 2022 will show up in your 2018, 2019, 2020, 2021, and 2022 FARs).

![Input Form]

Start Semester: Fall 2018
End Semester: Spring 2022