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MEMORANDUM

DATE: August 23, 2017
TO: CALS Unit Heads
Gayatri Vedantam, Chair, CALS Faculty Council
Jeff Silvertooth, Associate Dean for Economic Development and Director, UA
Cooperative Extension
FROM: Shane C. Burgess 
SUBJECT: Service Commitment for CALS Faculty

I want to thank everyone for the time needed to establish explicit service expectations for CALS faculty as requested by Provost Comrie.

I asked Tom Miller, vice provost for faculty affairs, and the Office of General Counsel to review the joint memo of February 10 from Professors Farrell-Poe and Smith (attached) to ensure that the outcome outlined in the memo aligns with ABOR policies and central administration expectations for shared governance and decision-making for faculty employment responsibilities.

I confirm that the process we've utilized through the Faculty Council meets ABOR policies and university guidelines for shared governance, *1992 Arizona Revised Statute 15-1601. State universities; location; faculty powers*, input in the area of academic policy-making and input at the local level, and that a default service domain for faculty is consistent with ABOR expectations for academic responsibilities to the university.

Service is being made an explicit part of workload assignments to align CALS workloads with other colleges and make sure that faculty contributions are more fully acknowledged especially at the university level. This cannot be achieved by simply assigning 10% to service to faculty. Percentage should vary according to workloads of individual faculty members. I ask that the unit heads work with each faculty member annually to arrive at a percentage. This provides the maximum flexibility for both unit heads and faculty. It obviously will vary over time according to the workloads and talents of each individual faculty member.

The critical thing is to ensure service is documented and evaluated as part of faculty annual review and especially in faculty promotion and the tenure/continuing status review process and documents. A service workload that varies from year to year during the tenure- or continuing-eligible period must be documented carefully in Section 2 of the dossier:

SECTION 2: SUMMARY OF CANDIDATE'S WORKLOAD ASSIGNMENT

SUMMARY OF WORKLOAD ASSIGNMENT FOR:

DEPARTMENT/SCHOOL OF:

FTE:

Duties for the period 2010-2011 through 2017-2018 have been distributed as follows:

Academic Year	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18
Teaching %								
Research %								
Service/Outreach % <i>Internal and External</i>								
Administrative Service %								
Clinical Service %								
Extension%								
Other Professional Activities% <i>Name & describe activity</i>								
Clock Delays or Leave(s)*								
Total	100%	100%	100%	100%	100%	100%	100%	100%

**Include approved Tenure Clock Delays and Sabbatical Leaves; Do not include percentages for years which the candidate received a clock delay or was on a leave.*

Additionally, I agree with and support your recommendation that we reconsider these provisions in a year for possible modifications.

Updated Position Descriptions: Beginning in Academic Year 2017-18, all CALS unit heads must incorporate a service assignment in each faculty member's position description. This assignment applies to all faculty: tenured, tenure-eligible, continuing, continuing-eligible, and career-track faculty (non-tenure). Many career-track faculty are hired for a specific role such as teaching and do not have a lot of committee or other service expectations and I recognize that you will record this as such.

All service assignments above 10% require my signed concurrence. The only way to automatically monitor these assignments is using UAVitae, as there are no other places where this data is recorded. I will be working with the vice provost for faculty affairs to establish alerts based on the UAVitae data, and this will likely take some time. In the meantime, please provide my office with updated faculty position descriptions upon completion. These position descriptions should be signed by the faculty member and the unit head. If the faculty member has an Extension appointment, please provide the position description to Jeff Silvertooth's office for his review before it comes to my office.

Promotion/Annual Performance Review Criteria: By May 30, 2018, each unit must review their promotion and annual performance review criteria to make needed revisions for evaluating service. Attached are examples that may be useful of department criteria within the colleges of Science and Engineering. I will ask the CALS Promotion and Tenure Committee and the CALS Promotion and Continuing Appointment Committee to re-evaluate our college promotion criteria if any revisions need to be made for use in evaluating service performance.

Thank you again for your complex deliberations and the significant amount of work involved in this process for CALS, which is a significant cultural change for us.

Atts.

xc: Andrew Comrie
Tom Miller
Jeffrey Ratje
Allison Ketterling