

In order for your department, college, and university to succeed, faculty members must contribute. Some examples are the following:

Departmental Governance

1. Departmental faculty meetings
2. Curriculum, assessment, and program review
3. Graduate program and graduate committees
4. PTE
5. Colloquium/seminar
6. Hiring faculty members and/or postdocs
7. Outreach
8. Recruiting and/or advising students (plan of study, research, etc.)
9. Ad hoc committees, task forces, etc.

College Governance

1. College faculty meetings
2. Curriculum
3. PTE
4. Chair's Council
5. Nominations and Awards
6. Service and Outreach
7. Student Progress

University Governance

1. Open forums
2. Faculty Senate
3. Academic Affairs Committee
4. Academic Integrity Committee
5. Budget Committee
6. Campus Space and Facilities Committee
7. Conflict of Interest Advisory Committee
8. Council of College Faculties
9. Equal Opportunity Hearing Panel
10. Equity and Diversity Committee
11. Executive Committee
12. Faculty Affairs Committee
13. Standing Committee on Faculty Rights (SCOFRR)
14. General Education Committee
15. Grade Appeals Board
16. Library Committee
17. Program Review Committee
18. Research and Consulting Committee
19. Senate Coordinating Council
20. Technology and Instructional Services Committee
21. University Assessment Committee
22. University Athletics Committee

Some questions to ask yourself, your chair/head (e.g., during performance review), your mentor, etc. now and in the future:

- What percentage of my job description is devoted to service?
- What are my initial service expectations, now and for tenure/promotion? Am I doing (and/or have I done) enough, too much, or not enough?
- What is involved in the service responsibility I am considering volunteering for? What is the committee's charge? How many hours per week/month (in and outside of meetings)? How long will I be expected to serve in this role? Is it appropriate for me, given my rank, other commitments, etc.?

Some advice*:

- Read departmental and university memos and emails in their entirety before contacting someone else with questions about them. Keep up with email.
- Learn and follow departmental, college, and university policies, processes, and procedures. Learn the structure of these organizations.
- Avoid gossiping and department "politics" when possible. Expect that anything you say to anyone about a colleague will be repeated to that colleague or your chair/head.
- Be dependable, professional, helpful, friendly, courteous, kind, cheerful, thrifty, brave, clean, and thankful.
- Provide requested information, reports (including annual activity reports), etc. promptly, thoroughly, and following the guidelines provided.
- Learn how to accept constructive criticism.
- Use your chair/head, mentor, etc. to help you make good choices.
 - Do (some) service on department committees.
 - Say no to service on college and university committees (initially).
 - Try to choose tasks that you are invested in. If you are going to do service, you should do things you enjoy and that you feel are valuable.
- Learn to be an effective colleague/committee member.
 - Spend more time listening than speaking at meetings. Do not interrupt your colleagues while they are making a point, even if you have something to add.
 - Prepare for meetings by reading minutes, agendas, reports, etc. in advance. (Don't be the student who shows up for class unprepared.) Be prepared to discuss things that need discussing. Bring a pen.
 - Attend scheduled meetings. Use your calendar to keep track of your schedule (when and where to be).
 - Learn by watching your effective and ineffective colleagues. Do the things you see that work, don't do things that don't work.
 - Learn how to run meetings.

* Adapted from email message from Canan Bilen-Green, personal experience, Boy Scout Handbook, and Forbes article "10 Tips For Winning Over Your Colleagues"