

Appendix G-4: Service: Common Responsibilities

Service to the institution

Evaluation criteria:

- Narratives describe service activities for the university *
- Possible methods to use in justification
 - Standing committee work (minutes, subcommittee work, products)
 - Ad-hoc committees (Car Show, 60th anniversary)
 - Search committee
 - College-sponsored events
 - Service to the NMSU system
 - Student organization advisor
 - Student academic advising

Service to the community

Evaluation criteria:

- Narratives describe volunteer activities outside of the university and how they benefit the community *
- Possible methods to use in justification
 - Volunteer work outside of the institution within field of expertise
 - Volunteer work outside of the institution outside field of expertise
 - Products from volunteer work (website, exit surveys)
 - Letter of support

Demonstrate leadership in service

Evaluation criteria:

- Narratives show leadership in activities related to service
- Possible methods to use in justification:
 - Describe service as University Committee or Subcommittee Chair, Co-Chair or Secretary and how leadership benefitted the committee and the university
 - Describe important contributions to tasks and duties performed by the University committee
 - Office or position held within volunteer work outside of the Institution

Note: * denotes required elements

Note: Parenthesis includes recommended documentation.