SERVICE

SERVICE SECTION OVERVIEW

This section includes subsections that are both **editable** (self-entered) and **non-editable** (imported from outside data).

Subsection	Editable	Input Method	Imported Source (if applicable)
Professional Service	Yes	Self-entered	N/A
Public Service	Yes	Self-entered	N/A
University Service	Yes	Self-entered	N/A

DEFINITIONS

SERVICE SUBSECTION KEY TERMS

Professional Service: This section captures service to the profession.

Public Service: This section captures public service and community engagement activities.

University Service: This section captures service to the University. Records should indicate whether the service was to the department, college, or university.

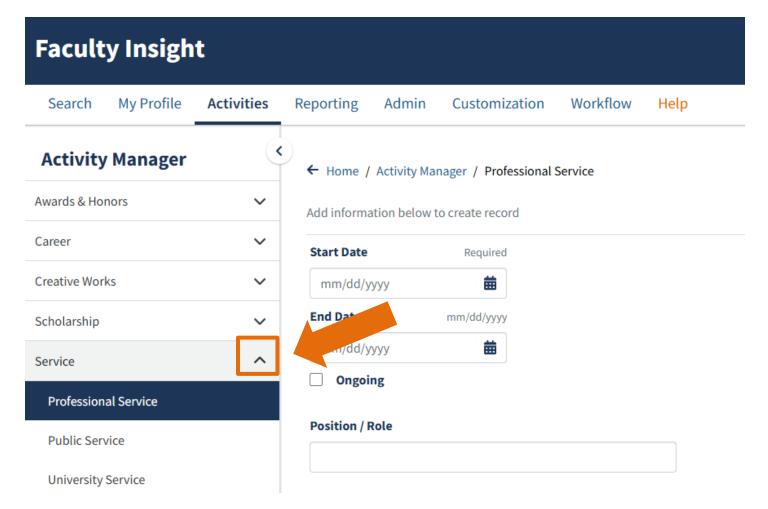*More details for each subsection can be found in the FEA dictionary. [LINK TO FEA DICT]*

ACCESSING SERVICE SECTION

SERVICE SECTION NAVIGATION:

1. **Log in:** Enter the Faculty Insight portal. See navigation guide for login instructions. [LINK TO NAV GUIDE and login page]

2. **Navigate to Activity Manager and Select Section**: Activities > Activity Manager >Service

3. **Use dropdown menu**: Subsections can be accessed using the arrow icon next to the 'Service' section

4. **Fill in required information**: As discussed in the Navigation Guide [LINK], each subsection includes required information that must be filled out.

   NOTE: While all sections have shared navigation features, there are a few that are unique to each section. The rest of this guide will focus on features and key terms unique to the Service section. See Navigation Guide for how-to steps that apply universally for all sections.

PROFESSIONAL SERVICE SUBSECTION

1. **Choose Service subsection**: Use the expanded view of the **Service** section.
2. **Fill in required information**: Create a record in the Professional Service subsection by completing fields provided.

3. **Scope Impact Information:** After you input the required details (such as dates, and organization), proceed to the **Scope/Impact** dropdown to specify the specify the reach or influence of the service.

Faculty Insight

| Search | My Profile | **Activities** | Reporting | Admin | Customization | Workflow | Help |

Activity Manager

- Awards & Honors ⌄
- Career ⌄
- Creative Works ⌄
- Scholarship ⌄
- Service ⌃
  - **Professional Service**
  - Public Service
  - University Service
- Teaching & Mentoring ⌄

← Home / Activity Manager / Professional Service

Add information below to create record

Organization / Publication / Activity   Required

Scope / Impact

- Online
- International
- National/Federal
- Regional
- State
- Local
- Other

4. **Scope/Impact Key Terms:** Refer to the following terms to see which ones best fit your entries.
   - **Online**: Please DO NOT use this option.
   - **International**: Choose this for service recognized or applicable across multiple countries.
   - **National/Federal**: Use this for service with nationwide recognition within the United States.
   - **Regional**: Select this for service relevant to a specific region or area.
   - **Local**: Choose this for service that apply within a city or community.
   - **University**: Use this for service issued by or specific to a university or academic institution.
   - **Other**: Select this for services that do not fall under the other categories.

NOTE: **Related to Key Term University:** The key term University may sometimes not be an option in the drop down menu to select for Scope/Impact sections.

5. **Complete Remaining Information:** Fill out the remaining fields, such as **Location, Hours Contributed**, **Description** and **URL/Link**, based on the details of your service. Attach any relevant documents if needed.

6. **Create Record**: Click Create Record to save your entry. Once saved, you can view or edit your record as needed in the **Manage Your Records** section.

7. **Continue** to the next section.

MANAGING RECORDS IN THE SERVICE TAB-PUBLIC SERVICE

PUBLIC SERVICE SUBSECTION

1. **Choose Service subsection**: Use the expanded view of the **Service** section.
2. **Fill in required information**: Create a record in the Public Service subsection by completing fields provided. Attach any relevant documents if needed.

3. **Create Record**: Click Create Record to save your entry. Once saved, you can view or edit your record as needed in the **Manage Your Records** section.

4. **Continue** to the next section.

MANAGING RECORDS IN THE SERVICE TAB-UNIVERSITY SERVICE

UNIVERSITY SERVICE SUBSECTION

1. **Choose Service subsection**: Use the expanded view of the **Service** section.

2. **Fill in required information**: Create a record in the University Service subsection by completing fields. Attach any relevant documents if needed.

3. **University Service Scope:** After you input the required details (such as dates, and committee activity), proceed to the **University Service Scope** dropdown to specify the specify the service you contributed to.

4. **University Service Scope Key Terms:** Refer to the following terms to see which ones best fit your entries.

   - **System**: Use this for service if governed by multiple universities, colleges or institutions.
   - **University**: Select this for service issued by or specific to a university or academic institution.
   - **School College**: Choose this for service in a subdivision within a university that focuses on a specific academic or group of related disciplines.
   - **Department:** Use this for service in the academic or administrative unit within a school or college focused on a specific subject area or discipline.

5. **Complete Remaining Information:** Attach any relevant documents if needed.

6. **Create Record**: Click Create Record to save your entry. Once saved, you can view or edit your record as needed in the **Manage Your Records** section.

7. **Continue** to the next section.

FOR ADDITIONAL ASSISTANCE

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