

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

The screenshot shows the Faculty Insight portal interface. At the top, there is a navigation bar with the following items: Search, My Profile, **Activities** (highlighted with an orange box and an arrow), Admin, Customization, Workflow, and Help. Below the navigation bar, the 'Activity Manager' section is visible. It contains a list of activity categories: Awards & Honors, Career, Creative Works, Scholarship, **Service** (highlighted with an orange box and an arrow), and Teaching & Mentoring. The 'Service' option is selected, and the main content area displays a welcome message: 'Welcome to the Activity page' and 'The forms on this page are provided for faculty to self-report their accomplishments and may have pre-populated records for you. Thank you for taking...'.

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

Faculty Insight

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

Activity Manager

← Home / Activity Manager / Professional Service

Add information below to create record

Start Date Required
mm/dd/yyyy

End Date mm/dd/yyyy

Ongoing

Position / Role

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.

MANAGING RECORDS IN THE SERVICE TAB- PROFESSIONAL SERVICE

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.

The screenshot shows the 'Faculty Insight' interface. The top navigation bar includes 'Search', 'My Profile', 'Activities', 'Reporting', 'Admin', 'Customization', 'Workflow', and 'Help'. The 'Activities' tab is selected. On the left, the 'Activity Manager' sidebar lists categories: Awards & Honors, Career, Creative Works, Scholarship, Service (expanded), Professional Service (selected), Public Service, University Service, and Teaching & Mentoring. The main content area shows a breadcrumb trail: 'Home / Activity Manager / Professional Service'. Below this is a 'Create Record' button and the instruction 'Add information below to create record'. The form fields include: 'Start Date' (Required) with a date input field (mm/dd/yyyy) and a calendar icon; 'End Date' (mm/dd/yyyy) with a date input field and a calendar icon; an 'Ongoing' checkbox; a 'Position / Role' text input field; and 'Organization / Publication / Activity' (Required) with a text input field. An orange arrow points to the 'Position / Role' field.

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

Faculty Insight

Home Search **Activities** Reporting Admin Customization Workflow Help

Activity Manager

← Home / Activity Manager / Public Service

Add information below to create record Create Record

Location (City, State / Country)

Hours Contributed

URL / Link

0 / 2000

+ Add Documents

Activity Manager

- Awards & Honors
- Career
- Clinical Activities
- Creative Works
- Scholarship
- Service
- Professional Service
- Public Service**
- University Service
- Teaching & Mentoring

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.

The screenshot displays the 'Faculty Insight' interface. At the top, a navigation bar includes 'Home', 'Search', 'Activities', 'Reporting', 'Admin', 'Customization', 'Workflow', and 'Help'. The 'Activities' tab is active. On the left, the 'Activity Manager' sidebar lists categories: Awards & Honors, Career, Clinical Activities, Creative Works, Scholarship, Service, Professional Service, Public Service, and University Service (which is highlighted in dark blue). The main content area shows a breadcrumb trail: 'Home / Activity Manager / University Service'. Below this is a 'Create Record' button and a prompt: 'Add information below to create record'. The form contains three fields: 'Hours Contributed' (a text input), 'URL / Link' (a text input), and 'Description' (a larger text area). An orange arrow points to the 'Description' field, which has a '2000' character count indicator at the bottom left.

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 service you contributed to.

Faculty Insight

Home Search **Activities** Reporting Admin Customization Workflow Help

Activity Manager

- Awards & Honors
- Career
- Clinical Activities
- Creative Works
- Scholarship
- Service
- Professional Service
- Public Service
- University Service**
- Teaching & Mentoring

← Home / Activity Manager / University Service

Add information below to create record

Hours Contributed


URL / Link

Description

0 / 2000

University Service Scope

- System
- University
- School/College
- Department



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

Policies & General Questions

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Technical Issues

Academic Analytics

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