American University
Tenure, Promotion, and Reappointment Guidelines Updates

Resource 6
SERVICE

This resource suggests ways of incorporating inclusive excellence into unit guidelines for service roles and activities performed inside and outside AU.

A Special Note on Invisible Labor

The issue of invisible labor will probably be on the minds of unit committees as they review the service sections of their guidelines. Following are suggestions for making those activities more visible and ensuring fair recognition and rewards for DEI-related service in both internal and external settings.

Internal Service

We will develop an inclusive campus climate and culture where all students, alumni, faculty, and staff feel welcome and have a sense of belonging and community while their overall wellbeing is supported through respectful, meaningful, and engaged relationships with each other.

Goal 2 of [AU's Plan for Inclusive Excellence](#) Phase Two, p. 3

When all faculty are enabled to bring their energy, wisdom, compassion, and talent to service activities at the program, department, school, or University level, the AU community flourishes.

TPR guidelines can acknowledge contributions to campus climate, culture, and community by calling them out, including through illustrative, non-prescriptive examples of DEI-attentive internal service like the ones listed in the Equity Task Force Report (p. 7):
1. Contributions to activities that promote recruitment and mentoring of students and faculty from underrepresented groups
2. Membership, and especially leadership, on DEI-related committees
3. Serving as faculty advisor for underrepresented student groups
4. Work on processes, policies, and tools that promote equitable and inclusive practices within one's school or across AU, including revising search committee criteria, job descriptions and evaluations, evaluation of proposed curricula, etc.

5. Work on events to promote a diversity of perspectives and ideas
6. Less formal mentoring of vulnerable and underrepresented students
7. Participation in workshops aimed at facilitating community discussions about DEI issues.

In addition, those serving in elected roles in shared governance can be recognized for their efforts to gather a diverse set of perspectives from colleagues and AU community members when representing their constituents.

External Service and Professional Activity

The Equity Task Force Report (pp. 7-8) identifies the following examples of how DEI efforts can be manifested in faculty service to the disciplines, the professions, and the larger community outside AU. Guidelines could be written to encourage faculty to exercise DEI leadership in these contexts.
1. Efforts to advance opportunities for students from underrepresented backgrounds through membership, internships, fellowships, and awards in professional organizations
2. Presentation of papers at, and participation in, professional or scientific associations or meetings related to the needs of communities historically excluded from higher education
3. Engagement in seminars, conferences, or institutes that address the concerns of women and under-represented, minoritized groups
4. Presentations or performances for under-represented communities
5. Honors, awards, and other forms of special recognition such as commendations from local or national groups or societies representing under-served communities
6. Participation in service that applies up-to-date knowledge to problems, issues, and concerns of groups historically under-represented in higher ed generally
7. The application of theory to real-world economic, social, and community development problems
8. Election to office, or undertaking service to professional and learning societies, including editorial work, or peer reviewing for a national or international organization addressing disparities in access to higher education
9. Selection for special public service activities and invitations to give talks within the field that address the needs of under-represented or culturally diverse groups.