

## **Expectations for Service**

Functional Lead: Provost

Division: Academic Support Division

Responsible Office: Academic Support Division

Reference: (a) SACSCOC Principles of Accreditation 2024 Edition

(b) CJCSI 1800.01F

1. Purpose. This chapter provides guidance on academic service at Marine Corps University (MCU).

### 2. Background

a. MCU recognizes the value of its academic personnel taking time away from teaching and research to be of service to the University, other Marine Corps and government organizations, academic communities, and the local community. Academic service activities are more than additional duties. Such activities advance the work of the University and the individual's field and enhance the reputation of the University with important external stakeholders and communities.

b. The descriptions of service found in this policy are not exhaustive, but rather provide clarification and examples of the types of activities categorized as academic service.

### 3. Policy

a. Academic Service to MCU. MCU calls on its academic personnel to assist with many different aspects of its planning, operations, and governance. Service in this category is not always based on one's academic expertise and may include activities that are primarily administrative or related to governance. Expectations for service will differ according to faculty level and rank. Examples of service in this category include:

(1) Serving as a Faculty Council representative

(2) Providing faculty development sessions

(3) Mentoring junior colleagues

(4) Participating in hiring committees

(5) Participating in working groups and committees

(6) Serving as an institutional representative to an external group or activity

(7) Serving as a SACSCOC or PAJE accreditation evaluator

(8) Developing or peer-reviewing written products or both in support of the Marine Corps History Division's mission.

b. Academic Service to other Marine Corps or government organizations. When another government organization calls on MCU's personnel to use their academic expertise (rather than providing institutional representation), the activity may be considered academic service. Examples of service in this category include:

- (1) Participating in working groups, committees, and initiatives.
- (2) Providing in-person advice or guidance to a leader of an organization based on academic expertise.
- (3) Developing written analytic or advisory products based on academic expertise to inform policy development or decision-making.

c. Academic service to academic communities. An important component of the professional lives of MCU's academic personnel is participation in their discipline-based academic communities. In some cases, this participation may require limitations to scholarly exchanges. It is common for academic personnel to participate in these communities in other ways. Examples of service in this category include:

- (1) Serving as a peer reviewer for or on the editorial board of an academic press or journal.
- (2) Holding elected or appointed office in the governance structure of a professional association.
- (3) Participating in task forces, committees, and working groups.
- (4) Mentoring students and junior colleagues in one's field.
- (5) Providing written analytic or advisory materials to help inform decision-making in one's professional association(s).
- (6) Advising civilian academic departments on preparing students for careers outside civilian academia.

d. Academic service in local communities. While many of MCU's personnel are active in their communities, there are times when their contribution takes on the character of academic service rather than civic participation or institutional outreach. Examples of service in this category include:

- (1) Delivering a guest class about one's research to a high school or community college.
- (2) Providing information from one's academic background to a local organization or initiative such as an historical society or emergency preparedness initiative.
- (3) Participating in MCU's Speaker's Bureau.

4. Procedures

a. Specific academic service expectations should be, when appropriate, incorporated into a faculty member's annual performance appraisal plan. Faculty members will report academic service activities to academic deans, chief academic officers, or program directors annually.

b. An overlap may occur between academic service and other activities, such as outreach, scholarship, and professional development. For example, when attending a conference, one individual may present sessions that provide new information (scholarship), attend a workshop to develop a new analytic skill (professional development), develop or reinforce relationships with his/her professional network (outreach), meet with a publisher about a book proposal (scholarship), mentor students or junior colleagues (service), identify an opportunity to partner with another academic institution (outreach), and participate in a governing council for the academic association holding the conference (service). Therefore, faculty may report one event or initiative as supporting multiple goals. Some activities also involve making judgments about the nature of the service. For example, faculty may categorize a talk to a local high school as service, outreach, or both depending on the topic and the nature of the request.

Related Policies and Forms:

Academic Freedom and Non-attribution  
Faculty Council  
Faculty Development  
Title 10 Employee Regulations  
Research and Sponsored Projects  
Speaker's Bureau  
Strategic Plan

Promulgated: 30 Sep 2021

Reviewed: 12 Aug 2024

Revised: 12 Aug 2024