Expectations for Service

Functional Lead: VPAA
Division: ASD
Responsible Office: ASD

Reference: (a) SACSCOC Principles of Accreditation
           (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 not only advance the work of the University and the individual's field, they also enhance the reputation of the University with important external stakeholders and communities.

    b. The descriptions of service found in this policy are not intended to be exhaustive, but rather to provide clarification and examples of the types of activities that can be 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. 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 accreditation evaluator or PAJE accreditation evaluator

    b. <u>Academic Service to other Marine Corps or government organizations</u>. 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 organization based on academic expertise

        (3) Developing written analytic or advisory products based on academic expertise to inform policy development or decision-making

    c. <u>Academic service to academic communities</u>. An important component of the professional lives of MCU's academic personnel is participation in their academic communities. In some cases, this participation may be limited to scholarly exchanges. However, it is common for academic personnel to participate in these communities in other ways as well. 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. <u>Academic service in local communities</u>. 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.

4. <u>Procedures</u>

a. Specific individual 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 or program directors annually.

b. There can be overlap between academic service and other activities, such as outreach, scholarship, and professional development. For example, when attending a conference, one individual may attend sessions that provide new information (scholarship), attend a workshop to develop a new analytic skill (professional development), present a paper (scholarship), 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, one event or initiative may be reported as supporting multiple goals. Some activities also involve judgement calls. For example, a talk to a local high school may be categorized as service, outreach, or both depending on the topic and the nature of the request.

c. Relationships among outreach and service. Many outreach activities, especially institutional outreach or academic outreach focused on developing partnerships, constitute academic service as they support the goals and cultivate the reputation of the University and/or help advance an academic field or build academic networks. Some outreach activities also may overlap with professional development. The MCU policies for outreach, professional development, and some service opportunities can be accessed below.

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

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