

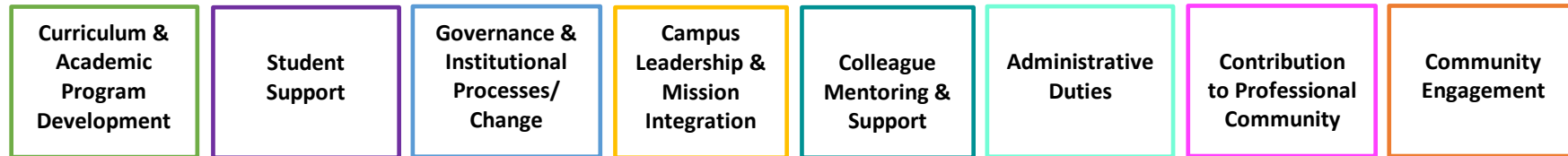
# ADVANCE Faculty Activities Inventory

Compiled by Dr. Amelia Seraphia Derr

February, 2019

The data from these statements were analyzed using thematic coding and then combined with insights from Sarah Trainer (based on completing 76 faculty interviews, 2 faculty focus groups, reviewing 40 CVs, and drawing on 2 years of participant observations) to arrive at the inventory below.

**Broad Themes:** Analysis revealed eight broad themes regarding types of service faculty members are engaging in. They are:



## Theme Details:

### 1. Curriculum & Academic Program Development

#### Program & Curriculum Work

- Assess for diversity/social justice content of curriculum and remedy flaws
- New program development
- New course development
- Curriculum revision
- Course revision
- University CORE assessment and development
- Textbook adoption/library liaison
- Develop & administer international exchange programs

#### Assessment, Evaluation & Accreditation

- External accreditation/reaccreditation
- SU program review
- Curriculum assessment activities

#### Recruitment/Alumni Engagement

- Student recruitment activities
- Alumni engagement activities
- Admissions
- Student retention efforts

#### Department/Program Representation

- Community liaison roles to professional org/local agencies/other non-academic spaces

- Event planning

## 2. Student Support

### Mentoring & Networking

- Mentoring students in general
- Mentoring marginalized students (requires additional and disproportionate effort)
- Mentoring students at other institutions
- Supporting student activism/advocacy
- Networking on behalf of students who want industry jobs
- Networking on behalf of students who want to go to graduate school

### Academic Support

- Tutoring students for professional exams
- Reading groups
- Faculty advisor for student projects (thesis, honors, capstone, independent studies)
- IRB liaison for student projects
- Preparation for grad schools
- Involving students in research/publications, forming research interest groups, including research projects that don't result in a "product"
- Supporting students applying for prestigious scholarships
- Selecting students for awards/recognition/scholarships
- Writing letters of recommendation for scholarships and/or grad school
- Supporting student extracurricular activities (involvement with radio, choir, etc.)
- Running SU honors programs/faculty liaison for honors societies
- Addressing academic integrity violations
- Offering workshops for Learning Assistance Programs

### Additional Support

- Supporting unique needs of marginalized students (e.g. first gen, undocumented, ELL, Fostering Scholars, POC, trans, working class, parents, women, students with disabilities)
- Students of concern committees
- Supporting students through reporting process for sexual assault
- Connecting students with needed psychological services not available on campus

### Advising (*NOTE: Not all colleges assign academic advising to faculty*)

- Advising individual students (re: classes, scheduling, career plans, etc.)
- Advising student clubs
- Supporting transfer students (extra effort needed)
- Faculty advisor for student branches of national/regional professional orgs

## Representation at and Planning Events

- New freshman week
- Graduation events (departmental and university-wide)
- Educational events for larger university community (teach-ins, speak outs)
- Alumni events
- University service day

### 3. Governance & Institutional Processes/Change

#### Governance Participation/Leadership

- Academic Assembly
- Faculty Staff Senate
- AAUP
- Shared governance task forces
- EC

#### HR/Institutional/Departmental Policy Work

- Family leave
- Title IX
- Sexual assault policy
- Guidelines for promotion to senior instructor
- Bylaw creation/revision
- Handbook revision
- Revising Student Evaluation of Teaching process
- Revising APR process for faculty & staff

#### Institutional Processes

- IRB work
- Grievance procedures
- Award/honors selection
- Use of space
- Lending expertise to committees without formal membership on them (unrecognized)
- Lawsuits (e.g. being interviewed by council re: lawsuit against SU)

#### Institutional Change Efforts

- MRC Coalition support
- Exploring move to semesters
- Strategic planning efforts

- Unionization efforts
- Addressing institutional oppression (e.g. social justice & intersectionality committee)
- Rapid response to emerging social justice issues on campus (e.g. letters of support/position statements)
- Mediating conflict between colleagues
- Mediating conflict between students

#### **4. Campus Leadership & Mission Integration**

##### Lending Expertise to Campus Activities

- Delivering keynote addresses on campus
- Panel discussions/guest lectures
- Leading colloquia/faculty seminars/learning communities
- Getting funding for state of the art equipment for the college
- Presidents' advisory council
- Planning mission related activities
- Endowed professorships
- Directing centers on campus

##### Participating in Mission Integration

- Arrupe
- Silent Retreat/Women's Retreat
- Women in Mission activities
- Spiritual Exercises
- Colleagues
- Western Conversations in Jesuit Education delegate

##### Building Campus Community

- Campus climate assessment
- Participating in inclusive excellence events

#### **5. Colleague Mentoring & Support**

##### Teaching

- Conducting peer teaching evaluations
- CETL advisory board
- Supporting colleagues with challenges happening in their classrooms (e.g. social justice issues)
- Pedagogy groups

##### Scholarship

- Supporting colleagues with CVs, job search material, assistance in publishing
- Connecting colleagues to potential community partners for research opportunities

#### Tenure & Promotion

- Tenure & Promotion or NTT promotion committee work
- Tenure & Promotion Collegium lead
- Supporting faculty colleagues through tenure and/or promotion process

#### Onboarding

- New Faculty Institute development
- Orienting & supporting new faculty in department

#### Other Mentoring Activities

- Networking on behalf of colleagues within one's field but outside SU (e.g., at the U.W.)
- Networking on behalf of colleagues within the SU community
- Giving advice on how to navigate departmental politics
- Giving advice on how to handle service demands and asks

6. **Administrative Duties** (*NOTE: Administrative leadership to Seattle University usually involves some financial remuneration and/or course release. It is usually a massive time commitment that "eats" time for teaching and scholarship and requires certain types of expertise that are typically poorly recognized in faculty reward structures*)

#### Search/Hiring Activities

- New faculty search
- Program director search
- Dean search
- Provost search
- Staff search/hiring

#### Supervision

- Annual reviews of staff
- Annual reviews of faculty
- Supervise staff

#### Administrative Work

- Budgeting
- Department chair (sometimes also director with no additional compensation)
- Program director
- Interim chair of other departments
- Raise money for department infrastructure
- Raise money for student scholarships

- Lead program meetings
- Schedule courses
- Assign teaching duties
- Website management
- Helping run IT for one's department.
- Interface with departmental advisory board

## 7. Contribution to Professional Community

### Professional Organizations

- Attend professional meetings
- Participate in national/regional/international professional organizations at executive/planning committee level
- Serve on boards of national/international professional organizations
- Coordinate conferences
- Maintain membership and attend gatherings of professional organizations
- Organizing speaker series
- Maintain credentials

### Journals

- Peer review articles
- Journal editor
- Editorial boards

### Policy

- Lead educational reform efforts
- Policy advocacy/influence/development related to field/discipline

### Lend Expertise

- Provide review for tenure cases at other institutions
- Grant review
- Affiliate faculty at other institutions
- Dissertation committees/advisors for students at other institutions
- External program reviews
- Engage with industry, network on behalf of SU, give invited talks

## 8. Community Engagement

- Sitting on advisory boards for agencies/companies
- Liaison between SU & community members/partners

- Performing needs assessments
- Program development/delivery
- Program evaluation
- Consulting/Expertise lending
- Responding to media requests
- Public education activities
- Judging competitions and helping prep students for competitions
- Bridging students to community projects – related or unrelated to a class
- Securing funding for community based projects
- Supporting the Center for Community Engagement
- Community-engaged learning projects