


# Faculty Annual Report Guide: Service

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## Service Overview

Service: Institutional Committees											Help
Committee Name	Start Term	End Term	Actions								
University Council on Teaching	Fall 2017	Ongoing	[Edit] [Add] [Print]								
Law School Admissions Committee	Fall 2016	Spring 2018	[Edit] [Add] [Print]								
Add											
Service: Other Institutional Service											Help
Title	Organization	Description	Start Term	End Term	Actions						
ABA certification team	Law Faculty	Led certification team with documentation and auditing courses, accounts, and research.	Fall 2017	Fall 2017	[Edit] [Add] [Print]						
Add											
Service: Professional											Help
Organization/Committee/Journal	City	State	Country	Number of Hours (Yearly)	Description	Accomplishments	Start Date	End Date	Start Semester	End Semester	Actions
Massachusetts Law Review	Boston	MA	US	200			2012-03-01		Spring 2012	Ongoing	[Edit] [Add] [Print]
Add											
Service: Community											Help
Organization/Committee/Club	City	State	Country	Approx. Number of Hours Spent Per Year	Brief Description of Key Accomplishments	Start Date	End Date	Start Semester	End Semester	Actions	
Habitat for Humanity	Boston	MA	US	20	Volunteered time to review real estate transactions.	2018-02-01	2018-05-01	Spring 2018	Spring 2018	[Edit] [Add] [Print]	
Add											

The Service Forms enable you to report your service in one of four categories: (1) Institutional Committees, (2) Other Institutional Service, (3) Professional Service, and (4) Community Service. To report service activities, click on the  button for the corresponding category for that activity.

Report service on department, school and university committees under Institutional Committees.

Report non-committee, Boston College-related service under Other Institutional Service. For example, serving as faculty advisor to student clubs or organizations, participating in Half-time or Admitted Eagle Days, guest speaking in classes or other events on campus.

Report professional, academic or non-academic, service under Professional Service. For example, serving on awards, conference, academic or professional organization committees, editorial boards, providing journal or book reviews, etc.

Report local, national or international, non-profession-related service under Community Service. For example, serving on town, congressional or international committees or boards.

Any previously created Service activities will also be listed and you can edit, delete, or duplicate any of these previously reported activities.

## Institutional Committee Service Section A: Input Form (Required)

### Appearance

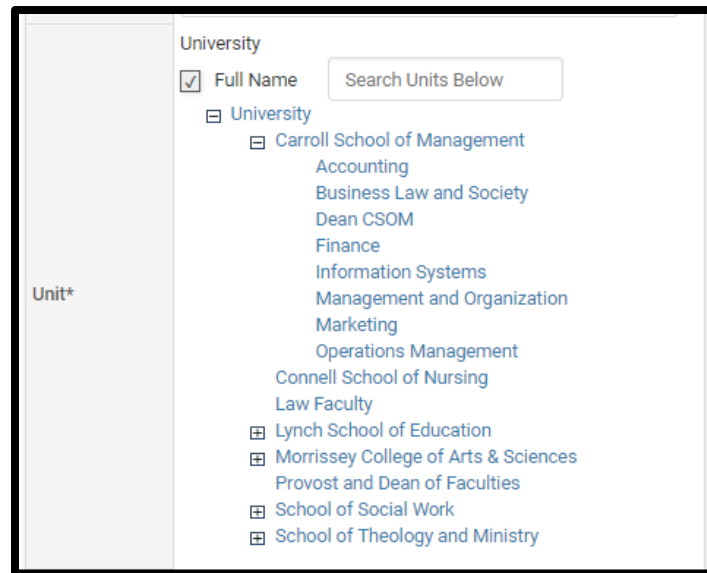
A Input Form	
Start Semester*	Select Semester ▾ Select Year ▾
End Semester*	Ongoing ▾ Ongoing ▾
Unit*	University Change
Committee*	Select ▾

### Editing

All asterisked (\*) fields are required. If any are incomplete, then you will not be able to save your changes.

Required: Specify the start and end semester of Institutional Committee Service (see p. 22), the title, and unit (i.e., university, school, or

department), and committee from the drop-down list. To specify the unit, click on **Change** and choose from the list. **The drop-down list for Committee will display different committees depending on the unit selected.** Choose **Other** if your committee is not on the list.



The following **university-wide** committees are available to choose from:

- Academic Technology Advisory Board
- Athletic Advisory Board
- Faculty Compensation Committee
- Faculty Grievance Committee
- Faculty Hearing Committee
- Faculty Review Panel
- Faculty Technology Contracts
- Institutional Review Board
- Intersections
- Provost’s Advisory Council
- University Core Development Committee
- University Council on International Exchange and Research
- University Council on Teaching
- University Fellowships Committee
- University Research Council
- Other

School specific committees vary by school.

## Institutional Committee Service Section B: Activity Classifications (Required)

### **Appearance**



The screenshot shows a form titled "B Activity Classifications". It contains three rows of input fields:

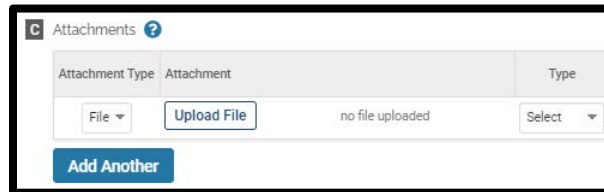
Approx. Number of Hours Spent Per Year* ?	<input type="text"/>
Role / Responsibility ?	Select ▾
Served Ex-Officio?* ?	Select ▾

### **Editing**

Required: Specify the approximate number of hours you spend on the activity each year, your role or responsibility (Member, Chair, Co-Chair, or Other), and if you served Ex-Officio (Yes/No).

## Institutional Committee Service Section C: Attachments (Optional)

### **Appearance**



The screenshot shows a form titled "Attachments" with a table structure. The table has three columns: "Attachment Type", "Attachment", and "Type". In the "Attachment Type" column, a dropdown menu is open, showing "File" as the selected option. In the "Attachment" column, there is a text input field containing "no file uploaded" and an "Upload File" button. In the "Type" column, there is a "Select" dropdown menu. Below the table is a blue "Add Another" button.

OR



The screenshot shows the same "Attachments" form. In the "Attachment Type" column, a dropdown menu is open, showing "URL" as the selected option. In the "Attachment" column, there is a text input field containing the URL "http://www.interfolio.com". In the "Type" column, there is a "Select" dropdown menu. Below the table is a blue "Add Another" button.

### **Editing**

Optional: You can upload file attachments or provide a URL to a website relevant to your Institutional Committee Service activity.

## Other Institutional Service Section A: Input Form (Required)



### Appearance

The screenshot shows a form titled "Input Form" with the following fields and controls:

- Start Semester\***: A dropdown menu with "Select Semester" and a downward arrow.
- Select Year**: A dropdown menu with "Select Year" and a downward arrow.
- End Semester\***: A dropdown menu with "Ongoing" and a downward arrow.
- Ongoing**: A second dropdown menu with "Ongoing" and a downward arrow.
- Title\***: A text input field.
- Unit\***: A section containing the text "University" and a blue "Change" button.
- Description**: A large text area with a small icon in the bottom right corner.

### Editing

All asterisked (\*) fields are required. If any are incomplete, then you will not be able to save your changes.

Required: Specify the start and end semester of the Other Institutional Service activity (see p. 22), the title, and unit (i.e., university, school, or department). To specify the unit, click on  and choose from the list. You can use the  icon to expand a list of department for CSOM, LSOE, MCAS, SSW, or STM.



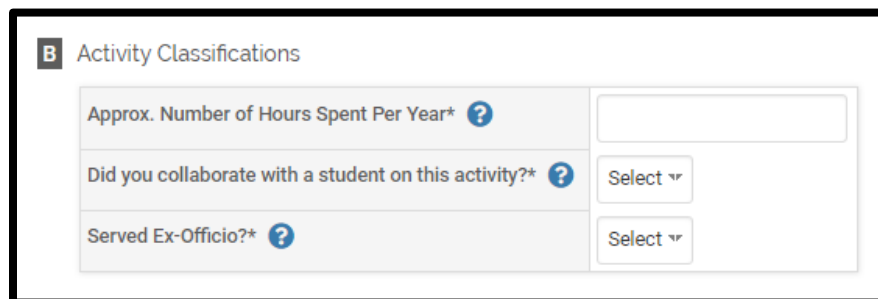
The screenshot shows a web interface for selecting a unit. On the left, there is a vertical grey bar with the text "Unit\*" in white. To the right, the word "University" is displayed at the top. Below it, there is a checked checkbox labeled "Full Name" and a search box containing the text "Search Units Below". Underneath the search box, a tree view of units is shown, starting with "University" and listing various schools and departments such as the Carroll School of Management, Lynch School of Education, and School of Social Work.

Unit*	University
	<input checked="" type="checkbox"/> Full Name <input type="text" value="Search Units Below"/>
	<input type="checkbox"/> University
	<input type="checkbox"/> Carroll School of Management
	Accounting
	Business Law and Society
	Dean CSOM
	Finance
	Information Systems
	Management and Organization
	Marketing
	Operations Management
	Connell School of Nursing
	Law Faculty
	<input type="checkbox"/> Lynch School of Education
	<input type="checkbox"/> Morrissey College of Arts & Sciences
	Provost and Dean of Faculties
	<input type="checkbox"/> School of Social Work
	<input type="checkbox"/> School of Theology and Ministry

Optional: Description of the activity.

## Other Institutional Service Section B: Activity Classifications (Required)

### Appearance



The screenshot shows a form section titled "B Activity Classifications". It contains three rows of input fields:

Approx. Number of Hours Spent Per Year* ?	<input type="text"/>
Did you collaborate with a student on this activity?* ?	Select ▾
Served Ex-Officio?* ?	Select ▾

### Editing

Required: Specify the approximate number of hours you spend on the activity each year, whether you collaborated with a student for the activity (Yes/No), and if you served Ex-Officio (Yes/No).

## Other Institutional Service Section C: Attachments (Optional)

### Appearance

The screenshot shows a form titled "Attachments" with a table structure. The table has three columns: "Attachment Type", "Attachment", and "Type". In the "Attachment Type" column, a dropdown menu is open, showing "File" as the selected option. In the "Attachment" column, there is a text input field containing "no file uploaded" and an "Upload File" button. In the "Type" column, there is a "Select" dropdown menu. Below the table is a blue "Add Another" button.

OR

The screenshot shows the same "Attachments" form. In this instance, the "Attachment Type" dropdown menu is open, showing "URL" as the selected option. The "Attachment" column contains a text input field with the URL "http://www.interfolio.com". The "Type" column still has the "Select" dropdown menu. The "Add Another" button is visible at the bottom.

### Editing

Optional: You can upload file attachments or provide a URL to a website relevant to your Other Institutional Service activity.

## Professional Service Section A: Input Form (Required)

### Appearance

**A** Input Form

Start Semester*	Select Semester ▾	Select Year ▾
End Semester*	Ongoing ▾	Ongoing ▾
Organization/Committee/Journal*	<input type="text"/>	
City	<input type="text"/>	
State	<input type="text"/>	
Country	<input type="text"/>	
Number of Hours (Yearly)*	<input type="text"/>	
Description	+ 11pt - B I U [bulleted list] [numbered list] [table] [link] [unlink]	
	<input type="text"/> 0 WORDS	
Accomplishments	+ 11pt - B I U [bulleted list] [numbered list] [table] [link] [unlink]	
	<input type="text"/> 0 WORDS	
Start Date	<input type="text"/>	
End Date	<input type="text"/>	

**Editing**

All asterisked (\*) fields are required. If any are incomplete, then you will not be able to save your changes.

Required: Specify the start and end semester of the Professional Service activity (see p. 22), the Organization/Committee/Journal, and number of hours you spend each year on the activity.

Optional: City/state/country, description, accomplishments, the exact start and end date, which is different from tagging the start and end semester for the activity.

## Professional Service Section B: Activity Classifications (Required)

### Appearance

**B** Activity Classifications

Role (if Other, please describe)* ?	Select ▼
Scope* ?	Select ▼
Served Ex-Officio?* ?	Select ▼
Was this compensated or pro bono?* ?	Select ▼
Were you elected or appointed?* ?	Select ▼

### Editing

Required: Specify your role; the scope of your role (local/state/regional/national/international); if you served Ex-Officio (Yes/No); whether it was compensated or pro bono; and whether you were elected, appointed, or neither.

The following roles are available for Professional Service:

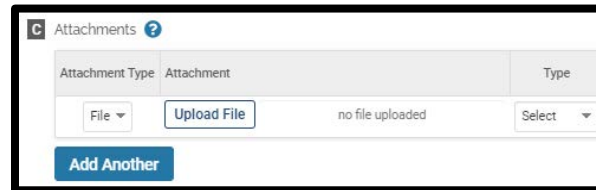
- Advisory Committee
  - Chair
  - Member
- Attendee, Meeting
- Board of Advisors
  - For-Profit
  - Non-Profit
- Board of Directors
  - For-Profit
  - Non-Profit
- Chairperson
- Committee
  - Chair
  - Member
- Conference Organizer
- Conference-Related
- Editor
  - Associate Editor
  - Journal Editor
  - Senior Editor
- Editorial Review Board Member
- External Reviewer
- Member
- Officer
  - Other Officer
  - President/Elect/Past
  - Secretary
  - Treasurer
  - Vice President
- Pre-Publication Reviewer
  - Ad Hoc
  - Book
  - Conference Paper
  - Journal Article
- Textbook
- Prepare/Grade Certification Exams
- Program
  - Coordinator
  - Organizer
- Research Prize
- Reviewer
  - Grant Proposal
  - Research Prize
  - University Tenure and Promotion Cases
- Session Chair
- Task Force Chair
- Task Force Member
- Track Organizer
- Workshop Organizer
- Other

If selecting Other, a text box will appear to specify your role.

The image shows a screenshot of a web form. On the left, there is a dropdown menu with the word "Other" selected. To the right of the dropdown is a rectangular text input box with a blue border, which is currently empty. The entire form element is enclosed in a black rectangular border.

## Professional Service Section C: Attachments (Optional)

### Appearance



The screenshot shows a form titled "Attachments" with a help icon. Below the title is a table with three columns: "Attachment Type", "Attachment", and "Type". The "Attachment Type" column contains a dropdown menu with "File" selected. The "Attachment" column contains an "Upload File" button and the text "no file uploaded". The "Type" column contains a "Select" dropdown menu. Below the table is a blue "Add Another" button.

OR



The screenshot shows the same "Attachments" form. In this version, the "Attachment Type" dropdown menu has "URL" selected. The "Attachment" column contains a text input field with the URL "http://www.interfolio.com". The "Type" column contains a "Select" dropdown menu. Below the table is a blue "Add Another" button.

### Editing











Optional: You can upload file attachments or provide a URL to a website relevant to your Professional Service activity.



## Community Service Section A: Input Form (Required)

### Appearance

**A** Input Form

Start Semester*	Select Semester ▾	Select Year ▾
End Semester*	Ongoing ▾	Ongoing ▾
Organization/Committee/Club*	<input type="text"/>	
City*	<input type="text"/>	
State*	<input type="text"/>	
Country*	<input type="text"/>	
Approx. Number of Hours Spent Per Year*	<input type="text"/>	
Brief Description of Key Accomplishments*	<div style="border: 1px solid #ccc; padding: 5px;"><p>⊕ ▾ 11pt ▾ <b>B</b> <i>I</i> <u>U</u>         </p><p>&lt;&gt;</p><p style="text-align: right;">0 WORDS </p></div>	
Start Date	<input type="text"/>	
End Date	<input type="text"/>	

**Editing**

All asterisked (\*) fields are required. If any are incomplete, then you will not be able to save your changes.

Required: Specify the start and end semester of the Professional Service activity (see p. 22), the Organization/Committee/Club, number of hours you spend each year on the activity, and City/State/Country, and a brief description of key accomplishments.

Optional: The exact start and end date, which is different from tagging the start and end semester for the activity.

## Community Service Section B: Activity Classifications (Required)

### Appearance

B Activity Classifications	
Position/Role* ?	Select ▾
Scope* ?	Select ▾
Served Ex-Officio?* ?	Select ▾
Was this compensated or pro bono?* ?	Select ▾
Were you elected or appointed?* ?	Select ▾

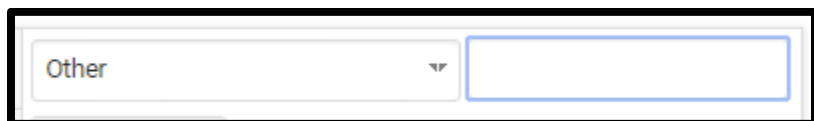
### Editing

Required: Specify your position/role; the scope of your role (local/state/regional/national/international); if you served Ex-Officio (Yes/No); whether it was compensated or pro bono; and whether you were elected, appointed, or neither.

The following positions/roles are available for Community Service:

- Attendee, Meeting
- Board Member
- **Chairperson**
- Committee
  - Chair
  - Member
- Discussant
- Grant Proposal Reviewer, External
- Guest Speaker
- Member
  - Other Officer
  - President/Elect/past
  - Secretary
  - Treasurer
  - Vice President
- Officer
- Participant/Volunteer
- Program
  - Coordinator
  - Organizer
- **Session Chair**
- Task Force
  - Chair
  - Member
- **Track Organizer**
- Workshop Organizer
- Other

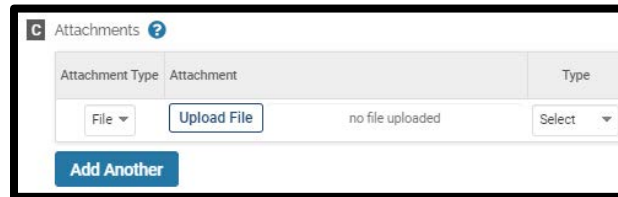
If selecting Other, a text box will appear to specify your role.



The image shows a screenshot of a web form. On the left, there is a dropdown menu with the word "Other" selected. To the right of the dropdown is an empty text input box. The entire form element is enclosed in a black rectangular border.

## Community Service Section C: Attachments (Optional)

### Appearance



The screenshot shows a form titled "Attachments" with a help icon. It features a table with two columns: "Attachment Type" and "Type". Under "Attachment Type", there is a "File" dropdown menu, an "Upload File" button, and the text "no file uploaded". Under "Type", there is a "Select" dropdown menu. Below the table is a blue "Add Another" button.

OR



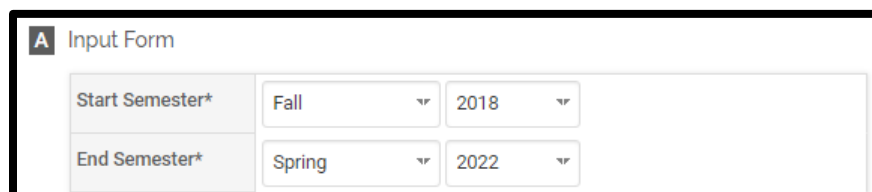
The screenshot shows the same "Attachments" form. In this version, the "URL" dropdown menu is selected under the "Attachment Type" column. The text "http://www.interfolio.com" is visible in the input field next to it. The "Type" column still has a "Select" dropdown menu, and the "Add Another" button is at the bottom.

### Editing

Optional: You can upload file attachments or provide a URL to a website relevant to your Community Service activity.

## Tagging a Service Activity with a Semester and Year

For each service activity, you must tag it with a start and end semester and year. This is how it is pulled into your Faculty Annual Report (e.g., a service activity tagged Fall 2018 through Spring 2022 will show up in your 2018, 2019, 2020, 2021, and 2022 FARs).



The image shows a screenshot of a web form titled "Input Form". It contains two rows of dropdown menus. The first row is labeled "Start Semester\*" and has two dropdown menus: the first is set to "Fall" and the second is set to "2018". The second row is labeled "End Semester\*" and has two dropdown menus: the first is set to "Spring" and the second is set to "2022".

Field	Value
Start Semester*	Fall 2018
End Semester*	Spring 2022