

University Committee Service Form

For university-wide committees, it is the committee chair's responsibility to generate a committee service form for each committee member at the end of the academic year and send it to the member to keep until time to apply for tenure, promotion, or both (or to use in the annual review process). In the tenure and/or promotion application, the applicant should reflect on his or her university committee service, highlighting his or her contribution and generally providing context for the committee chair's service form.

Faculty Member's Name:

Committee Name:

Charge to Committee or Annual Agenda:

Committee Accomplishments for the Year:

Estimated Number of Meeting Hours During This Academic Year:

Estimated Number of Meeting Hours Attended by This Member:

Engagement Level of This Committee Member (circle one):

1	2	3
Marginal	Average	Outstanding

Comments (optional):

Committee Chair's Name (print): _____

Signature

Date