

**Western Carolina University
School of Health Sciences
Service Mapping Tool**

Service Activity	Length of Appointment	Dates of Service or Appointment	Leadership Role	Level of Service					Time Commitment (in hours)			
				SHS	CHHS	UNIV	Comm	Prof	Spring	Summer*	Fall	Total

*Summer is optional. See page 11 of the DCRD for guidance.

Notes:

- Committee work, impact of service, specific contributions, and leadership roles should be discussed in the narrative.
- Service Activity: provide the official name of the committee
 - Refer to the DCRD to identify service activities versus general faculty and program responsibilities.
- Length of Appointment: list the numbers of year (or months) of service
 - Example: 3 years
- Dates of Service or Appointment: list the years of service
 - Example: 2022-23, 2023-24, 2024-25
- Leadership Role: identify any leadership roles for the committee
 - Examples: Committee Chair, Secretary, Sub-committee Chair, President, Chair-elect
- Level of Service: place an X in the appropriate box to identify what level of service in the institution or within the profession or community.
 - SHS = School of Health Sciences; CHHS = Colleges of Health and Human Sciences; UNIV = University; Comm = community; Prof = professional service
- Time Commitment: identify the approximate number of hours during the year you have contributed
 - The tool is not intended to imply one must count every minute or hour or phone call or document read. Instead, this is a tool to complete as you reflect on your service and time involvement this past year to make a reasonable estimate of time.
 - The chart can help identify your percent effort in meeting assigned service allocation.
 - 10% service per semester is equivalent to a 3-credit hour course or ~ 8 hours/week over 16 weeks or 128 hours per semester (CHHS Guidelines for Assigning Faculty Workload)
 - Service is often more than attending the meeting(s). There is often time involved in preparing for the meeting or completing post meeting work.

Example 1: SHS Collegial Review Committee: ~74 hours

- Total meetings for fall: 15 hours
- Review of dossiers: 10 dossiers x ~2 hrs for review = 20 hours
- Write reappointment letters: 10 dossiers x ~1 hr per letter = 10 hours
- Committee Chair: ~ 1.5 hours per meeting to prep agenda, post materials = 22.5 hours
- Facilitate workshops for dossier submissions: 6 hours

Example 2: Member, Advisory Board for the College of XXXX: ~ 1 hour

- Total meetings for fall: 1 hour
- Meeting preparation: negligible – reviewed agenda
- Post meeting tasks: none