**Service Portfolio Guide**

The Collective Bargaining Agreement between United Academics and the University of Oregon describes requirements associated with Non-Tenure Track Faculty (NTTF) review and promotion and Tenure-Track Faculty (TTF) review and promotion in Articles 19 and 20, respectively.

The submission of a *Service Portfolio* is required for TTF files for promotion and/or tenure, and, if applicable, for NTTF promotion files. The *Service Portfolio* documents the candidate’s contribution to the university, profession, and community. The portfolio should not be comprehensive of all that is listed in the "Service" category on the CV, but rather provide evidence of the candidate's service.  Each candidate’s appropriate level of service will differ based upon his or her professional responsibilities as defined by the candidate’s job description and the unit workload policies.

The *Service Portfolio* may contain several examples of service to the university, which can include university committees, elected bodies, advisory groups, task forces, and/or other activities serving the university's mission. The *Service Portfolio* may also contain examples of service to the profession and community.

Documentation of service can be included, such as white papers authored or co-authored by the faculty member, commendations, awards, op ed pieces, and/or letters of appreciation.

The S*ervice Portfolio* may include a short narrative elaborating on the candidate’s unique service experiences or obligations. Candidates may wish to comment on the significance and quality of their work and provide a rationale for the choice of examples in the portfolio, the significance of those choices, the role played by the candidate, and the amount of time devoted to the activity.