

THE UNIVERSITY OF NORTH CAROLINA AT ASHEVILLE

FACULTY SENATE

Senate Document Number 4617S

Date of Senate Approval 04/13/17

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Statement of Faculty Senate Action:

**FWDC 5:                   Revising the University Service Council ([Faculty Handbook 10.3.7](#))**

**Effective date:** Fall 2017

**Summary:** This document revises the duties of the University Service Council.

**Rationale:** The University Service Council was formed in 2000 to be parallel to UTC and URC, interacting with the Key Center for Service Learning from the beginning. In 2008, the charge was revised to broaden the scope of the USC's work from support for faculty service activities to the university as a whole. However, the Key Center has evolved and moved from Academic Affairs, first to Student Affairs and then to the Office of Community Engagement, which reports to the Chancellor and coordinates service and community engagement at the institutional level, resulting in some confusion of responsibility and overlap of duties between USC, the Key Center, and the Office of Community Engagement. In addition, the Community Engagement Council has now been charged with managing community engagement and other service at the institutional level. The Key Center Director will serve as a liaison to the Community Engagement Council.

This document returns the USC and its functions to the initial focus on faculty service activity, while maintaining coordination with other offices on campus, particularly the Key Center, parallel to similar missions for UTC and URC. The reference to the source of the budget is not necessary; funds are provided by Academic Affairs to support grants as specified in the list of duties. The Director of the Key Center, who serves on USC and on the CEC, can serve as a liaison between the two groups, so that the CEC is made aware of the funding activities of the USC.

**10.3.7 University Service Council (Revised by [SD7908S](#)) ([SD5204S](#))**

Purpose

Because faculty service is integral to every aspect of our campus operations, and because it complements teaching and research in the overall development of individual faculty members and the faculty as a whole, the University Service Council (USC) will promote an appreciation of [faculty](#) service appropriate to the mission of the university.

USC will support and facilitate faculty, ~~staff, administration, and student~~ service activities on and off campus. The Council will assess the role and effectiveness of service appropriate for the institution. The Council will annually select members of the faculty, [who may be working in](#)

~~collaboration with the university~~ staff or administration, ~~who will to~~ receive grants to support either domestic or international service. ~~Priority will be placed on faculty service activities~~, particularly those that clearly enhance student learning. The Council will serve to advise, develop, and review policy with regard to service activities and the appropriate role of service in professional portfolios as well as student learning experiences.

Membership: Six members:

- ~~Eight members, Three of whom will be~~ full time faculty members representing the three academic divisions (Humanities, Social Sciences, and the Natural Sciences). These division representatives will serve three-year staggered terms and will be elected by the Faculty Senate.
- One administrator appointed by the Provost to ~~serve a two-year term as a liaison from Academic Affairs, ex officio, non-voting.~~
- ~~Two~~ One student ~~(one resident and one commuter)~~ appointed by the Vice Chancellor for Student Affairs to serve a one-year term.
- ~~One staff person appointed by the Chancellor's Staff Advisory Committee (CSAC) to serve a two-year term~~
- Director of the Key Service Learning Center, ex officio, voting member.

Duties:

~~1. The Council will serve as the institution's policy, assessment, and facilitating voice in matters relating to service on and off campus.~~

~~2. The Council will review the institutional committee structure and periodically make recommendations with regard to number, purpose, and function of all institutional committees.~~

~~3.~~ 1. The Council will assume responsibility for recommending policy with regard to the role of service in the professional life and portfolio of members of the faculty, ~~administration, and staff.~~

~~4. The council will assume responsibility for recommending policy with regard to the role of service in the student's academic and non-academic experience(s) while at the University.~~

52. Each year the Council will select recipients of grants to support appropriate service activities. These grants will be \$250 to \$1,000 for formal service activities ~~approved by the Key Center for either service~~ on or off campus including international service. Emphasis will be placed on service that contributes to student learning and the professional development of the recipients.

63. Two members of the Council will sit on the Faculty Scholarship and Service Awards Committee that determines the recipient of the annual Distinguished Service Award. The recipient will receive a certificate and \$1,000. This award is to go to a person who has demonstrated exceptional service in support of the institution's ~~its~~ mission within the most recent five years.

~~7. The council will consult with the appropriate office(s) to ensure that every five years (beginning in AY 2008-2009) a summary of significant service activities by faculty will be published and on file in the Library.~~

~~8. The council will be consulted in the annual selection of the Reynolds and the William and Ida Friday service awards given to deserving graduating seniors.~~

#### Budget

~~The Service Council will have an operating budget equivalent to those received by the University Research Council (URC) and the University Teaching Council (UTC) for purposes of funding grants in the amount of no less than \$250 to a maximum of \$1000 to faculty, staff, or administration who meet criteria set by the council. Priority will be given to faculty led off-campus projects which clearly enhance student learning or professional development. These funds will not compete with the grant associated with the Annual Distinguished Service Award.~~

Recommendations and reports to: FWDC and the Provost.

~~At the end of each year the Council will also give an annual report on the State of Service for the Institution to the Chair of the Faculty Senate and to the Chancellor.~~