

# Service: Navigating Academic Engagement

Session evaluation: [https://osu.az1.qualtrics.com/jfe/form/SV\\_80ILcVEAa3KxqJg](https://osu.az1.qualtrics.com/jfe/form/SV_80ILcVEAa3KxqJg)  
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## Strategic Service Mindset

- Factors individuals should consider when choosing service to participate in, and how they can align service with their long-term career goals and personal goals while maximizing their impact and effectiveness
  - Every department is different, talk to your department about their service expectations.
  - Think about what service is necessary to you and your career.
    - Align your service with things that help with professional development.
    - Align service with teaching, and other responsibilities you may have (e.g., research, mentoring, etc.)

## Mastering time and task prioritization

- Actionable strategies and practical tips for individuals to improve their time management and task prioritization:
  - Consider how you want to feel, this can help with deciding what you say 'yes' or 'no' to as it relates to service. This can also help you determine how much time you give tasks, and how much energy you are willing to put into the task.
  - As you consider how you want to feel, think about what you need to do in order to feel that way, and how you can modify your schedule/life to feel that way.
- Time tracking
  - Track how much time you spend on service, teaching, research, mentoring, etc. to gauge how much time you can spend on service, and other responsibilities.
- Strategic planning
  - Write out the goals you want to achieve over time, and set aside time weekly to achieve tasks that will help you achieve your goals.
- Assess and adjust strategy
  - If you find that you are not meeting your goals, assess where you're falling short and adjust. Possible reasons individuals may not be reaching their goals:
    - Technical errors (e.g., vague goals, Lack of Specific Action Plans)

- External factors (e.g., lack of social support)
  - Psychological obstacles (e.g., procrastination, burnout)
- To combat the previously mentioned obstacles, individuals may find it important to have someone such as a colleague or mentor to hold them accountable when it comes to their goals.

## Decision-making and effective communication as it relates to service requests

- Effective communication strategies for gracefully declining requests while maintaining positive relationships and professional integrity:
  - If you find yourself constantly receiving service requests, acknowledge the request and let the requestor know you will respond at a later time.
    - This gives you time to assess if the request is something you want to do or have time to do.
    - If you find that you do not have the time to fulfill the service, you can let the requestor know that you don't have the capacity (example: "I've given some thought and I don't have the capacity to do xyz).
    - Give a timeline for when you may be able to fulfill the service (if applicable) (e.g. "I've given some thought and I don't have the capacity to do xyz, however, I will have the capacity in 5 months)
    - You can also recommend someone else who you feel is fitting for the task/service.

## General reminders

- Every time you say 'yes' to something, you are saying 'no' to something else.
- You do not have to do multiple things at once (e.g. being on multiple committees at once, participating in multiple services at once).
  - You have time!
- Set boundaries!
- Make sure you document "off the record" service you may complete:
  - Mentoring, "shadow work", unpaid consulting, etc.

## Resources

- The Likability Trap: How to Break Free and Succeed as You Are
  - <https://aliciamenendez.com/the-likeability-trap/>

- The National Center for Faculty Development & Diversity (NCFDD)
  - <https://www.facultydiversity.org/about-us>