SECTION 8: SERVICE AND OUTREACH PORTFOLIO (OPTIONAL IN P&T REVIEWS)

This section is an option for P&T candidates whose outreach and service is integral to their programs of work. This section is a revision of the Outreach Educational Programs assessment section in Continuing Status Dossiers. The Service and Outreach Portfolio is required if a continuing-status candidate has responsibility for a major outreach program, such as in Cooperative Extension or University Library. The Service and Outreach Portfolio provides candidates with an opportunity to describe and provide supporting documentation on any program they have developed. This documentation is for departmental reviews and will not generally be forwarded to college committees. A candidate may also request that the department head or committee chair include the Service and Outreach Portfolio in the materials that are sent to external reviewers.

- Candidates should consult our resource page on the scholarship of engagement: http://facultyaffairs.arizona.edu/content/promoting-inclusive-view-scholarship
- Reviewers should consult the Evaluation Criteria for the Scholarship of Engagement: http://schoe.coe.uga.edu/evaluation/evaluation_criteria.html

**Description of Program**

- Provide a short description of the service or other educational programming provided by the candidate, including the program goals and objectives. Describe the needs that the program is intended to serve, the ways its components were developed, and the methods used to communicate to potential audiences.

**Assessment of Program**

- Describe the assessments that have been developed for the program, including the feedback from collaborators and clients that is included below. Characterize the program's accomplishments and provide specific measures of the program's success and the ways they were obtained.

**Supporting Documentation**

- Materials from seminars or workshops
- Technical reports, research studies, and presentations
- Newsletters, pamphlets, and articles for popular and special interest publications
- Online resources developed for community, business, agency, or disciplinary associations
- Expert testimony or consultations

**Documentation of Impact**

- Letters from community or business collaborators noting the impact of the programs or services
- Letters from academic collaborators noting the impact and/or methodological rigor of the contributions
- News reports on service contributions
- Grants secured to support or build on service contributions
- Contracts to support contributions
- Adoptions of programs and materials by other institutions or groups