# Professional Activities and Service

(if applicable)

# NTTF Checklist for Service and Professional Activities

Please include this checklist at the front of the Service and Professional Activities section of the primary file.

Service:

- [ ] Check if not applicable.

- [ ] List in the primary file any service contributions to his or her academic department, center or institute, school or college, university, profession, and the community, such as op-ed pieces, white papers authored or co-authored by the faculty member.

- [ ] List or summarize in the primary file all commendations, awards, or letters of appreciation since first appointment or last promotion.

- [ ] Optional: Include in supplementary file the Service Portfolio including a comprehensive portfolio of service activity; and appropriate recognition or impact. More elaborate portfolios have been submitted that include website links and other more complex presentations of service efforts.

Professional Activities:

- [ ] Check if not applicable.

- [ ] List or summarize in the primary file all professional or consulting activities related to the faculty member's discipline since first appointment or last promotion.

- [ ] Optional: Include in supplementary file the Professional Activities Portfolio including a comprehensive portfolio of professional or consulting activities related to the faculty member's discipline. More elaborate portfolios have been submitted that include website links and other more complex presentations of professional activities.