Service Equity: Non-Promotable Tasks

January 25, 2024
Service Equity and Non-Promotable Tasks

> Service work is part of the faculty workload (Fac Code 24.34 E&F)
> Service work can be meaningful, valuable, and support promotions
> Organizations function effectively when people engage with service
> BUT, not all service work is promotable, and women and underrepresented scholars are more likely to be asked to serve, volunteer to serve, and face backlash when they decline service
Non Promotable Tasks (NPTs)

> Tasks that are beneficial for the organization, but are not central to promotion decisions

- NPTs are not necessarily “bad,” but it is bad for faculty and their universities when NPTs are inequitably distributed, unrecognized, and unrewarded
The No Club’s Top 10 NPTs

- Helping others and filling in
- Organizing and coordinating the work of others
- Editing, proofreading, and compiling the work of others
- Logistical planning and special events
- Committees, committees, committees
- Recruiting
- Onboarding, training, and mentoring
- Helping coworkers with their personal problems
- Resolving conflict among coworkers
- Office housework: getting coffee, cleaning up, taking notes...
Supporting Faculty and Organizations in Service Equity

> Resources for Promoting Service Equity:
  > The No Club: Putting a Stop to Women’s Dead-end Work
  > Faculty Workload and Rewards Project

> Today’s Goal:
  – Track our service work to better understand it, identify what’s promotable, and develop strategies for individual and institutional change
  – ADVANCE is providing a workshop to department leaders on their role in creating equitable service cultures
## Taking Stock: Informal and Formal Tasks

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> List your formal and informal service activities (tasks)

> Group tasks into categories

## Taking Stock: Time and Promotability

<table>
<thead>
<tr>
<th>Tasks</th>
<th>Hrs/Week</th>
<th>How time consuming? (L, M, H)*</th>
<th>Promotability† (L, M, H)</th>
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**Total hours**

- *L = low (< 1 hour/week); M = moderate (2-5 hours/week); H = high (> 5 hours/week)*
- †Promotability criteria: directly tied to organizational currency (valued, measured), visible, requires specialized skills, develops new useful skills or relationships that could lead to future promotable tasks

# Taking Stock: NPT and Value to You

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<th>Tasks</th>
<th>Hrs/Wk</th>
<th>How time consuming? (L, M, H)</th>
<th>Promotability† (L, M, H)</th>
<th>NPT? (Y/N)</th>
<th>Value to you (1, 2, 3)‡</th>
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- ‡1 = a task you definitely want to do; 2 = task you don’t mind doing but would be just as happy for someone else to do; 3 = task you would be relieved to hand off

What now?
Right-size your NPT Load
(aka optimize your work portfolio)

Assess
How do you spend your time?
How do others spend their time?
What does your organization expect?
How do you want to spend your time?

Adjust
What can you let go?
Who can take it on?
Who will help you make the change?
Choose NPTs that are right for you

- NPTs that fulfill you
- NPTs that leverage your expertise
- NPTs that provide a good return on your time spent
- NPTs that give you a mental break
- NPTs that fit with your current assignments

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Change NPT Strategies at All Levels

Individual
Managerial
Organizational