

**SERVICE CHECK-LIST (10%)**

**Name of the GFM: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**The GFM submits personal narrative**

**The GFM submits self-assessment check-list**

***The faculty member attains at least 1 item from the Department or College level:***

|  |  |  |
| --- | --- | --- |
| **Category** | **Points** | **Total** |
| I. Department level: |
| * (Co-)organizes one or more of the following: Theater, Tertulia, Newsletter, Vendimia, Poetry Series, FilmFest, Tutoring Program, Honor Society, Caffe´italiano.
 | 6 each |  |
| * (Co-)organizes one or more of the following one-time events: Jornada de Relajación, Concerts, Community Dinners, Dolcissimo, bringing a Guest Speaker.
 | 3 each |  |
| * Volunteers at one or more of the following: Theater, Tertulia, Newsletter, Vendimia, Poetry Series, FilmFest, Tutoring Program, Casa Bolívar or Shea House, Honor Society, Caffe´italiano.
 | 2 each |  |
| * Serves as a Language Program Director.
 | 10  |  |
| * Serves as Assistant Director of a Language Program.
 | 8 |  |
| * Serves as Language Program Co-coordinator.
 | 10 |  |
| * Serves as Language Level Co-coordinator.
 | 10 |  |
| * Serves as Preceptor.
 | 10 |  |
| * Serves as Casa Bolívar or Shea House Faculty Liaison.
 | 7 |  |
| * Serves as Placement Coordinator.
 | 7 |  |
| * Serves as Community Outreach Coordinator.
 | 7 |  |
| * Serves as Transfer of Credits Coordinator.
 | 3 |  |
| * Serves on a Departmental Committee.
 | 7 |  |
| * Chairs a Departmental Committee.
 | 3 extra |  |
| * Organizes the Graduate Teaching Orientation.
 | 4 |  |
| * Collaborates with the Graduate Teaching Orientation.
 | 1 |  |
| * Volunteers for long-term substitutions and overloads.
 | 2 |  |
| * Volunteers to proctor make-up exams.
 | 1 |  |
| II. College level: |
| * Serves on IWL or College-level Committees.
 | 7 |  |
| * Chairs an IWL or College-level Committee.
 | 3 extra |  |
| * Serves as Advisor for 1st and 2nd year Students.
 | 8 |  |
| III. University level: |
| * Serves as Director/Advisor for a UVA Study Abroad Program.
 | 10 |  |
| * Serves as Co-director for a UVA Study Abroad Program.
 | 8 |  |
| * Collaborates with Study Abroad Promotion.
 | 3 |  |
| * Serves on the General Faculty Council.
 | 7 |  |
| * Serves on UVA-level Committee.
 | 8 |  |
| * Chairs a UVA-level Committee.
 | 4 extra |  |
| IV. Community level: |
| * Participates in community outreach that directly impacts teaching or learning at UVA.
 | 5 |  |
| V. National & International level: |
| * Serves on national/international organizations and/or national event boards.
 | 3 |  |