

# Sedona: Adding Institutional Service Activity

As with many other options within Sedona, there are two ways to navigate to add institutional service:

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The screenshot shows the top navigation bar of the Sedona system. The 'Service' menu item is circled in black, and an arrow points from it to the 'Institutional Service' option in the 'Service Activities Entry' sub-menu, which is also circled. Other menu items include Help, Reports, Builders & Tools, Research, Experience, Credentials, Teaching, and Other. The user's name 'Danina Tate' and 'Home' are visible on the left, and 'CV Calendar Self-Evaluation Profile Home' are on the right.

The screenshot shows a 'Member console' interface. At the bottom, there are three buttons: 'Help', 'Print', and 'Add'. The 'Add' button is highlighted with a green background and circled in black. Above the buttons, there are links for 'Self-Evaluation', 'Profile', 'Home', and 'Sign Out'.

Click **Add** to begin.

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The screenshot shows the 'Add Institutional Service Form' in Sedona. The form includes several fields: 'Type of Activity' (a drop-down menu), 'Committee or Service or Graduate Student Name', 'University' (a drop-down menu), 'Appointment' (radio buttons for 'Academic Year' and 'Calendar Year'), 'Year' (a list box with years from 2011-2012 to 2015-2016), 'Scope' (radio buttons for 'Department', 'College', 'University', 'State-wide', 'Dissertation', and 'Thesis'), '# of Days' (a text box with '0.00'), and 'URL' (a text box with 'http://'). There is also a rich text editor for the 'Description' field. The form is titled 'Add Institutional Service Form' and has 'Back' and 'Saved' buttons at the top right.

You'll notice that most of the fields on this screen are required. **Type of Activity** is a drop-down menu. Note that UH recognizes thesis and dissertation committee work as teaching activities, not service, so you will not select those options here. If you don't see an activity type that fits, simply select **Other Institutional Service Activities**.

Type or paste (via Ctrl+V or right-click paste) the **name of the committee**. When you put your cursor in the field, you may see a drop-down of common choices. You may select one or type or paste in a new name. The university should always be TWU because this is institutional service. **Institutional service at prior universities should be entered as Professional Service**.

For the **appointment year or years**, you may select either academic years of service or calendar years of service. It is important to note that you may enter additional years for either choice.

## Sedona Time Saving Tip

You don't have to create multiple entries for membership on the same committee with different years. For example, if you shift select 2013-2014 and 2012-2013 as years of service as a member and then hold down the control button to select 2010-2011, you'll see that all three academic years of service are selected with a gap year in between. If you served continuously, you could just use the shift button and select all of the years of service.

## Finalizing Service Data Entry

The final required field is the **scope**. One of these options must be selected.

You could choose to include the website for related activity or a description of your service activities but neither of these fields is required.

When you are done entering data, select the **green save button** to return to the Institutional Service Records screen.

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You are viewing the Member Profile for Danina Tate

Home Institutional Service Records (1 through 5, out of 5 total records)

Year	Committee, Service, or Doctoral Student Name	Activity	Scope	Files	Action
2015-2016	Example	Mentoring Activities	University	<a href="#">Manage</a>	<a href="#">Copy</a> <a href="#">Edit</a> <input type="checkbox"/>
2015-2016	Example	Assurance of Learning - Institutional Service	University	<a href="#">Manage</a>	<a href="#">Copy</a> <a href="#">Edit</a> <input type="checkbox"/>
2013-2014	Example	Committee Member	Department	<a href="#">Manage</a>	<a href="#">Copy</a> <a href="#">Edit</a> <input type="checkbox"/>
2013-2014	Example2	Faculty Advisor	Department	<a href="#">Manage</a>	<a href="#">Copy</a> <a href="#">Edit</a> <input type="checkbox"/>
2011-2012	Example	Committee Chair	Department	<a href="#">Manage</a>	<a href="#">Copy</a> <a href="#">Edit</a> <input type="checkbox"/>

2013-2014 Departmental Plagiarism Hearing Officer, Honors College Committee Chair College [Manage](#) [Copy](#) [Edit](#) Group

**Select an item and select delete to remove**

**Click Name to Edit Individual Entry**

**Copy adds a new entry with a more recent year**

**Under Action, Edit Group to Edit Multiple Entries**

## Editing Service Entries

You will see that multiple years of service appear as individual entries. If you select the **service name**, you can edit the individual year, but if you select **Edit Group under Action**, you can edit all of the years of service associated with this activity. As with the journal articles, you could choose to **upload files** related to any of these years of service by clicking **Manage**.

Another action is **copy** which adds an identical entry but makes the year one later. You can **delete** entries by selecting the delete box for the entry and then selecting delete.