

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

Tasks

- > List your formal and informal service activities (tasks)
- > Group tasks into categories

Source: Babcock, L., Peyser, B., Vesterlund, L., & Weingart, L. (2022). *The No Club: Putting a Stop to Women's Dead-End Work*. Simon & Schuster.



Taking Stock: Time and Promotability

Tasks	Hrs/ Week	How time consuming? (L, M, H)*	Promotability [†] (L, M, H)
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

Source: Babcock, L., Peyser, B., Vesterlund, L., & Weingart, L. (2022). *The No Club: Putting a Stop to Women's Dead-End Work*. Simon & Schuster.

Taking Stock: NPT and Value to You

Tasks	Hrs/ Wk	How time consuming? (L, M, H)*	Promotability [†] (L, M, H)	NPT? (Y/N)	Value to you (1, 2, 3) [±]
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
- > ±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

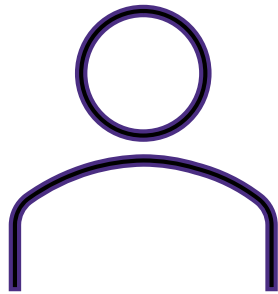


NPTs that give
you a mental
break

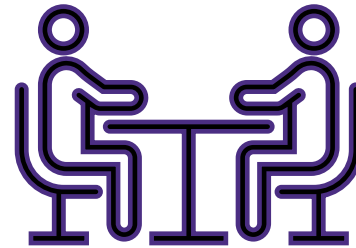


NPTs that fit
with your
current
assignments

Change NPT Strategies at All Levels



Individual



Managerial



Organizational

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