Sedona: Adding Institutional Service Activity

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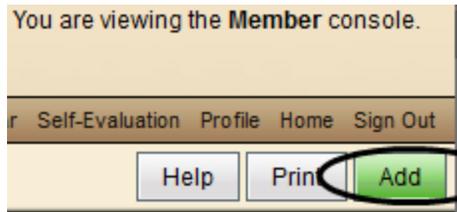
Click Add to begin.

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.

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.