FAQ's on Faculty & Staff Community Service Input Form

What is the purpose of this new form?
This online form is designed as a recording tool to collect information on University of Scranton community service being performed by staff and faculty in a professional and/or personal capacity. It will serve as a useful tool for the University as it tracks, assesses, reports out on and celebrates community service activities.

How do I access the form?
Go to: http://cmsapp.scranton.edu/about/community-relations/service-input-form.php. You will be prompted to log in to myscranton and the form can only be filled out on campus.

Is this form mandatory?
No, this is an optional, voluntary form provided as a user-friendly way to track service activities.

How do you define “community”?
The purpose of this form is to inform the University on activities related to Northeastern Pennsylvania.

Does “service” relate to voluntary activity or work-related activity?
The answer is both. The form is designed to capture voluntary community service activity that you are performing on your personal time and asks you to report on work-related activity that is service-oriented and draws on skills, experience and resources connected to the University. The form collects information on both types of activity so that we can have a full picture of all the service-oriented activity being performed by University employees.

How does this form relate to the Annual Report?
This form replaces the section in the Annual Report where staff and faculty previously submitted community service information to their supervisor or Department Chair. When you fill out the Annual Report you will see a link to the form.
Does this form replace or relate to tenure or other faculty reporting requirements?

No, this form does not supplant other faculty or staff reporting requirements as they relate to community service. Staff and faculty may decide to cut and paste their response to the form’s questions to be able to use this information for other purposes.

How does this form relate to the Mission/Community Service leave policy for staff?

This process is separate from the University’s Mission/Community Service Leave. The University encourages its employees to live out service to others and to reflect on questions of value and meaning. This Mission/Community Service Leave program allows employees to voluntarily participate in University-sponsored spiritual retreats or in approved mission-related or community-service related activities that occur during regularly scheduled work hours and provides up to three days paid leave per calendar year. In order to receive the employee benefit of paid leave, those hours and that service must be reported separately to Human Resources using the Mission/Community Service form, which can be found here: http://www.scranton.edu/humanresources/hr_forms.shtml.

When should I complete this form?

The form is ongoing. Staff and faculty can submit the form at any time throughout the calendar year. It will be promoted to employees twice per year during the spring and fall semesters.

How is the information in this form going to be used?

Information from the form will be used in public materials, such as University press releases, Community Relations e-newsletters and applications for recognition (Carnegie Classification and President’s Honor Roll for Community Service), so please be sure to answer the final questions indicating whether you are comfortable with your responses being shared.

To whom can I direct questions?

Any questions can be directed to the Office of Community Relations at community@scranton.edu or X4419.