# Documentation of Service

Please do not edit the format of the template.

If direct quotes from external reviewers are used in this section, they should be labeled as Reviewer A, B, C, etc. Do not include the reviewer’s name. Please also avoid using internal faculty and student names when quoting.

## Committee’s Evaluation of Service

**(One page maximum)**

Overall assessment of candidate’s contributions to internal and external service (separately), including substantive activity in support of diversity, equity, and inclusion. Emphasize impact of activities over mere participation to the extent known. The narrative should specifically address the specified criteria (see Appendix I) for promotion to the rank under consideration.