

# Service: How to Say No and When to Say Yes

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# Watch National Center for Faculty Development and Diversity (NCFDD) Video (From 7:40- 54:00)

- Title: SKILL #6: The Art of Saying No
- Speaker: Mindi Thompson, PhD
- There will be reflection questions to answer on your own during the video

Click Here to Watch Full Video (Must have account. Look at next slide for how to create an account): <https://www.ncfdd.org/webinars/artofno23>

# NCFDD- National Center for Faculty Development & Diversity

## How to create an account:

- Go to **[www.facultydiversity.org](http://www.facultydiversity.org)**
- Click on “Become a Member” at the top
- On the Institutional Member page, click on the pull-down menu
- Select Loyola University Chicago, click Continue
- Click on Activate My Membership
- Complete the 3-step registration process.
  - Account Info (\*must use your @luc.edu email address)
  - Personal and Professional
  - Review
- You will receive a welcome e-mail at your LUC e-mail address within 24 business hours confirming that your account is now active and you can begin fully using your new NCFDD membership.

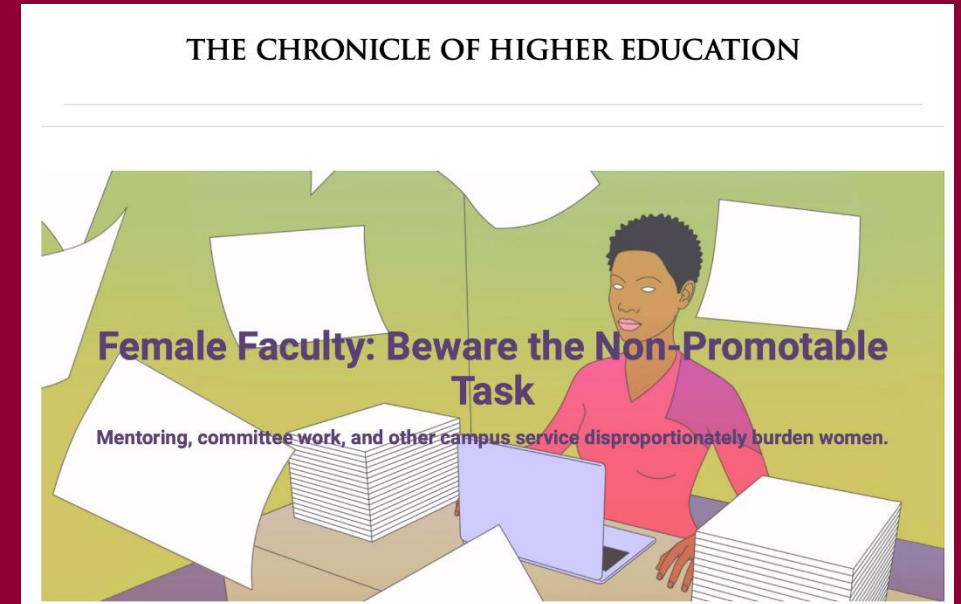
Loyola University Chicago holds an institutional membership which means that ALL faculty, graduate students, and postdocs have full access to all NCFDD resources.

# Crowdsourced Tips from Loyola Community

- Assess your interests and what you enjoy (consider this reflection during the ‘what do I want?’ stage)
- Check the priorities of your department, school and dean (consider this during the ‘what does my pie chart look like?’)
- Determine not only hours of commitment but also if it's controllable e.g. GPD with constant interruptions or work at your pace (avoid this technical error)
- Recognize each other's work (make sure people are seen)
- Consider unintended consequences and biases related to DEI

# Be Mindful

- There is evidence that women, more than men, volunteer, are asked to volunteer, and accept requests to volunteer for non-promotable tasks<sup>1</sup>
- Women and BIPOC faculty often receive more work requests and spend more time on service than men and white faculty<sup>2</sup>
- Students are more likely to ask women faculty for ‘special’ requests/favors like grade changes<sup>2</sup>
- Disproportionate burden of invisible labor: mentorship, hands-on attention to serve as role models, mentors and engage in emotional and caregiving work particularly related to diversity and inclusion<sup>3</sup>



## Sources:

1: Babcock et al. 2017

2: Equitable Faculty Workloads presentation and citations from Lisa Hanasono, Bowling Green: Guarino & Borden 2017; Hirshfield & Joseph 2011; Hanasono et al. 2019; Misra et al 2021; O'Meara et al. 2017a; El-Alayli 2018; Eagan & Garvey 2015; Winslow 2010

3: Reid 2017

# Transforming Institutions

Credit: Equitable Faculty Workloads: Led by Lisa Hanasono, Bowling Green, February 11, 2022

- 1. Start with a Scan:** What are faculty workloads within departments? What kind of service work are faculty doing? How is work acquired (assigned, voluntold, assumed, tethered, nominated, elected, pursued)? What are the current policies for reward/value of the service? What inequities exist?
- 2. Take Actions:** What labor can we release? What committees can we consolidate? How many people are needed to accomplish the goal? How can we streamline the work?
- 3. Create Transparency:** announcements, wins, kudos, regular communication of opportunities, etc.
- 4. Clarify Compensation and Reward Structures:** course releases, stipends, etc.
- 5. Consider Faculty Dashboards:** sharing of key information, especially aggregated data to identify inequities

# Q&A Questions

- 1) "I'd appreciate it if someone could speak to inequity in service workload. That is, even if administration assigns every faculty member to an equal number of committees, what should we do if some colleagues are simply not doing the work? For example, if there's a committee headed by two people, but only one of them ends up doing all the work."

# Please let us know your thoughts!

Keep a lookout for an email from **Qualtrics** with the evaluation form. Your feedback will help us improve our programming.

Thank you!



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Faculty Excellence**



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# Upcoming Events:

## 1/26-4/5: How-To Write a Book

**Proposal** with Dr. Melissa Bradshaw (Department of English): On Fridays, starting Jan 26th - April 5th from 1:00 - 2:00 pm

## 5/1: Interfolio Informational Session

with Julia Elsky, PhD (Associate Director of Faculty Affairs; Associate Professor, Department of Modern Languages and Literatures) and Michelle Pencyla, MEd (Assistant Provost for Faculty Affairs, Health Sciences Campus, Office of Faculty Administration) on Wednesday, May 1st from 3:30-4:45 pm via Zoom.

CFE Website: <https://tinyurl.com/84nw5kyx>