COMMUNITY-ENGAGED SCHOLARSHIP
A Faculty Handbook

Created by the University of Louisville
Office of the Provost and Office of the
Vice President for Community Engagement

Adapted for the University of South Florida
by the Office of Community Engagement and Partnerships
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**Endorsed By**

The Faculty Liaisons to Community Engagement, Representing all academic units

**Adapted By**

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As a Carnegie Community Engaged University, the University of South Florida (USF) has a strong commitment to collaborate with diverse communities by working to address pressing community needs and issues. This commitment is evident in the University’s mission statement, “As a public metropolitan research university, USF, in partnership with our communities, serves the people of Florida, the nation, and the world by fostering intellectual inquiry and outcomes that positively shape the future—regionally, nationally and globally.” This mission is manifested through mutually beneficial community-engaged research, teaching, and service.

This Faculty Handbook on Engaged Scholarship, developed by the University of Louisville and adapted for the University of South Florida, attempts to further faculty understanding of community engagement and engaged scholarship. It is a resource for faculty who are already engaged in this work and for those interested in using community engagement as a method for teaching and conducting research. The suggestions and recommendations offered in this handbook, while helpful, do not replace the criteria for faculty review and documentation in unit and departmental personnel documents. Colleges and schools and many academic departments have different perspectives on what constitutes engaged scholarship, so faculty should read their department and unit policies and consult with their Chairs and Deans before embarking on community engaged work. Unit policies and procedures should be consulted and adhered to at all times.

Faculty across the University should find the Faculty Handbook on Engaged Scholarship a valuable and educational resource. It should be helpful to faculty in documenting and reviewing community-engaged work as we fulfil our commitment to collaborate with our community in mutually beneficial ways.

Lillian Wichinsky, Ph.D., LMSW
Director
Office of Community Engagement and Partnerships
University of South Florida
1. Does the Handbook on Engaged Scholarship replace unit/department criteria for scholarship and creative activity?

No, promotion and tenure is governed by the University, and individual units and departments are responsible for any changes to their personnel policies. The Faculty Handbook on Engaged Scholarship is designed to provide suggestions and recommendations to document and review products derived from community-engaged scholarship. It does not replace any unit/departmental policy. Faculty should consult with their units to determine what is required for promotion and tenure.

2. Is this handbook the final product?

The Faculty Handbook on Engaged Scholarship is a living document and will be updated as necessary.

3. What is the purpose of the Faculty Handbook on Engaged Scholarship?

The purpose of the Faculty Handbook on Engaged Scholarship is to inform and educate faculty about community engagement and engaged scholarship, provide suggestions to faculty on how to document scholarly products derived from their community-engaged work, and to assist reviewers with suggestions on reviewing and evaluating this work.

4. How will individual faculty and others learn about the contents of the handbook and how to use it?

There will be scheduled professional development workshops and the Faculty Handbook on Engaged Scholarship will be posted on the Office of Community Engagement and Partnerships (OCEP) website. Individual consultations may be scheduled with OCEP.

5. Is engaged-scholarship less rigorous than traditional scholarship?

Many accomplished community-engaged scholars assert that their work is as rigorous and impactful as traditional scholarship. For example, engaged-scholarship may be grounded in theory, be methodologically rigorous, and undergo peer-review. However, the products of community-engaged work, measures of impact, and the type of peer review may differ from that of traditional scholarship. Faculty should consult with their Chairs and Deans. The approved unit documents, and any departments documents approved shall establish procedures and the only criteria for appointments, tenure, promotion, career reviews and annual reviews.

6. Does this handbook apply to all faculty?

The Faculty Handbook on Engaged Scholarship applies to faculty who are engaging with the community for teaching and research purposes and generating scholarly products from this work.
Community engagement is more than just service. It is a method for teaching and conducting research while providing a service to the community. The nature of community-engaged scholarship requires faculty to collaborate with community partners in jointly addressing issues. These collaborations may lead to scholarly products such as policy papers, conference presentations, performances, and training, to be used by community partners. These products are different from journal articles, books, and book chapters that traditionally are accepted by academia, despite having resulted from research. However, it may be possible to use the same data from engaged research to produce refereed publications.

The purpose of this handbook is to educate faculty on community engagement and community-engaged scholarship. The faculty handbook is not a complete guide to community-engaged teaching, academics, research, and services sectors of the university, including those related to engaged-scholarship and teaching. Rather, it is intended as a reference guide for orientation purposes. This is not intended to create, nor does it constitute, an expressed or implied contract between the University of South Florida and any of its employees. It does not replace criteria for tenure, promotion, annual review, or post tenure review as outlined at the University of South Florida, in your college or departmental personnel documents.

USF Tenure and Promotion Guidelines: https://www.usf.edu/provost/faculty/tenure-promotion.aspx
Section 1
Glossary of Terms

I. **Community-Engaged Scholarship** (sometimes referred to as the Scholarship of Engagement) is a form of scholarship that directly benefits the community and is consistent with university and unit missions. It is scholarship that derives from teaching, research, creative activity, and service to generate, transmit, and apply knowledge in mutually beneficial ways.

II. **Community-Engaged Teaching** is embedded with a focus of inquiry typically grounded by the instructor’s expertise. Theoretical knowledge is at the core of the curriculum. It is important that community-engaged teaching and learning is at the heart of an engaged university, and the following criteria outline how these efforts can be most effective:

A. An intentional integration of project and academic content is linked to a high level of synergy with community engagement and learning experiences. There should be close alignment of the goals for learning as well as community engagement. The focus of the content should inform students about various dimensions of their community project. This community engagement should allow opportunities to learn course content at deeper levels. Such learning is known as High Impact Practices (HIPs), which significantly enhances students’ learning experiences. High Impact Practice Link: https://www.usf.edu/atle/teaching/hips.aspx

B. Learning is significantly enhanced through reflection upon the overall community–engaged experience. Writing is an effective way to address reflection, and this may include directed writings or personal journals (e.g. double-entry, key-phrase, and dialogue). Research papers, case studies, and online discussions are other tools for reflection activities.

C. These activities should align with the principles of community engagement established by the Carnegie Foundation (www.carnegiefoundation.org), and include collaborative opportunities for students, faculty, and members of the community. Feedback for the activities may be made through formative or summative evaluations.

III. **Community-Engaged Learning** (CEL) or “service learning” refers to a pedagogy that explicitly engages students in studying, participating, and reflecting on community issues in order to increase students’ understanding and application of academic content. CEL courses should include learning outcomes concerning application of the concepts and skills of an academic discipline to issues in the community. CEL courses may integrate a broad range of teaching and learning strategies and structures. CEL courses are part of the Enhanced General Education at USF.
IV. **Community-Engaged Service** refers to any activity that promotes opportunities for the University to connect with external communities, agencies, businesses, and schools. It is the use of one’s expertise to address a specific, community-identified issue. While it is not a requirement that such service be connected to teaching and research, it is beneficial to the individual to connect the service to their teaching and/or research. Examples of community-engaged service include:

- Consulting
- Discipline-related advisory boards and other service to community organizations
- Diagnostic and clinical services (psychology, education, social work, health care, others)
- Expert testimony
- Legal advice
- Patient care (dentistry, medicine, nursing)
- Policy analysis
- Technical assistance
- Training

V. **Community-Engaged Research** or **Engaged Scholarship** generally refers to scholarly work that typically requires a high level of proficiency in a related discipline. The results often have a significant public impact in some way. At the heart of the work is collaboration among faculty, students, and community partners to address community concerns and build academic scholarship. These partnerships may lead to publications, partnerships, programs, and other new opportunities.

A. **Community-Based Research**

   The focus of community-based research is to identify and study a problem or issue within a community. Researchers design and implement the study with input from the community members and data related to the issue. The findings should be beneficial to the community through identification of underlying issues or causation, followed by suggested interventions for positively impacting the identified focus of the study.

B. **Community-Based Participatory Research**

   Community-Based Participatory Research (CBPR) involves conducting a study collaboratively **with** community partners rather than **on** them. In other words, CBPR is academically-relevant, community-focused research that partners **with** the community equitably to conduct research. The partners contribute their expertise and share responsibility and ownership of the results to enhance understanding and to integrate knowledge gained into action for change to solve concrete problems, making a positive difference in people’s lives and directly impacting social problems.

   There is typically a common interest or problem at the heart of the research, so that the data would be mutually beneficial to community and university partners. The process of conducting the research involves an inclusive dialogue related to questions, data collection, hypotheses, the design, and the research process itself. The aim is empowerment of the community in facilitating the identified social change.
References & Further Reading


Section 2

Comparison: Traditional versus Community-Engaged Scholarship

This section compares traditional and community-engaged scholarship. The term community-engaged scholarship (sometimes also referred to as the scholarship of engagement), refers to teaching, research/creative activities, and service undertaken by faculty members in collaboration with community members (and often students). It embodies the characteristics of both community engagement (e.g., reciprocal partnerships, public purposes) and scholarship (e.g., demonstrating current knowledge of the field/discipline, inviting peer collaboration and review, being open to critique, presenting in a form that others can build on, involving inquiry).

Both traditional and community-engaged scholars are active producers of knowledge whose research is guided by standards of academic and methodological rigor. Community-engaged scholarship is aligned with traditional scholarship with respect to its guiding commitment to the discovery, dissemination, and preservation of knowledge. If engaged scholarship incorporates teaching and service, it cannot be collapsed into either category; engaged scholarship is distinguished from purely instructional and service activities by virtue of its essential commitment to generating knowledge in and for the community it serves. While the boundaries between traditional and engaged-scholarship are porous, different goals and standards of success often animate each:

1. Community-engaged scholarship regards the products of its research as public goods that are intended to contribute directly and concretely to the intellectual health of the community in which the research is conducted. While engaged scholars may share the results of their projects in standard academic venues (conferences, scholarly publications, etc.), the goal is typically to produce research that responds foremost to the needs of a specified (non-academic) community and is intended to be shared publicly with that community.

2. Community-engaged scholars do not regard community members primarily as potential subjects of, or audiences for, their research (for instance, as sample populations for statistical studies or target groups for public lectures); they frame community members as partners in the production of knowledge and participants in the process of discovery. Community partners play a role in articulating the problems to be solved, executing research, sharing findings, and assessing impact. This enfranchisement of community members in the basic elements of research activity is one of the defining features of community-engaged scholarship and what distinguishes it most clearly from traditional scholarship: it effectively regards community members as both beneficiaries of and stakeholders in the production of knowledge. Accordingly, community partners assume some of the responsibility typically assigned peer reviewers in traditional scholarship: they play a role in assessing the success and significance of community-engaged scholarship.

3. Community-engaged scholarship is fundamentally transdisciplinary, collaborative, and translational. It draws on diverse disciplinary methods and theories, conducts its research cooperatively, and strives to close the gap between theory and practice by exploring how academic findings can result in material solutions to community-specified problems. While traditional forms of scholarship may share in some of these goals (for instance, the medical sciences), community-engaged scholarship is distinguished by its additional commitment to (1) and (2) above.
How does engaged scholarship meet the rigor of traditional scholarship?

Traditional and community-engaged scholarship draw upon the same foundation of theoretical knowledge and research methodology that earns academics their claim to scholarly expertise. The outcome of each type of scholarship is informed by and, in turn, demonstrates a different level of expertise. Moreover, the work can be documented, shared, and assessed by other scholars, though the submitted materials and standards of evaluation. Guiding notions of rigor must be appropriate to the nature and goals of each kind of scholarship. In general, community-engaged scholarship demonstrates academic expertise and rigor through its translational success—that is, by effectively utilizing the scholarly methodologies, technologies, and resources appropriate for a given project. To this extent, the translational demands of engaged scholarship introduce a distinctive notion of scholarly rigor, one that foregrounds expertise in determining the academic resources to be marshalled in the service of solving a community-based problem and the competencies demonstrated therein.

The table below, adapted from Furco (2005), compares traditional academic scholarship with engaged scholarship.

<table>
<thead>
<tr>
<th>Traditional Scholarship</th>
<th>Engaged Scholarship</th>
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<tbody>
<tr>
<td>Breaks new ground in the discipline</td>
<td>Breaks new ground in the discipline and has direct application to broader public issues</td>
</tr>
<tr>
<td>Answers significant questions in the discipline</td>
<td>Answers significant questions in the discipline, which must be relevant to public or community issues</td>
</tr>
<tr>
<td>Is based on a solid theoretical basis</td>
<td>Based on solid theoretical and practical basis</td>
</tr>
<tr>
<td>Applies appropriate investigative methods</td>
<td>Applies appropriate investigative methods</td>
</tr>
<tr>
<td>Disseminated to appropriate audiences (academia)</td>
<td>Disseminated to appropriate audiences (academic and public)</td>
</tr>
<tr>
<td>Makes significant advances in knowledge and understanding of the discipline and may address public issues</td>
<td>Makes significant advances in knowledge and understanding of the discipline and addresses public issues</td>
</tr>
<tr>
<td>Is reviewed and validated by qualified peers in the discipline</td>
<td>Is reviewed by and validated by qualified peers in the discipline and informed members of the community</td>
</tr>
</tbody>
</table>

The following table compares traditional research with community-engaged research and community-based participatory research (CBPR).


## Traditional vs. Community Engaged Research

<table>
<thead>
<tr>
<th></th>
<th>Traditional</th>
<th>Community Engaged</th>
<th>CBPR</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Research Objective</strong></td>
<td>Based on epidemiologic data and funding priorities</td>
<td>Community input in identifying locally relevant issues</td>
<td>Full participation of community in identifying issues of greatest importance</td>
</tr>
<tr>
<td><strong>Study Design</strong></td>
<td>Design based entirely on scientific rigor and feasibility</td>
<td>Researchers work with community to ensure study design is culturally acceptable</td>
<td>Community intimately involved with study design</td>
</tr>
<tr>
<td><strong>Instrument Design</strong></td>
<td>Instruments adopted/adapted from other studies. Tested chiefly with psychometric analytic methods.</td>
<td>Instruments adopted from other studies and tested/adapted to fit local populations</td>
<td>Instruments developed with community input and tested in similar populations</td>
</tr>
<tr>
<td><strong>Data Collection</strong></td>
<td>Conducted by academic researchers or individuals with no connection to the community</td>
<td>Community members involved in some aspects of data collection</td>
<td>Conducted by members of the community, to the extent possible based on available skill sets. Focus on capacity-building.</td>
</tr>
<tr>
<td><strong>Dissemination</strong></td>
<td>Results published in peer-reviewed academic journals</td>
<td>Results disseminated in community venues as well as peer-reviewed journals</td>
<td>Community members assist academic researchers to identify appropriate venues to disseminate results (public meetings, radio, etc.) in a timely manner and community members involved in dissemination. Results also published in peer-reviewed journals.</td>
</tr>
</tbody>
</table>

Mary Anne McDonald, Duke Center for Community Research, Duke University School of Medicine, 2007

### References & Further Reading


Section 3

Documenting Community-Engaged Scholarship

When engaged scholars prepare a portfolio/dossier for review, they will need prior assurance that it will count towards promotion and/or tenure and will need to include all of the necessary evidence that can be evaluated and measured by extramural reviewers, the scholar’s home department(s), and the University’s review committee, Dean, and Provost. Engaged scholars need to show a mutually-beneficial partnership between the community and the University. It is important to present a strong case on how each work product is scholarly in nature and meets such guidelines. To ensure that it will be recognized, faculty members should seek approval prior to beginning community-engaged work and including the work in their review portfolio. Junior faculty members in particular, should not rely on one type of scholarly work to support a successful review, especially as community-engaged scholarship requires a time commitment in order to cultivate partnerships, and presents other challenges.

This section provides information about what kinds of activities and documentation could be appropriate in academic units that support community-engaged scholarship. More information on promotions and tenure guidelines of USF can be found in the unit and department promotion and tenure documents (approved by the Board of Trustees).

What kind of activities may be documented?
Community-engaged scholarship can provide documentation from the following areas: Teaching, Research/Creative Activity, and Service.

*Community-Engaged Teaching includes, but is not limited to, the following:*  
- Developing and delivering instruction to communities and other constituencies through a community partnership between a community organization, institution and/or program.  
- Developing and delivering off-campus teaching activities such as study-abroad courses and experiences or immersions, international instruction, and distance education courses.  
- Developing and delivering community-based instruction, such as community-based learning (or service learning) experiences, on-site courses, clinical experiences, professional internships, and collaborative programs.  
- Developing and delivering noncredit classes and programs to members of the community  
- Developing scholarly resources for the general public, such as bulletins, pamphlets, textbooks, software (apps), podcasts, and websites.

*Community-Engaged Research/Creative Activity includes, but is not limited to, the following:*  
- Publishing papers in refereed journals or presenting at academic conferences.  
- Writing policy or position papers, reports, and other documents for policymakers, which demonstrate faculty expertise and further community needs.  
- Disseminating research through various public programs, forums, and events.  
- Creating exhibits in educational and/or cultural institutions.  
- Developing innovative solutions that address social, economic, or environmental challenges (e.g. inventions, patents, products, services, clinical procedures, and practices).  
- Conducting and reporting program evaluation research or public policy analyses for other institutions and agencies.
• Conducting and disseminating directed or contracted research.
• Developing apps, podcasts, websites, brochures, exhibits, or performances for community members.

Community-Engaged Service includes, but is not limited to, the following:
• Writing position papers and/or op-eds for the general public, resulting from the community partnership.
• Consulting and providing technical assistance, expert testimony, and/or services to public and private organizations, based on the scholar’s area of expertise.
• Collaborating with schools, businesses, advocacy groups, community groups, and civic agencies to develop policies that will effect change within the larger community.
• Providing leadership in or making significant contributions to economic and community development activities.
• Patient, clinical, and diagnostic services offered by faculty members and graduate/professional students.

Evidence to Consider in Developing a Community Engagement Portfolio/Dossier
The table below provides examples of how one might document for outcomes in teaching, research/creative activity, and service for the purposes for inclusion in a portfolio/dossier for promotion and review.

<table>
<thead>
<tr>
<th>Teaching Documentation</th>
<th>Research &amp; Creative Activity Documentation</th>
<th>Service Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>In an course, evidence of partnership with a community organization for a community-based learning course or project; evidence of how students become familiar with new ways of framing social problems.</td>
<td>Illustrations of exhibits, performances, public forums, and original work created for the community; creation of original work including interdisciplinary research.</td>
<td>Evidence of how the project was collaboratively identified with community partners and utilizes the faculty member’s expertise; evidence of how project was co-developed to address relevant social issue or problem; evidence of impact and/or contribution to the community.</td>
</tr>
<tr>
<td>Evidence of enhanced access to materials, resources, organization of materials, and facilitation of critical thinking and reflection content for the students who worked within the community setting.</td>
<td>Report of research conducted or report of directed research focused on community priorities and community involvement.</td>
<td>Documents/reports resulting from an activity/service provided; number of people served and benefitting from the project and scholar’s expertise.</td>
</tr>
<tr>
<td>Course syllabi that shaped the community project, student theses, student internship projects (such as a political philosophy project on the nature of solidarity).</td>
<td>Evidence of publications and conference participation based on project.</td>
<td>Various promotional and public relations materials in the service of the events organized with community partners.</td>
</tr>
<tr>
<td>Student creative works, project works, or field work reports that</td>
<td>Grant proposals and/or external funding received to support community-engaged research.</td>
<td>Letters of acknowledgement from community/partners.</td>
</tr>
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</table>
reflect collaboration with a community partner.

<table>
<thead>
<tr>
<th>Textbooks and/or other educational materials created by the instructor for non-credit course taught to community members.</th>
<th>Patent applications and/or adoption of scholarly products if community partners are involved or if it impacts community populations/groups.</th>
<th>Changes in public policy or institutional processes.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evidence of graduate/professional student participation in courses in mental health assessment and program evaluation.</td>
<td>Interprofessional practice and program evaluation of services offered in a counseling/mental health clinic.</td>
<td>Evidence of counseling services provided by graduate/professional students at a mental health clinic.</td>
</tr>
<tr>
<td>Evidence of graduate student participation in research as part of an oral history course.</td>
<td>Evidence of research on historic sites and communities.</td>
<td>Documentation of research and reports available to community.</td>
</tr>
</tbody>
</table>
Although engaged scholarship, research, teaching, and service has been discussed in academia since the 1990s, there continues to be a lack of clarity regarding what it is and how to demonstrate the products of this engaged work. This section of the handbook will provide some guidance about how one may document engaged activities.

A plan for documenting community-engaged activities should be a part of the development phase of any effort in which community collaboration is identified as integral to the conduct of the teaching, research/creative activity, and service. This planning should include an understanding of the eight quality characteristics of community-engaged scholarship that underlie the evaluation of these activities.

The Community Campus Partnership for Health (2007) (https://www.ccphealth.org/) identifies the following eight characteristics as foundations for community-engaged activities that reflect high-level academic scholarship:

1. Clear Academic and Community Change Goals
2. Adequate Preparation in Content Area and Grounding in the Community
3. Appropriate Methods: Rigor and Community Engagement
4. Significant Results: Impact on the Field and the Community
5. Effective Presentation/Dissemination to Academic and Community Audiences
6. Reflective Critique: Lessons Learned to Improve the Scholarship and Community Engagement
7. Leadership and Personal Contribution
8. Consistently Ethical Behavior: Socially-Responsible Conduct

Although these characteristics were developed with a focus on health partnerships, they utilized the work of Diamond and Adam (1993), which focused on academics across disciplines and can be easily adapted to any discipline. Any activity that incorporates community engagement as a strategy needs to provide specific information about how these characteristics are reflected in the implementation and outcomes of the community-engaged work.
The following examples are provided to illustrate the documentation approach that may be used as part of annual review and promotion and tenure documentation:

<table>
<thead>
<tr>
<th>Characteristic</th>
<th>Areas for Discussion in Documentation</th>
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<tbody>
<tr>
<td>Clear Academic and Community Change Goals</td>
<td>Goals for teaching, research, practice and service and how collaboration with community advanced those in a unique way (in the academy and the community).</td>
</tr>
<tr>
<td>Adequate Preparation in Content Area and Grounding in the Community</td>
<td>Time and effort invested in developing community partnerships; relating knowledge of extant literature in the field that supports the need for community partnerships.</td>
</tr>
<tr>
<td>Appropriate Methods: Rigor and Community Engagement</td>
<td>Impact on designs, methods/strategies, curriculum approaches; how involving community partners enhanced understanding of concepts.</td>
</tr>
<tr>
<td>Significant Results: Impact on the Field and the Community</td>
<td>What knowledge was created or applied and what impact has it had or may likely have in the future?</td>
</tr>
<tr>
<td>Effective Presentation/Dissemination to Academic and Community Audiences</td>
<td>Publications and presentations in scholarly and community venues; co-authoring with community partners.</td>
</tr>
<tr>
<td>Reflective Critique: Lessons Learned to Improve the Scholarship and Community Engagement</td>
<td>Critical reflections on the work, the community partnerships, the issues and challenges that arose and how they were able to address these (for example, issues of power, resources, capacity, racism, etc.); reflections on what worked/did not work and ways to improve in the future.</td>
</tr>
<tr>
<td>Leadership and Personal Contribution</td>
<td>Impact within the discipline and/or community engagement arena related to their work; leadership roles in relation to the identified project.</td>
</tr>
<tr>
<td>Consistently Ethical Behavior: Socially-Responsible Conduct</td>
<td>Process for cultivating the conduct of exemplary practice, sound research techniques, and appropriate engaged pedagogies that result in meaningful and beneficial contributions to communities; process for cultivating respect for social and cultural norms of communities.</td>
</tr>
</tbody>
</table>
The following template offers scholars a way to track engaged-research activities for promotion and tenure purposes:

<table>
<thead>
<tr>
<th>Planned Activity Area</th>
<th>Role of Community/partnership</th>
<th>Academic Outcomes</th>
<th>Community Outcomes</th>
<th>Documentation of products</th>
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<tbody>
<tr>
<td>Teaching</td>
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References & Further Reading


Section 5

Reviewing and Evaluating Community-Engaged Work

This section provides examples of criteria utilized by other institutions to evaluate community-engaged scholarship. You may find this information useful in characterizing your community-engaged work. These criteria are not in the University of South Florida Tenure and Promotion Guidelines.

**Michigan State University Points of Distinction** (Doberneck and Fitzgerald, p.5)

**Scholarship** – To what extent is the effort consistent with the methods and goals of the field and shaped by knowledge and insight that is current or appropriate to the topic? To what extent does the effort generate, apply, and utilize knowledge?

**Significance** – To what extent does the effort address issues that are important to the scholarly community, specific constituents, and the public?

**Impact** – To what extent does the effort benefit or affect fields of scholarly inquiry, external issues, communities, or individuals? To what extent does the effort inform and foster further activity in instruction, research and creative activities, or service?

**Context** – To what extent is the effort consistent with University Mission Statement, unit criteria for evaluating community-engaged scholarship, issues within the scholarly community, the constituents’ needs, and available resources?

**The National Review Board**

The National Review Board for the Scholarship of Engagement developed the following criteria to assess and evaluate community-engaged scholarship or the scholarship of engagement. The criteria are similar to what is used by Michigan State University and other institutions.

**Goals/Questions**
- Does the scholar state the basic purpose of the work and its value for public good?
- Is there an "academic fit" with the scholar's role, as well as the departmental and university mission?
- Does the scholar define objectives that are realistic and achievable?
- Does the scholar identify intellectual and significant questions in the discipline and in the community?

**Context of Theory, Literature, and "Best Practices"**
- Does the scholar show an understanding of relevant existing scholarship?
- Does the scholar bring the necessary skills to the collaboration?
- Does the scholar make significant contributions to the work?
- Is the work intellectually compelling?
Methods
- Does the scholar use methods appropriate to the goals, questions, and context of the work?
- Does the scholar describe rationale for election of methods in relation to context and issue?
- Does the scholar apply effectively the methods selected?
- Does the scholar modify procedures in response to changing circumstances?

Results
- Does the scholar achieve the goals?
- Does the scholar's work add consequentially to the discipline and to the community?
- Does the scholar's work open additional areas for further exploration and collaboration?
- Does the scholar's work achieve impact or change? Are those outcomes evaluated and by whom?
- Does the scholar's work make a contribution consistent with the purpose and target of the work over a period of time?

Communication/Dissemination
- Does the scholar use suitable styles and effective organization to present the work?
- Does the scholar communicate/disseminate to appropriate academic and public audiences consistent with the mission of the institution?
- Does the scholar use appropriate forums for communicating work to the intended audience?
- Does the scholar present information with clarity and integrity?

Reflective Critique
- Does the scholar critically evaluate the work?
- What are the sources of evidence informing the critique?
- Does the scholar bring an appropriate breadth of evidence to the critique?
- In what way has the community perspective informed the critique?
- Does the scholar use evaluation to learn from the work and to direct future work?
- Is the scholar involved in a local, state and national dialogue related to the work?
Diamond (2002) summarizes ways in which to evaluate engaged scholarship for promotion and tenure, including Table 1 below, which provides his recommended structure (p. 78):

<table>
<thead>
<tr>
<th>Table 1. Criteria for Considering an Activity as Scholarly</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. The activity or work requires a high level of discipline-related expertise.</td>
</tr>
<tr>
<td>2. The activity or work is conducted in a scholarly manner with</td>
</tr>
<tr>
<td>• clear goals</td>
</tr>
<tr>
<td>• adequate preparation</td>
</tr>
<tr>
<td>• appropriate methodology</td>
</tr>
<tr>
<td>3. The activity or work and its results are appropriately and effectively documented and disseminated.</td>
</tr>
<tr>
<td>This reporting should include a reflective critique that addresses the significance of the work, the process that was used, and what was learned.</td>
</tr>
<tr>
<td>4. The activity or work has significance beyond the individual context. It</td>
</tr>
<tr>
<td>• breaks new ground or is innovative</td>
</tr>
<tr>
<td>• can be replicated or elaborated</td>
</tr>
<tr>
<td>5. The activity or work, both process and product or result, is reviewed and judged to be meritorious and significant by a panel of one’s peers.</td>
</tr>
</tbody>
</table>

It will be the responsibility of the academic unit to determine if the activity or work itself falls within the priorities of the department, school or college, discipline, and institution.

The chart below—developed by contributors to this handbook from the University of Louisville—serves as a guide to developing products that meet the needs of both university and community partners.

Peer Review
As mentioned earlier, by adding “reciprocity” to traditional scholarship—or in this case traditional peer-review—to the campus-community partnership, the flow of knowledge is multidirectional, and new forms of scholastic products emerge that document the needs of both sides of the partnership. These collaborative takeaways do not necessarily fit the traditional form of scholarship, so the peer evaluator must be an expert who is knowledgeable about the quality of the work and has the ability to think beyond traditional research while performing the peer review (adapted from Janke & Clayton, 2012).

Policy Papers and Their Influence on Public Policy
Policy papers or white papers are communication tools that identify a public problem and clearly state a conclusion about this problem based on primary research. These are products that often result from community-engaged work, for the benefit of community partners. Technical papers are usually written by an expert in a field of study, an academician. However, as academic scholars collaborate with public communities, research- and policy-driven relationships develop.

Research-policy relationships are not new. Since the 1970s, scholars from both the U.S. and the U.K. theories and models on the relationship between academicians and policymakers. Figure 1 on the next page (Boswell and Smith, p. 2) illustrates the possible “direction of influence” of research-policy relations. In number three, circular overlapping arrows are meant to convey a “mutually-beneficial” relationship between research and policy (e.g. social issues, social policy, governance, etc.).

Related to policy papers produced during engaged research are technical reports, which may similarly shape policies and programs. There are different types of technical reports produced from community-engaged research, varying based on the objectives or utilization of the research findings. In all cases, stakeholder needs, the research purpose, and target audience should be considered when communicating results. Technical reports should not only identify what, when, how, and to what extent information should be shared but should also take into account how information might be received and used.

For example, community-engaged research can have an evaluative focus. In this case, researchers can collaborate with Community Program managers/teams to identify appropriate evaluation products and processes, looking for how to streamline processes, reduce costs, improve efficiency, and so on. They can focus on impact assessment, in which findings can be used to increase the understanding of risks and opportunities and the viability of programs/projects or sectors.

In many instances, findings from community-engaged research can influence management strategies, policies, and business plans. These include environmental, social, and economic recommendations, as well as issues surrounding good governance. A successful community-engaged research project will adopt the participatory action approach in which communities and stakeholders are equally empowered by the research process and the information generated.
The key is to recognize ways that engaged research reciprocally combines scholarly expertise with public needs. As Ellison and Eatman (2008) state, “Publicly engaged academic work is scholarly or creative activity integral to a faculty member’s academic area. It encompasses different forms of making knowledge about, for, and with diverse publics and communities. Through a coherent, purposeful sequence of activities, it contributes to the public good and yields artifacts of public and intellectual value” (p. iv).

References and Further Reading


This handbook focuses on developing, describing, documenting, and reviewing community engaged scholarship. The key is to develop a strategy at the beginning of the research design on how data from the community-engaged projects can be prepared for refereed publications. At the same time, community-engaged research and scholarship have other benefits that extend beyond the walls of academia. They reflect the social responsibility of an institution to address the needs of the communities and societies in which they are embedded. The non-referred technical reports that are generated as shown in the previous section can have different functions, including evaluation, impact assessment, institutional analyses, risk management, policy recommendation, and community empowerment, among others.

This section of the handbook highlights how evaluators and scholars might conceive of the impact community-engaged research and scholarship in more complex ways to support a more effective promotion and tenure process. Community-engaged scholarship has many levels of impact, all of which include elements of transformative change. Tremblay (2017) suggests that there are three main levels: (i) micro or individual; (ii) meso or community; and (iii) macro or institutional.

The Micro or Individual Level
Community-engaged scholarship can result in changed behavior, skills, attitudes, knowledge, or understandings for both the researcher and research participants. Consequently, more community-based researchers are adopting reciprocity, reflexivity, and epistemological inclusiveness in their research methodology. This allows for greater participation, increased likelihood of accurate representation, and empowerment of research subjects.

This work can result in refereed publications (e.g. journal articles, books and monographs, co-authored or co-edited articles or books, and conference papers). In addition, community engagement can lead to successful jointly-prepared funding proposals and grants. The impact of such work can be documented through personal letters from community partners, media coverage of your work, and other sources.

The Meso or Community Level
At the meso or community level, engaged research can result in constructive and positive changes to a community project through collaboration and the sharing of ideas and indigenous knowledge. This includes addressing disparities and enhancing diversity and inclusiveness, as well as a more targeted identification of the social, political, cultural, and economic issues that are important to change in systemic outcomes.

Engaging the community also results in increased relevance of the research in meeting the policy needs of the community. Scholars can influence policy through publication of policy reports and/or briefs, as well as from advising/consulting with government and non-government bodies. According to Viswanathan (2004), community-engaged research and scholarship places a high priority on converting findings into new practices and policies that are beneficial to the community.

Additionally, communities benefit from faculty non-referred publications that are informative and educational (such as handbooks, newsletters, local/national newspapers, multi-media products, etc.) and from invited presentations, workshops, commissioned works, artistic and/or digital
performances, exhibits, videos and films, etc. Overall, community-engaged research and scholarship can improve the quality of life and economic vitality of a community in sustainable fashions.

**The Macro or Systemic Level**

Macro-level impact of community-engaged research and scholarship usually takes years. These outcomes include sustainable changes in long-term policies, structures, and/or regional, national and international agendas. It also involves changing some of the traditional methodologies of research used in knowledge generation, interpretation, and validation. This often takes place through increased adoption and acceptance of the participatory action research approach, spending more time in the community, sharing power, and changing the hierarchical structure of academic and non-academic structures.
Community Engagement Organizations & Associations

- **AAC&U: Association of American State Colleges and Universities** is the leading national association concerned with the quality, vitality, and public standing of undergraduate liberal education.

- **AERA: American Education Research Association**
  - Special Interest Group #41: Service-Learning and Experiential Education

- **APLU: Association of Public and Land-Grant Universities** is dedicated to advancing learning, discovery and engagement. The association provides a forum for the discussion and development of policies and programs affecting higher education and the public interest.
  - Council on Engagement and Outreach
  - Commission on Innovation, Competitiveness and Economic Prosperity

- **ASHE: Association for the Study of Higher Education** is a scholarly society with about 2,000 members dedicated to higher education as a field of study.

- **CC: Campus Compact** is a national coalition of more than 1,100 college and university presidents-representing some six million students-dedicated to promoting community service, civic engagement, and service-learning in higher education.

- **CCPH: Community-Campus Partnerships for Health** is a nonprofit organization that promotes health (broadly defined) through partnerships between communities and higher educational institutions through service-learning, community-based participatory research, broad-based coalitions and other partnership strategies.

- **CLAYSS: Latin American Center for Service-Learning (Centro Latinoamericano de Aprendizaje y Servicio Solidario)** – CLAYSS contributes to the growth of a fraternal and cooperative culture in Latin American through the development of service-learning project.

- **CNCS: Corporation for National and Community Service** plays a vital role in supporting the American culture of citizenship, service and responsibility. The Corporation is the nation’s largest grant maker supporting service and volunteering. Through our Senior Corps and AmeriCorps

- **CUMU: Coalition of Urban and Metropolitan Universities** is an international affiliate organization of universities in large metropolitan areas that share common understandings of their institutional missions and values. CUMU is dedicated to its member institutions and to the creation and dissemination of knowledge on the issues that face our urban and metropolitan campuses and the communities we serve. As those issues grow, so does the complexity of community and campus-wide engagement.

- **ESC: Engagement Scholarship Consortium** The Engagement Scholarship Consortium (ESC), a 501 (c) (3) non-profit educational organization, is composed of higher education member institutions, a mix of state-public and private institutions. Our goal is to work collaboratively to build strong university-community partnerships anchored in the rigor of scholarship, and designed to help build community capacity.
• **HENCE: Higher Education Network for Community Engagement** is a response to the growing need to deepen, consolidate, and advance the literature, research, practice, policy, and advocacy for community engagement as a core element of higher education’s role in society.

• **IA: Imagining America** is a consortium of colleges and universities committed to public scholarship and practice in the arts, humanities, and design. Imagining America supports campus-community partnerships that contribute to local and national civic life while furthering recognition of the value of public scholarship and practice in higher education itself.

• **IARSLCE: International Association for Research on Service-learning and Community Engagement** works to promote the development and dissemination of research on service-learning and community engagement internationally and across all levels of the education system.

• **ICP: Innovations in Civic Participation** is a non-profit organization supporting the development of innovative high-quality youth civic engagement policies and programs both in the US and around the world.

• **Learn and Serve America** programs provide opportunities for Americans of all ages and backgrounds to express their patriotism while addressing critical community needs.

• **Metro State: Metropolitan State University (Center for Community-Based Learning)** – The CCBL provides support for efforts, across the university, to integrate community-based learning and civic engagement with academic reflection through internships and courses which provide a meaningful experience for the participating community, organization or business and the student.

**Community Engagement Journals**

- Citizenship Teaching & Learning
- Collaborations: A Journal of Community-Based Research and Practice
- Community Development Journal
- Community-Engaged Scholarship for Health
- ENGAGE!
- International Journal of Prevention Practice and Research
- International Journal for Service-Learning in Engineering
- International Journal of Research on Service-Learning and Community Engagement
- International Journal of Research on Service-Learning in Teacher Education
- Journal of Community Practice
- Journal of Community Engagement and Higher Education
- Journal of Community Engagement and Scholarship
- Journal of Experiential Education
- Journal of Higher Education Outreach and Engagement
- Michigan Journal of Community Service Learning
- Metropolitan Universities Journal
- Nonprofit and Voluntary Sector Quarterly
- Community-Campus Partnerships for Health: Partnership Matters
- Partnerships: A Journal of Service-Learning and Civic Engagement
- PRISM: A Journal of Regional Engagement
- Public: A Journal of Imagining America
- Reflections: A Journal of Writing, Service-Learning and Community Literacy
• Undergraduate Journal of Service-Learning and Community-Based Research

Teaching & Learning Journals
• Academe Online
• Academic Exchange Extra
• Academic Leader
• Academic Medicine
• Academy of Management Journal
• Academy of Management Learning and Education
• Accounting and the Public Interest
• Action in Teacher Education
• Action Research
• Active Learning in Higher Education
• Administration and Society
• American Behavioral Scientist
• American Educational Research Journal
• American Educator
• American Journal of Community Psychology
• American Journal of Education
• American Journal of Health Education
• American Journal of Pharmaceutical Education
• American Sociologist
• Applied Developmental Science
• Art Education
• Arts and Activities
• Business Communication Quarterly
• Change: The Magazine of Higher Learning
• Chemical Educator
• Cityscape: A Journal of Policy Development and Research
• College Composition and communication
• College Student Journal
• College Teaching
• Community College Journal
• Community College Journal of Research and Practice
• Community Schools Online
• Community, Work & Family
• Community Works Journal

• Voluntas

• Comparative Education Review
• Counselor Education and Supervision
• Curriculum Inquiry
• Democracy and Education
• Economic Development Quarterly
• Education
• Education and Urban Society
• Education, Citizenship, and Social Justice
• Education Digest
• Education for Health: Change in Learning and Practice
• Education Week on the Web
• Educational Evaluation and Policy Analysis
• Educational Leadership
• Educational Policy
• Educational Psychology Review
• Educational Researcher
• The Elementary School Journal
• Equity & Excellence in Education
• The Evaluation Exchange
• Field Methods
• Gifted Child Quarterly
• Harvard Educational Review
• The High School Journal
• Higher Education Perspectives
• Higher Education Policy
• Hispania – A Journal Devoted to the Teaching of Spanish and Portuguese
• Human Organization
• Human Relations
• Human Rights Quarterly
• Innovative Higher Education
• Instructor
• International Journal of Education & the Arts
• International Journal for Service Learning in Engineering
• Intervention in School and Clinic
• Journal of Adolescence
• Journal of Adolescent and Adult Literacy
• Journal of Adolescent Research
• Journal of American History
• Journal of Business Education
• Journal of Career Development
• Journal of Children and Poverty
• Journal of Classroom Instruction
• Journal of College and Character
• Journal of College Student Development
• Journal of Community Psychology
• Journal of Curriculum Studies
• Journal of Democracy
• Journal of Early Adolescence
• Journal of General Education
• Journal of Geography
• Journal of Higher Education
• Journal of Interprofessional Care
• Journal of Latinos and Education
• Journal of Moral Education
• Journal of Multicultural Counseling and Development
• Journal of Planning Education and Research
• Journal of Public Affairs
• Journal of Research and Development in Education
• Journal of Research in Character Education
• Journal of Social Issues
• Journal of Social Work Education
• Journal of Statistics Education
• Journal of Studies in International Education
• Journal of Teacher Education
• Journal of the American Planning Association
• Journal of Urban Affairs
• Journal of Youth Development: Bridging Research and Practice
• Journal on Excellence in College Teaching
• Liberal Education
• Music Educators Journal
• NASPA Journals
• New Directions for Higher Education
• PEN Weekly News Blast
• Perspectives in Education
• Phi Delta Kappan
• Planning for Higher Education
• Political Science*
• PS: Political Science and Politics
• Public Administration Review
• Qualitative Research
• Reflections Journal
• The Review of Higher Education
• Social Justice
• Social Policy Report
• Social Science Quarterly
• The Social Studies
• Sociological Imagination
• Teaching and Teacher Education
• Teaching Psychology
• Teaching Sociology
• Theory and Research in Social Education
• Theory into Practice
• Urban Education
• Urban Review

*The Council on Undergraduate Research offers a listing of Undergraduate Journals

Miscellaneous

• University of South Florida Office of Community Engagement and Partnerships https://www.usf.edu/engagement/

• Carnegie Foundation’s Classification for Community Engagement https://www.brown.edu/swearer/carnegie

• University of Louisville Office of Community Engagement: https://louisville.edu/communityengagement