## A Guide to Help Mentees Make Decisions about Service

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<th>Questions</th>
<th>When to say yes</th>
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<td><strong>Who is asking?</strong></td>
<td>• It could build connections or strengthen relationships.</td>
<td>• Saying “no” could negatively impact the relationships you are trying to build.</td>
<td>• Saying “no” would not negatively impact professional relationships.</td>
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| **What is being asked?** | • You want to do it.  
  • The task or opportunity aligns with your teaching or research.  
  • Your existing expertise and skillset will make a strong contribution.  
  • This is a one-time only opportunity. | • It’s intriguing, but there are unknowns.  
  • The task or opportunity is tangential to your teaching or research.  
  • You would need to enhance existing skills or expertise to contribute.  
  • Similar service may be offered in the future. | • The task or opportunity does not align with your teaching and research.  
  • You have minimal interest.  
  • You would need to build skills and expertise.  
  • This service is reoccurring. |
| **When do you have time?** | • You have time and/or need to fulfill a service requirement for promotion/tenure.  
  • You can negotiate reduction of other activities or additional compensation to make this service a priority. | • The committee/task has little structure or accountability.  
  • There is an unclear timeline, estimate of work, and/or expected deliverables. | • If untenured and you have not achieved teaching or scholarship metrics.  
  • This will cause you to make sacrifices to important personal priorities. |
| **Where will this make an impact?** | • Regional or national landscape.  
  • Across campus or within your college.  
  • Within your discipline. | • Across campus or within your college.  
  • Within your discipline. | • The impact target is unclear or limited to only a few individuals. |
| **How does this align with your values?** | • Your participation makes the institution stronger in ways that matter to you.  
  • This outcome will matter in 3-4 years. | • While this service role/activity has some alignment with personal/professional values, there is other work you prefer.  
  • The outcome will matter in 1-2 years. | • The service activity detracts from things that are most important to you (e.g., teaching, research, family, etc.).  
  • The outcome won’t matter in the future. |

### Ways to say no:

“Thank you for considering me. I need to review my obligations and speak with my [chair or mentor].”

“This sounds like a great opportunity, but I just can’t take on any additional commitments at this time.”

“I don’t feel I am the best fit for this. I recommend asking [X] because they may provide more expertise.”