

# College Service Hours

## College Service Hours Options

**As per STC Board Policy DJ (LOCAL) – Assignment, Work, Load, and Schedules\***, full-time regular faculty must be available for an additional 5 hours for arranged student conferences, advising, division or department meetings, and committee work and/or departmental responsibilities per instructional week. **Faculty College Service Hours are equivalent to 80 clock hours per semester.**

\*<https://pol.tasb.org/PolicyOnline/PolicyDetails?key=632&code=DJ#localTabContent>

## Departmental Responsibilities to Fulfill College Service Hours

At the beginning of each semester, the department chair will communicate the specific goals and needs of the department for the semester. Activities related to these goals and needs will be high priority for faculty College Service Hours for that semester. Any remainder of the college-service hours may be selected from the following list.

**All full-time faculty will submit, to department chair for approval, their preference of activities by which they will complete College Service Hours.** (Please make your selection/s on the list below.).

- ✓ **Attend division and department meetings (required)**
- ✓ **High Priority Activities Outlined by the Chair for the semester (required)**
- ☐ Participate in the Honors Program as Honors Faculty
- ☐ Serve on, or chair, one or more college-wide or department committees, teams, or task forces
- ☐ Serve on college-sanctioned projects, such as health fairs, art fairs, computer contests, etc.
- ☐ Participate in recruitment activities, such as visiting high schools, etc.
- ☐ Serve as the advisor for an STC-sanctioned student club
- ☐ Serve on, or chair, one or more search committees
- ☐ Faculty can post up to 5 additional hours per week in the weekly schedule to be available to students for advising, tutoring, or starfish activities.
- ☐ Participating in Professional development provided by Teaching and Learning Center including academies, trainings, workshops, etc.
- ☐ Facilitating workshops for faculty sponsored by the Teaching and Learning Center or Digital Learning Department
- ☐ Faculty members who are qualified in the discipline, may substitute for other faculty, without pay, as part of their college service hours.
- ☐ Travel time from a faculty member's assigned campus to additional teaching sites (up to 10 hours per month)
  - Department Chair can allow additional hours based on unexpected circumstances.
- ☐ Other department or division activities; *please specify*: \_\_\_\_\_

Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Submission of College Services Hours Chart

To document College Service Hours completed, all full-time faculty will complete and submit the following chart based on established departmental timeline. (Appendix – College Service Hours Chart)

### Appendix

#### College Service Hours Chart

Name: \_\_\_\_\_ A#: \_\_\_\_\_

Semester: \_\_\_\_\_ Year: \_\_\_\_\_

ACTIVITY	AVERAGE HOURS PER WEEK	DATES	TOTAL HOURS PER SEMESTER
TOTAL SERVICE HOURS			

#### APPROVED

Faculty Signature \_\_\_\_\_ Date \_\_\_\_\_

Chair Signature \_\_\_\_\_ Date \_\_\_\_\_