

## College Service Hours

As per **STC Board Policy 3800**, 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.**

### At the Beginning of the Semester

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)**

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

Actively advise students beyond the five posted office hours

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.

Tutor students beyond posted office hours; this may be scheduled in a faculty office, lab, CLE, etc.

Participating in Professional development provided by the Office of Professional & Organizational Development including academies, trainings, workshops, etc.

Facilitating workshops for faculty sponsored by the Office of Professional & Organizational Development or Distance Learning Department

Travel time from a faculty member's assigned campus to additional teaching sites (up to 10 hours per month)

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
<b>TOTAL SERVICE HOURS</b>			

**APPROVED**

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

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