

# Administrative Procedure No. 6026

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Title: Faculty Workload

Date Adopted: 23 September 2016

Date Revised:

Date Reviewed: 23 September 2016

References:

Should a faculty member provide alternative service to the college and community rather than participate in one standing committee, the following procedure will be followed:

1. Upon approval of their immediate supervisor (division chair/instructional coordinator), the dean of academic programs/dean/director of the state campus and the vice president for instructional affairs, faculty can substitute a service to the college. Examples of services include:
  - Serving as a student club advisor
  - Conducting assessment work on the institutional level
  - Writing grant proposals
  - Serving on the student conduct board
  - Providing tutoring services for students
  - Organizing cultural and sports activities for students at the college
  - Participating in student recruitment – must be an academic year involvement
  - Serving as a faculty mentor
  - Other opportunities identified by VPIA
2. Faculty members participating in a service project are responsible to submit evidence of work agreed upon by the faculty member, immediate supervisor, deans/directors and VPIA. Examples may include minutes of student club meetings; submission of reports; records of meetings with tutored students; brochures, photos of activities.
3. All academic administrators are to ensure the faculty they lead are assigned to a standing committee or alternative service project and are actively serving.
4. Immediate supervisors are to work with faculty to correct issues of non-participation in the service project. The VPIA and deans/directors will also monitor faculty participation in the service project to address issues of non-participation. Instructional supervisors at all levels have responsibility to ensure participation in service project is reflected on faculty evaluations prior to approving *Personnel Action* forms.

See Board Policy 6026