

Service to the College

Faculty shall be available to provide service to the College in accordance with College policy and/or Collective Bargaining Agreement (Articles 13,15). During hours of service to the college, faculty shall be available for committee and administrative tasks not directly related to classroom instruction. Hours of service may vary weekly. Therefore, it is not necessary to report specific hours spent providing service to the College each week. However, faculty should be prepared to report service participation annually and more often if required. It is understood that all College Faculty, as a general rule, are to be required to provide assurances, on a regular basis, of fulfillment of employment responsibilities. The service should range from departmental to College wide service participation. College service **does not include** any services covered under workload(s) reassignments, nor services for which faculty receive supplemental pay to complete. College service hours may vary weekly. When not participating in College Service, Faculty may utilize the time for grading and instructional preparation.

Examples of College Service include, but are not limited to, course and curriculum development, scholarly research, FLDOE committees, College Standing committees and Councils; Division and departmental meetings, Faculty Senate governance committees, outcomes assessment and reviews; Faculty in-service activities; student reporting; FLDOE reporting, preparation of federal, state, and local reports; student club sponsorship; College wide initiatives; accreditation reporting; grants development; community-related clubs or organizations; guest-speaking to organizations and/or educational institutions within the district served by the College; adjunct coaching/mentoring program planning; new faculty mentoring; peer reviews/observations; course coordination; curriculum coordination, review, revision and improvement; textbook/OER evaluation and selection.

The President, in his sole discretion, may create and abolish committees whenever he deems it advisable. The composition of any such committee shall be in the sole discretion of the President.

Deans will create a transparent process within the academic division to reflect work being done by faculty. For academic, division/departmental college service, deans will create a rotational process where appropriate, to ensure equity and faculty participation. Division reports will be reviewed by the Provost/VPAA annually.