

SERVICE OUTSIDE THE COLLEGE

The College Act Section 17, No. 7 states, "A member of the teaching staff who is employed by the Board on a whole-time basis shall not hold any other appointment or engage in any other occupation which in the opinion of the Board may interfere with the proper performance of his duties as such member of the teaching staff or is prejudicial to the welfare of the College."

If a full time faculty or staff member's temporary or part-time service is desired by an organization outside of the College, approval should be obtained from the President through the Officer responsible for personnel matters.

FACULTY/STAFF PROFESSIONAL EXPERIENCES

Full time faculty and staff members may receive financial assistance from the College for an amount fixed by the Board for approved journal subscriptions and memberships in approved scholarly associations. The authority for deciding which memberships and subscriptions come under this policy rests with the Academic Dean. The fulfillment of this clause is subject to the availability of funds.

WORKING AFTER HOURS

The campus is opened for general access from 7:00 a.m. to 10:00 p.m., Monday through Friday. Any faculty or staff member entering onto the campus outside of these hours is required to check in with the College security and fill out the necessary forms. Under no circumstance should employees, students, or patrons enter the College compound outside of regular hours without the knowledge of College security. College business hours are from 8:30 a.m. to 4:30 p.m., Monday through Friday.

PROFESSIONAL APPEARANCE

Employees are expected to maintain a professional appearance at all times while on duty. The dress and conduct of employees should be in harmony with the standards of a professional employee. Clothing worn while on duty should be neat and clean.

INSTRUCTIONAL/SERVICE FEEDBACK AND EVALUATION

Apart from opportunities provided to students by faculty/staff during the semester to offer feedback on the quality of instruction and service being offered by them, there should be a series of evaluations within and without each faculty/staff member's classes/offices at the end of each semester. These evaluations should serve as a learning tool. The results of the evaluation

should indicate both courses/services and teaching/personnel strengths and weaknesses. A summary evaluation data sheet should be forwarded to faculty/staff who are expected to review and analyze the data with the intent of instructional/service improvement. These evaluations should be one of the factors considered during rank promotion review.

BOOKS AND SUPPLIES

Department Heads should contact the Director of the Learning Resource Center through the Academic Dean to order textbooks for their classes. Books should be ordered knowing that they will be used for several semesters.

Faculty members are asked to recommend to the Librarian titles of periodicals, journals and other resource materials that would enhance the collection in the Library. A listing of new library acquisitions should be made available annually.

FIELD TRIPS

All field trips and public appearance of student groups on behalf or as representatives of the HLSCC must be approved by the Director of Student Services, Academic Dean and the President or his designate. The appropriate forms and waivers must be signed and approved.

PUBLICATIONS

All notices, announcements, and advertisements must be reviewed by the Office of the Vice President before being released for publication. Under no circumstance should faculty/staff members release any statement regarding institutional activities, endeavours, or programmes without the expressed prior consent and approval of the administration.

FACULTY OFFICE EQUIPMENT

The office and laboratory space made available by the College shall be allocated by the Academic Dean after consultation with the Department Head. Requests for office and laboratory or similar equipment should be presented to the Bursar through the Department Head and Academic Dean.

FACULTY OFFICE HOURS

Students have the right to individual consultation with their lecturer(s). For this purpose the lecturer(s) shall maintain regular office hours of at least eight hours each week during the