

College Service and Student Support

DEFINITIONS

As a full-time faculty, service to Collin College offers the opportunity to engage with students, faculty, administrators, and staff throughout the college district in order to further the mission of Collin College. Service, broadly defined as any endeavor that supports, through effort, Collin College and the Collin College community, are activities for which a faculty member is not additionally compensated (e.g. extra service pay, course releases) and falls outside of the faculty member's teaching responsibilities. Required meetings such as All College Day, Division Meetings, Graduation, etc. are not college service. Faculty are expected to engage in both long-term (on-going committee work) and short-term (one-time event) service opportunities every semester. In a three-year period, a faculty's service record should include service to district-wide efforts, division efforts, and discipline/department efforts.

During any given three (3) year contract period, a faculty's service should reflect the following minimums:

COLLEGE SERVICE

Five (5) or more activities listed on the appraisal and board report that consist of:

- At least one (1) Long-term, district-wide* service endeavor
**To be designated as "District-wide," stakeholders from multiple campuses, divisions, and disciplines must be part of the endeavor.*

Some District -Wide Service **examples** include:

- *Elected and appointed district-wide committees such as COAT, CAB, COE, OAB,
- *Primary/Secondary Advisors,
- *Academic Planning Coaches,
- *Advisory Committees,
- *Faculty Council as well as Faculty Council Standing and Ad Hoc committees.

Note: Faculty do not need to be a Faculty Council representative to serve on the ad hoc committees, etc.

- Three to four (3-4) long-term and/or short-term Campus, Division, and/or Discipline service endeavors that fall outside of the faculty member's official teaching duties.
Some **examples** include Full-Time Faculty Search Committees, Textbook Committees, Technology Committees, Assessment Committees and Campus Specific event committees like Health Professions Boot Camp, Health and Safety Fair, Culinary Camp, Campus Open Houses, Earth Day, Field Day, Chili Cook-off, Spring Fest, Shamrock Fest, Rockin' the Ridge, etc. . . .) where the faculty are involved by attending and participating in event committee meetings and discussions to plan the actual event. If a faculty member is involved in more than one district-wide service endeavors, these could take the place of a division and/or discipline service endeavor.

For more information, please see the list of College Service opportunities with description and contact information posted on the COE website. If you know of service opportunities, please contact the COE chair with supporting information (Name of service, contact person name and email, description of service, type of service).

STUDENT SUPPORT

- Three to four (3-4) different Student Support Activities should be listed on the Board Report and will be formatted as one bullet.
- **Examples** include attending student events such as Phi Theta Kappa induction, volunteering to work for Student Orientation, registration labs, Welcome Squad and Attending campus events such as Earth Day, Field Day, Chili Cook-off, Spring Fest, Campus Open Houses, Shamrock Fest, Rockin' the Ridge, and Attending Sports Events, Plays, or Recitals, etc.)
- Student support activities normally happen for a limited time on a specific day and are not ongoing.