

Please provide your observations on the accuracy of these values and suggestions on what else to including in the list. Thanks, Roy Jensen

Service activity	Service hours
Department	
meetings	3 per meeting hour
committee work	4 per activity hour
course coordinator (excl. meetings)	40 + 20 per course + 6 per section
Program	
meetings	3 per meeting hour
new course development	<i>minimum</i> : 15 × IH of course corresponds to historical one course release per course developed
course revision	<i>minimum</i> : 3 × IH of course
program related activities	3 per meeting hour
reviewing applications scholarship administration	
program related activities	2 per activity hour
student orientation student expositions graduation	
student socials juries public relations	
student conferences volunteerism event planning and setup	
Faculty and college committees	
member	3 per meeting hour
chair & vice chair	5 per meeting hour
AGC chair & vice chair	10 per meeting hour
ASAC	
full-day interviews	10 per candidate
half-day interviews	6 per candidate
one-hour interviews	3 per candidate
faculty evaluation	6 per evaluation
review meetings	3 per meeting hour
Outreach and recruitment	
open house	2 per activity hour
info sessions	3 per activity hour
school and public presentations	3 per activity hour
Mentorship	
faculty mentoring	3 per activity hour
faculty orientation	3 per activity hour
student advising & mentoring	2 per activity hour
Faculty Association	
FA standing committees	3 per meeting hour
FA executive work is considered separate from college service and may include a reduction in instructional and/or service workload.	