

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