

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

semester or session. Full time faculty are required to spend at least thirty hours per week including teaching time on the campus. Office hours should be posted.

SALARY

All adjunct and guest faculty shall receive payment twice in the semester. The first payment shall be at approximately mid-term and the final payment shall be made at the end of the semester. All records and grades must be completed and submitted in order to receive the final payment. Full time faculty and staff shall be paid fortnightly. Salary of faculty who do not submit grades as prescribed may be withheld.

COLLEGE: COMMITTEES AND TEAMS

A number of committees and teams has been established to assist in the administration and operation of the College. A list of these committees and teams (which are appointed by the President) with their requisite functions and span of control follows:

PRESIDENT'S CABINET

The President's Cabinet is the administrative body of highest authority within the College. It is composed of the President, Vice Presidents, Academic Dean, Registrar, Bursar, and Director of Student Services. The functions of the Cabinet include but are not limited to the following:

1. Serve the President in an advisory capacity.
2. Assign responsibilities to committees and teams.
3. Consider recommendations from committees and teams.
4. Work with the President in the interpretation and administration of all policies regarding College organization.
5. Advise the President as to recommendations to be laid before the Board of Governors concerning administrative policies.
6. Study the application of adopted Board, faculty and staff policies and regulations and recommend desirable changes.
7. Receive and approve the list of names of persons nominated for student office.