

INDUSTRIAL AGREEMENT

BETWEEN

THE COLLEGE OF THE BAHAMAS

&

**THE UNION OF TERTIARY EDUCATORS OF
THE BAHAMAS**



JULY 1, 2012 - JUNE 30, 2017

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INDUSTRIAL AGREEMENT

The College of The Bahamas and The Union of Tertiary Educators of The Bahamas

Introduction and Preamble

Date July 1, 2012 to June 30, 2017

This INDUSTRIAL AGREEMENT is made and entered into as of the first day of July 2012 by and between the Statutory Body of the College known as The Council of The College of The Bahamas (hereinafter referred to as “the College” or “the Employer”) and the Union of Tertiary Educators of The Bahamas (hereinafter referred to as “UTEB” or “the Union”) acting as bargaining agent for the Faculty as outlined in the schedule attached of the College herein defined and herein referred to as the Union.

That for the purpose of mutual understanding and in order that a harmonious relationship may exist between the COLLEGE and the FACULTY MEMBERS IN THE BARGAINING UNIT herein defined and so as to achieve the mutual goal of excellence in the delivery of education and in academic standards by both parties and for the mutual benefit of both, it is here recognised and agreed that:

- 1 The goals of The College of The Bahamas are to attain the highest possible standards of academic excellence in the pursuit and dissemination of knowledge, to be achieved principally through teaching, scholarship and service, to maintain a strong tradition of delivering full-time and part-time higher education and to preserve a higher standard of education and service for the Bahamian community. All other functions at the College exist to support this central academic purpose.
- 2 Both parties agree to cooperate in the promotion of teaching and scholarship and to encourage a climate of freedom of speech and inquiry, tolerance, collegiality, responsibility and mutual respect in the pursuit of these goals. Academic Freedom implies academic responsibility, respect for the opinions of others, fairness in expounding or addressing differing points of view, encouragement of critical thinking and due recognition of publicly expressed views which may not reflect one’s own.
- 3 The purpose of this Industrial Agreement is to foster and maintain harmonious relations within the College Community and provide an amicable and effective means for settling differences which may arise from time to time between the Employer and Faculty Members in the Bargaining Unit.
- 4 As the College continues to grow, develop and move to university status, it will be necessary for both parties to revisit this Agreement as it relates to Faculty governance and other changes affecting terms and conditions of employment.

Clause 1 Definition of Terms

In this Agreement, unless the context otherwise requires:

- 1 ACADEMIC YEAR - The Academic Year shall consist of two (2) semesters, Fall and Spring, and a Summer session. This period will normally run for one (1) year beginning one (1) week prior to the start of the Fall Semester classes.
- 2 CHAIR - The administrator of a school.
- 3 COLLEGE - The body politic and legal corporate entity known as The College of The Bahamas, hereafter referred to as the College, as established by the College Act, 1995 (or any similar body as contained in any subsequent or replacement legislation). See EMPLOYER.
- 4 COLLEGE COMMUNITY - All full-time and part-time employees, retired employees, full-time and part-time students, alumni and members of the College Council.
- 5 COLLEGE COUNCIL - statutory body responsible for the general governance and direction of the College as lodged in The College of The Bahamas Act 1995, (or any similar body as contained in any subsequent or replacement legislation).
- 6 CONSULTATION - Jointly examining and discussing matters of concern to both management and employees.
- 7 DEPARTMENT - An academic department, including Libraries & Instructional Media Services (LIMS), Counselling & Health Services (COUN), the Research Unit (RU), Office of Graduate Programmes and Continuing Education & Extension Services (CEES), responsible for supporting and promoting the social and academic welfare of students, Faculty and staff.
- 8 DEPUTY LIBRARIAN - The administrator of the Main Library.
- 9 DIRECTED INDEPENDENT STUDY (DIS) -An approved Academic Board course delivered one-on-one to the student during weekly conference times.
- 10 DIRECTOR - The administrator of a Department/Institute/Centre/Main Library.
- 11 EMPLOYEE (FACULTY MEMBER) - An individual included in the Bargaining Unit, as defined in the Schedule B attached marked "Bargaining Unit" (See Appendices) and further defined in the Employment Act 2001.
- 12 EMPLOYER - The body politic and legal corporate entity known as The College of The Bahamas, hereafter referred to as the College, as established by the College Act, 1995 (or any similar body as contained in any subsequent or replacement legislation). See COLLEGE.
- 13 FACULTY - All full-time and part-time Faculty Members (teaching two courses in any Academic Year) of the College's academic and professional staff, including contract and permanent Faculty Members, as listed in Schedule B.
- 14 FACULTY ACADEMIC YEAR - The Faculty Academic Year shall consist of two (2) semesters, Fall and Spring.
- 15 FISCAL YEAR - A period of twelve (12) months from July 1 through June 30.

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- 16 MANAGEMENT - Faculty Members and Employees in an administrative position as defined in Schedule A. (See Appendices)
- 17 ONLINE COURSE - A web-based course where all course activities are available electronically utilising various components of an online course management tool (CMT).
- 18 PARTIES - The Council of The College of The Bahamas and Union of Tertiary Educators of The Bahamas.
- 19 PER DIEM - Daily allowances paid by the College to Faculty Members who travel within and without The Commonwealth of The Bahamas in respect of official College business.
- 20 PRO RATA - Proportionate, on a 1:1 basis.
- 21 SCHOOL - A group of academic departments, inclusive of Faculties, Institutes, Laboratories and Centres, responsible for the organisation and delivery of academic programmes in related disciplines.
- 22 SCHOLARSHIP - creative intellectual work that is validated by peers and communicated. Discovery through research, development, integration, and artistry are each identified as forms of scholarship.
- 23 SEMESTER - One of the two (2) fourteen (14) week teaching periods plus the examination periods.
- 24 UNION OF TERTIARY EDUCATORS OF THE BAHAMAS - For the purpose of this Industrial Agreement, the Union of Tertiary Educators of The Bahamas is also referred to as the Union or UTEB.
- 25 WORK WEEK - 40 hours, inclusive of lunch hours, normally Monday through Friday, excluding holidays. The workday is between the hours of 8:00 a.m. and 10:00 p.m. Any classes, or other commitments and obligations scheduled outside these hours will be considered outside Faculty load and must be negotiated with Faculty and approved by the Union.

RIGHTS & RESPONSIBILITIES

Clause 2 Academic Freedom

- 1 The purpose of Academic Freedom is to provide security for fundamental academic values and to all those who support and perpetuate these values.
- 2 An environment characterised by freedom of speech and of inquiry is required by Faculty to carry out the immediate and long-term purposes of the College. Freedom of speech guarantees that the College is an open forum for the exchange of ideas; freedom of inquiry guarantees the College's commitment to the open investigation and interpretation of ideas. Importantly, Academic Freedom carries with it the obligation to use that freedom in a responsible way through respect for the opinions of others, fairness when setting forth contending points of view and encouragement of informed, independent conclusions on all thinkers' parts.
- 3 The commitments, rights and responsibilities of Faculty involve three major related roles
- 3.1 to participate in the search for basic truths and to communicate openly the results of this search;
 - 3.2 to develop creative scholarship in specific disciplines, within which the faculty and students participate in the process of rational inquiry; and

3.3 to encourage generalised application of scholarship and research to the benefit of the College Community and the common good of society.

4 In the exercise of Academic Freedom, Faculty should recognise their correlative responsibilities and that their special position in the community imposes special obligations. When Faculty speak or write as citizens, they should be free from institutional censorship or discipline. As scholars and educational officers, they should remember that the public might judge their profession and their institution by their utterances. Hence, they should at all times be accurate, exercise appropriate restraint, show respect for the opinions of others and make every effort to indicate that they are not speaking for the institution.

5 Faculty should not offer remarks on behalf of the College unless duly designated to do so.

Clause 3 Non-Discrimination

1 Both parties agree to act justly in all decision-making processes called for in this Industrial Agreement.

2 Both parties agree that there shall be no discrimination, interference, restriction, coercion or unfair distinction exercised directly or indirectly, or practised with respect to any Faculty Member in regard to any matter.

3 Both parties reaffirm their belief that decisions shall be conducted with integrity, impartiality, confidentiality and without bias on the basis of gender, race, colour, age, disability, national origin, sexual orientation, political or religious affiliation, marital status or membership in the Union and the exercise of rights conferred by this Agreement.

4 Both parties agree that evaluation for the purposes of appointment, re-appointment and promotion shall take into account that there may be differences in career paths, talents, gifts and accompanying imperatives

5 No personal, political or other consideration shall ever impinge upon the rights and freedoms identified above.

Clause 4 Jurisdiction

1 This Industrial Agreement applies to all Faculty of the College covered under Schedule B as attached.

2 Faculty on leave of any kind or on reduced-time appointment shall continue to form a part of the Bargaining Unit.

2.1 Faculty who are temporarily reassigned outside their substantive posting shall do so without loss of seniority, position and benefits.

2.2 Faculty who are seconded shall remain as part of the Bargaining Unit provided they continue to be on the College's payroll.

Clause 5 Recognition

For the purpose of negotiation and application of the Industrial Agreement, the College recognises UTEB as the only official representative and the only negotiating body for Faculty Members in the Bargaining Unit as specified in Schedule B attached. Likewise, the Union recognises the College as the Employer of the Faculty Members in the Bargaining Unit.

Clause 6 Contract Supremacy

- 1 This Industrial Agreement shall supersede any rules, policies, regulations, or practices of the Employer which may be contrary to or inconsistent with its terms. Where there is any difference between this Agreement and the employment of contract workers, the Agreement shall take precedence.
- 2 No new policies affecting terms and conditions of employment shall be introduced nor any changes made to this Agreement without the consent of the Union.
- 3 Prior to implementation of policies not directly affecting terms and conditions of employment for Faculty Members, the College shall consult with the Union.
- 4 If any provision of this Agreement shall be found contrary to law, then such provision shall be amended to bring it into conformity with the law; all other provisions shall continue in full force and effect.

Clause 7 Industrial Goodwill

- 1 The College recognises the importance of joint consultation and agrees to consult with the Union on matters that affect the working conditions and security of employment of Faculty Members covered under this Agreement in accordance with the Memorandum of Agreement/Recognition Agreement.
- 2 During the life of this Agreement both the Union and the College agree to abide by the dispute procedure provided for in the Industrial Relations Act or any statutory modification or re-enactment thereof for the time being in force.
- 3 The College shall not knowingly enter into any contract with any individual Faculty Member that has the effect of altering or re-negotiating any conditions of employment contained in this Agreement.
- 4 The College shall allow, without cost to the Union, the use of meeting rooms which are sufficiently large to hold meetings. The rooms shall be reserved according to the normal College procedures.
- 5 The College shall provide the Union sole use of the Employee Lounge which shall be maintained in good order by the College.
- 6 The College shall provide UTEB with office space equipped with communication services on all campuses.

- 7 The College shall provide, free of charge to the Union, the usual departmental services of internal mail, payroll, cleaning and security.

Clause 8 Communication and Consultation

- 1 Communication and consultation are essential in all establishments. They are necessary to promote operational efficiency and mutual understanding and the Faculty Member's sense of job satisfaction and involvement.
- 2 The Employer, Faculty and UTEB should cooperate in ensuring that effective communication and consultation take place.
- 3 The Employer shall develop the College calendar and shall consult the Union on matters pertaining to Faculty.
- 4 Communication and consultation are particularly important in times of change. The achievement of change is a joint concern of the Employer and Faculty and should be carried out in a way which pays regard both to the efficiency of the undertaking and the interest of all.
- 5 In the day-to-day conduct of business, the Employer needs to give and receive information from Faculty. Effective arrangements should be made to facilitate communication through modes such as e-mail, fax, telephone, circulars and/or face-to-face discussion.

Clause 9 Management Rights

- 1 The Union recognises that the College retains all rights, functions and powers vested in it as Employer to exercise all prerogatives, powers and customary functions of management in all matters pertaining to its operation and management of Faculty.
- 2 The Union recognises that it is the exclusive right of the College as Employer to manage its business and direct its workforce in the best interest of the College and in a manner consistent with the terms of this Agreement.
- 3 The Union further recognises that it is the exclusive right of the Employer to hire, allocate work, terminate, dismiss, discharge, lay off, make redundant, rotate, promote, transfer and increase or decrease its workforce and that, in the exercise of such rights, the Employer shall adhere to the terms and conditions of this Agreement and the Industrial Relations (Employment) Laws of The Commonwealth of The Bahamas.
- 4 The Employer acknowledges its responsibility to exercise its managerial function in a manner that is fair, humane and reasonable and that adheres to the principles and the spirit of the College as an academic institution.

Clause 10 Union Rights

- 1 The Employer recognises the right of the Union to be the exclusive Bargaining Agent for all Faculty Members in the Bargaining Unit and to protect Faculty Members' rights whether legal, contractual or otherwise and agrees that the Union may request the assistance of its Faculty Members in any lawful activities it so desires.
- 2 Faculty on leave of any kind or on reduced-time appointment shall continue to form a part of the Bargaining Unit.
- 3 The Employer recognises the right of the Union to hold regularly scheduled monthly meetings with its Members. The College and its various Schools will make every effort not to schedule any formal meetings on the third (3rd) Thursday of each month within the 2:00 - 4:00 p.m. time slot.

Clause 11 Management/Union Relations

- 1 The Employer shall provide automatic salary deduction as a means of dues payment for the Union. Within fifteen (15) days of each pay period, the Employer shall forward an alphabetical listing, according to School, of the names of those from whom the deductions have been taken and the amount of those deductions to the President of UTEB.
- 2 Within thirty (30) days of the signing of this Agreement, and thereafter on 30 September during the period in which this Agreement remains in effect, the Employer shall provide the Union with a complete list of potential Faculty Members in the Bargaining Unit for the current year. This list shall include the full name, gender, position/rank, credentials, School and base salary for each Faculty Member.
- 3 Three (3) times a year (31 July, 30 September, 31 January), the Employer shall notify the Union of any changes in the information cited above. The Union shall also be notified, within the first month of commencement of employment, of any new Faculty Member eligible for membership in UTEB along with all the information cited above.
- 4 Within fifteen (15) working days of the beginning of each semester, the Employer, through Human Resources, shall provide the Union with the following
 - 4.1 a list of names of part-time faculty and the courses they are teaching;
 - 4.2 the final copy of teaching assignments. Additional information regarding workload shall be forwarded to the Union within twenty (20) working days after the drop/add period; and
 - 4.3 a list of Faculty holding stipendiary positions.
- 5 The information provided in sub-clauses 2 through 4 above shall be confidential and is provided to UTEB as information to be used for aggregate studies unless authorised otherwise by said Faculty Member(s).
- 6 The Employer shall send the Union a copy of the following at the same time as they are distributed or issued
 - 6.1 all correspondence concerning the interpretation of this Agreement sent to Chairs, Department Heads, Deans, Directors and other personnel; and
 - 6.2 all correspondence sent to a group of Members or the entire membership concerning the application of this Agreement.

- 7 The College shall forward advertisements for all positions to all Bargaining Agents at the College.
- 8 The Union shall provide the Employer with a list of its officers and School and other representatives and inform the Employer of any change to the list within ten (10) working days of said changes. Management shall provide a list of the executive management personnel and inform the Union of any change to the list within ten (10) working days of said changes.
- 9 Requests to use the College's facilities at times other than those agreed to at the beginning of the Academic Year shall be made in writing to the Office of the Registrar.
- 10 The Union undertakes that its Officers and Members shall organise their union-related activities in such a manner as not to interfere with the performance of their normal College duties.
- 11 Both parties agree
- 11.1 that Members and Administrators shall, in the course of their professional duties and responsibilities, avoid situations of conflict of interest; and
- 11.2 respect the need for professional and personal confidentiality.
- 12 Faculty shall not be expected or required to work under unsafe conditions or engage in activities which endanger their health, safety and well-being.
- 13 The Employer shall
- 13.1 invite UTEB to submit their recommendations for the annual budget; and
- 13.2 provide the Union with a copy of its annual budget upon approval by Parliament and lodge a copy in the Library.
- 14 In order to carry out the normal duties/demands of the Union, the President of UTEB shall not be assigned a teaching load of more than one (1) course, or more than four (4) contact hours, each semester.
- 15 During contract negotiations, every effort will be made to arrange meetings so as not to conflict with teaching schedules.
- 15.1 During contract negotiations, up to three (3) members, in addition to the President, of the negotiation team may have a reduction of one course.
- 16 Each Faculty Member shall be provided with a hardcopy of this Industrial Agreement as well as an electronic copy of the College Catalogue each time they are produced.

Clause 12 Union Dues

- 1 Employees desiring to have Union dues deducted from their pay shall complete the voluntary check-off authorisation form, which they may obtain from the Union.
- 2 A copy of the completed check-off form specifying the amount and the date from which the deduction is to be made shall be given to the Associate Vice President (AVP), Human Resources.

- 3 Union Members desiring to discontinue deduction of Union dues from their pay must notify, in writing, the AVP, Human Resources. Human Resources shall forward a copy of the notice to the Union along with a copy of the original check-off authorisation within ten (10) working days.
- 4 Cancellation of dues shall not have effect until the last day of the month following the month in which the notice was given or until the termination of employment (whichever comes first).
- 5 Deductions from pay can only take account of regular Union dues and not initiation fees; these fees must be paid by the Union Member directly to the Union.
- 6 Deductions shall be in accordance with the Constitution of the Union.
- 7 Deductions shall commence within the month following receipt of the authority; Union Members must make their own arrangement for paying dues up to date of the first deduction from pay. In the event that the Employer does not deduct payment in the required time, the Employer shall assume responsibility for all past due payments.
- 8 Within ten (10) working days after the pay period, the Employer shall make payment of that month's deductions directly to the Union's bank account. Additionally, a list of all current Members of the Bargaining Unit shall be sent electronically to the Union.
- 9 No fees shall be charged for deductions of Union dues made from Union Members' pay.

Clause 13 Agency Shop

- 1 The College shall, in accordance with the Industrial Relations Act, deduct Agency Shop contributions for the Union. The deducted contributions shall be paid at the time and in the same manner as stipulated in the Clause on Union Dues.
- 2 Every Faculty Member shall pay a contribution to the recognised Bargaining Agent, the Union of Tertiary Educators of The Bahamas.
- 3 The amount payable by Union Members shall be in accordance with the UTEB Constitution.
- 4 The amount payable by non-Union Members shall be ninety percent (90%) of the membership dues.

Clause 14 Personnel Files

- 1 The Employer shall maintain one (1) official personnel file in the Human Resources Department for each Faculty Member.
 - 1.1 The file shall contain only material pertaining to the employment of that Faculty Member.
 - 1.2 This file is the only one to be used in making decisions in respect to any and all terms and conditions of employment with reasonable notice.
 - 1.3 The file shall be available in its entirety to the Faculty Member, with reasonable notice, not to exceed two (2) working days following the request.
 - 1.4 In the event of a grievance, the aggrieved shall have immediate access to his/her file.

- 2 Faculty shall be sent a copy of any material added to or removed from their files at the time of filing (or removal), unless such material was submitted by or previously sent to the Faculty Member.
- 3 All materials placed in a Faculty Member's file shall be date-stamped at the time of receipt by Human Resources.
- 4 All individuals accessing a Faculty Member's file shall be required to sign a log book in which they shall indicate the reason for the use of the file. The file shall not be accessed without appropriate documentation.
- 5 A Faculty Member and/or a duly authorised representative of the Faculty Member is entitled to examine that Member's file and log book during normal business hours in the presence of an authorised representative of the College.
- 6 Faculty shall have the right to have included in their official file their written comments on any of the contents of the file.
- 7 Faculty may, on written request, obtain a copy of any or all document(s) in their file. The College may levy a charge of nine cents (9 ¢) per page for this service. Copies to which a Member was entitled but did not receive, as specified above, shall be free.
- 8 No anonymous material concerning any Faculty Member shall be placed or kept in any file.
- 9 Faculty shall have the right to request the removal from their official file, and the forthwith destruction thereof, of any false or inaccurate information.

Clause 15 Bulletin Boards and Communications

- 1 The Employer shall provide space on bulletin boards in each School and elsewhere on College campuses for the posting of materials necessary for the conduct of Union affairs and College memoranda affecting Faculty.
- 2 The Employer shall provide UTEB with internet access and COB intranet accounts which have the ability to communicate with all Faculty.

APPOINTMENTS & DISENGAGEMENTS

Clause 16 Categories of Appointment of Faculty

Both parties agree that seven (7) types of appointment shall exist at the College: Probationary, Permanent Establishment, Continuous Employment, Contractual, Limited Term/Temporary, Re-Employment of Retired Faculty and Part-Time. Faculty on Probationary, Continuous Employment, Contractual and Limited Term/Temporary Appointments, Re-Employment and Part-Time shall have all of the rights, responsibilities, privileges and protections pertaining to all Faculty in this Agreement.

- 1 Probationary
 - 1.1 All new Faculty, except those hired on contract, shall be on one (1) year probation commencing with the first date of employment.

- 1.2 Probationary faculty may be terminated for just cause.
 - 1.2.1 At the end of the probationary period, the Council shall inform Faculty of their status.
 - 1.2.2 Probationary Faculty offered Permanent Establishment shall be eligible for a pension.
- 2 Permanent Establishment
 - 2.1 Upon successful completion of the probationary period, Bahamian Nationals shall be eligible for Permanent Establishment, an appointment without term, which may only be terminated for just cause and in accordance with the provisions of this Agreement.
 - 2.2 Faculty on Permanent Establishment are eligible for a pension.
- 3 Continuous Employment
 - 3.1 Faculty with Permanent Residency with the right to work shall be considered as having Continuous Employment and shall have access to the benefits of this Agreement.
 - 3.2 Such Faculty shall be entitled to five percent (5%) gratuity in lieu of Pension at the end of employment or change in immigration status.
- 4 Contractual
 - 4.1 An appointment that is normally two (2) years but no more than three (3) years and no less than one (1) year which is renewable subject to satisfactory performance evaluation and the needs of the College. Such contracts are normally offered to non-nationals.
 - 4.2 It is possible that the College may need to hire other categories of persons on contract. As the need arises, an Agreement as to the category shall be sought with the Union.
 - 4.3 Normally, Faculty shall not be eligible for contracts totalling more than ten (10) years.
 - 4.4 A fifteen percent (15%) gratuity in lieu of pension shall be paid at the end of each contract.
- 5 Limited Term/Temporary
 - 5.1 From time to time it may become necessary to appoint an established scholar or authority in a discipline as a visiting Faculty Member. Such an individual shall be classified as a Visiting Professor and shall be employed on contract at the nearest equivalent to his/her present rank.
 - 5.2 An initial appointment of at least one (1) semester, but no more than twelve (12) months.
 - 5.3 Upon expiration, such an appointment may be renewed for another twelve (12) months up to a maximum of twenty-four (24) calendar months.
 - 5.4 A fifteen percent (15%) gratuity in lieu of pension shall be paid upon completion of each contract.
- 6 Re-employment of Retired Faculty
 - 6.1 Retired Faculty shall be eligible for one (1) year contracts (see Retirement Clause).
 - 6.2 Retired Faculty shall be notified by e-mail of any vacancies.
 - 6.2.1 Bahamians and Permanent Residents with the right to work shall be given preference.
- 7 Part-Time Faculty
 - 7.1 An appointment that is on a semester to semester basis according to the needs of the College.
 - 7.2 Such Faculty shall not teach more than two (2) courses per semester.

Clause 17 Nationality of Appointments

- 1 The College Council believes that the development of the College and its value to the nation are best enhanced by the employment of Faculty of the highest quality. This consideration is of paramount importance.

- 2 The Council, recognising the College's responsibility to the Bahamian community, must ensure that a significant proportion of the Faculty is Bahamian or has extensive familiarity with the Bahamian context and a lifetime of commitment to Bahamian goals and ideals.
- 3 To ensure that qualified Bahamians have first opportunity to apply for vacancies, all positions shall be advertised first within the College and then within The Bahamas and information circulated through Bahamian Missions, Consulates and High Commissions overseas. A copy of such vacancies with the required prerequisites shall be submitted to the Union at the time of posting.
- 4 The Council recognises the value of drawing on the best experiences of several educational systems. Therefore, when it is necessary or desirable to fill Faculty positions with non-nationals, the Council shall endeavour to ensure that no single nationality dominates among those chosen.

Clause 18 Appointment of Faculty

- 1 The College Council has the sole authority for the appointment of Faculty. The Council shall exercise its powers in respect of appointments after considering the recommendations of the Appointments Board.
- 2 Faculty shall be appointed to a "home" campus which shall be referred to as the Faculty Member's appointed campus. Faculty shall be appointed to the School to which the Faculty Member has primary affiliation. Cross-appointments may occur. Recommendations for appointment and re-appointment shall be initiated from the School.
- 3 Chairs/Directors, in collaboration with Deans/Vice Presidents, shall initiate a search for the most highly qualified available candidates by forwarding advertisements for approved Faculty positions to the Associate Vice President (AVP), Human Resources.
 - 3.1 Chairs/Directors shall consult with their Faculty prior to the placement of the advertisements.
- 4 The Chair/Director shall convene a committee of relevant Faculty to vet applications, interview candidates, verify credentials and references and provide a short-list in order of priority. The Chair/Director shall chair the committee. In cases where a cross-discipline appointment is being made, Faculty from the relevant Schools shall be included in this committee.
- 5 The committee shall receive all applications submitted to Human Resources for positions, compile a short-list of candidates in order of priority and forward this short-list to the relevant Dean/Vice President for review. This may entail requesting additional information and clarification from the committee, before submitting recommendations to the AVP, Human Resources, for consideration by the Appointments Board.
- 6 No Faculty Member, Chair, Dean or other administrative officer shall make recommendations, concerning appointments in which they have an interest. All hiring shall be done without prejudice and in accordance with the provisions of this Agreement.

Clause 19 Appointment of Instructional Faculty

- 1 Instructional Faculty shall be appointed to one (1) of five (5) Faculty ranks:
 - 1.1 Instructor
 - 1.2 Lecturer
 - 1.3 Assistant Professor
 - 1.4 Associate Professor
 - 1.5 Professor

- 2 The criteria for appointment shall be as follows:
 - 2.1 Instructor
 - 2.1.1 A bachelor's degree in a relevant area/discipline from an accredited institution.
 - 2.1.2 A minimum of two (2) years teaching or scholarship or public service or work experience or two (2) years of any combination of the above.
 - 2.2 Lecturer
 - 2.2.1 An earned master's degree in a relevant area/discipline from an accredited institution.
 - 2.2.2 A minimum of one (1) year tertiary-level teaching is preferred.
 - 2.3 Assistant Professor
 - 2.3.1 An earned master's degree in a relevant area/discipline from an accredited institution and a minimum of five (5) years tertiary-level teaching experience.
OR
An earned doctoral degree in a relevant area/discipline from an accredited institution and a minimum of one (1) year tertiary-level teaching experience.
 - 2.4 Associate Professor
 - 2.4.1 An earned master's degree in a relevant area/discipline from an accredited institution and a minimum of eight (8) years tertiary-level teaching experience.
OR
An earned doctoral degree in a relevant area/discipline from an accredited institution and a minimum of five (5) years tertiary-level teaching experience.
 - 2.4.2 A record of effective teaching.
 - 2.4.3 A record of scholarship.
 - 2.4.4 A record of service.
 - 2.5 Professor
 - 2.5.1 An earned doctoral degree in a relevant area/discipline from an accredited institution.
 - 2.5.2 A minimum of ten (10) years tertiary-level teaching experience.
 - 2.5.3 A record of effective teaching.
 - 2.5.4 A significant record of scholarship.
 - 2.5.5 A record of outstanding service.
 - 2.5.6 Professional recognition as an authority in his/her field or specialisation.

- 3 Candidates with credentials other than those identified above shall be assessed on a case-by-case basis.

- 4 For purposes of appointment, two (2) years of part-time, relevant, post-baccalaureate tertiary-level teaching experience (inclusive of serving as a graduate teaching assistant) shall be considered equivalent to one (1) year of full-time experience.

Clause 20 Appointment of Counsellors

- 1 Counsellors shall be appointed to one (1) of four (4) Faculty ranks:
 - 1.1 Counsellor I
 - 1.2 Counsellor II
 - 1.3 Counsellor III
 - 1.4 Senior Counsellor

- 2 The criteria for appointment shall be as follows:
 - 2.1 Counsellor I
 - 2.1.1 An earned master's degree in counselling, clinical psychology or relevant area/discipline from an accredited institution.
 - 2.1.2 A minimum of one (1) year experience in a tertiary-level institution or field/clinical setting is preferred.
 - 2.2 Counsellor II
 - 2.2.1 An earned master's degree in counselling, clinical psychology or relevant area/discipline from an accredited institution and a minimum of five (5) years experience in a tertiary-level institution or field/clinical setting.
OR
An earned doctoral degree in counselling, clinical psychology or relevant area/discipline from an accredited institution and a minimum of one (1) year experience in a tertiary-level institution or field/clinical setting.
 - 2.3 Counsellor III
 - 2.3.1 An earned master's degree in counselling, clinical psychology or relevant area/discipline from an accredited institution and a minimum of eight (8) years experience in a tertiary-level institution or field/clinical setting.
OR
An earned master's degree and professional license or specialist degree in a relevant area/discipline from an accredited institution and a minimum of five (5) years experience in a tertiary-level institution or field/clinical setting.
OR
An earned doctoral degree in counselling, clinical psychology or relevant area/discipline from an accredited institution and a minimum of five (5) years experience in a tertiary-level institution or field/clinical setting.
 - 2.3.2 A record of effective counselling/clinical practice.
 - 2.3.3 A record of scholarship.
 - 2.3.4 A record of service.
 - 2.4 Senior Counsellor
 - 2.4.1 An earned doctoral degree in counselling, clinical psychology or relevant area/discipline from an accredited institution.
 - 2.4.2 A minimum of ten (10) years experience as a counsellor in a tertiary-level institution or field/clinical setting.
 - 2.4.3 A record of effective counselling/clinical practice.
 - 2.4.4 A significant record of scholarship.
 - 2.4.5 A record of outstanding service.
 - 2.4.6 Professional recognition as an authority in his/her field or specialisation.

- 3 Candidates with credentials other than those identified above shall be assessed on a case-by-case basis.

- 4 For purposes of appointment, two (2) years of part-time, post-baccalaureate tertiary-level or industrial experience (inclusive of graduate field experience) shall be considered equivalent to one (1) year of full-time experience.

Clause 21 Appointment of Nurse Counsellors

- 1 Nurse Counsellors shall be appointed to one (1) of five (5) Faculty ranks:
- 1.1 Nurse Counsellor
 - 1.2 Nurse Counsellor I
 - 1.2 Nurse Counsellor II
 - 1.3 Nurse Counsellor III
 - 1.4 Senior Nurse Counsellor
- 2 The criteria for appointment shall be as follows:
- 2.1 Nurse Counsellor
 - 2.1.1 An earned bachelor's degree in Nursing from an accredited institution and/or a Registered Nurse Diploma.
 - 2.1.2 Five (5) years of nursing experience.
 - 2.2 Nurse Counsellor I
 - 2.2.1 An earned master's degree in Nursing or relevant area/discipline from an accredited institution.
 - 2.2.2 A minimum of one (1) year nursing experience.
 - 2.3 Nurse Counsellor II
 - 2.3.1 An earned master's degree in Nursing or relevant area/discipline from an accredited institution.
 - 2.3.2 A minimum of five (5) years nursing experience.
OR
An earned doctoral degree in Nursing or relevant area/discipline from an accredited institution and a minimum of one (1) year experience in a tertiary-level institution or field/clinical setting.
 - 2.4 Nurse Counsellor III
 - 2.4.1 An earned master's degree in Nursing or relevant area/discipline from an accredited institution.
 - 2.4.2 A minimum of eight (8) years nursing experience.
OR
An earned doctoral degree in Nursing or relevant area/discipline from an accredited institution and a minimum of five (5) years experience in a tertiary-level institution or field/clinical setting.
 - 2.4.3 A record of effective practice.
 - 2.4.4 A record of scholarship.
 - 2.4.5 A record of service.
 - 2.5 Senior Nurse Counsellor
 - 2.5.1 An earned master's degree in Nursing or relevant area/discipline from an accredited institution.
OR
An earned doctoral degree in Nursing or relevant area/discipline from an accredited institution.
 - 2.5.2 A minimum of ten (10) years nursing experience.
 - 2.5.3 A record of effective practice.

- 2.5.4 A significant record of scholarship.
 - 2.5.5 A record of outstanding service.
 - 2.5.6 Professional recognition as an authority in his/her field or specialisation.
- 3 Candidates with credentials other than those identified above shall be assessed on a case-by-case basis.
- 4 For purposes of appointment, two (2) years of part-time, post-baccalaureate tertiary-level or industrial experience (inclusive of graduate field experience) shall be considered equivalent to one (1) year of full-time experience.

Clause 22 Appointment of Librarians

- 1 Librarians shall be appointed to one (1) of five (5) Faculty ranks:
- 1.1 Assistant Librarian
 - 1.2 Librarian I
 - 1.3 Librarian II
 - 1.4 Librarian III
 - 1.5 Librarian IV
- 2 The criteria for appointment shall be as follows:
- 2.1 Assistant Librarian
 - 2.1.1 A bachelor's degree in Library and/or Information Science or relevant area/discipline (for example, Archival Science or Museum Studies) from an accredited institution.
 - 2.1.2 A minimum of one (1) year experience in an academic or research library.
 - 2.2 Librarian I
 - 2.2.1 An earned master's degree in Library and/or Information Science or relevant area/discipline from an accredited institution.
 - 2.2.2 A minimum of one (1) year in an academic or research library is preferred.
 - 2.3 Librarian II
 - 2.3.1 An earned master's degree in Library and/or Information Science or relevant area/discipline from an accredited institution and a minimum of five (5) years experience in an academic or research library.
OR
An earned doctoral degree in Library and/or Information Science or relevant area/discipline from an accredited institution and a minimum of one (1) year experience in an academic or research library.
 - 2.4 Librarian III
 - 2.4.1 An earned master's degree in Library and/or Information Science or relevant area/discipline from an accredited institution and a minimum of eight (8) years experience in an academic or research library.
OR
An earned doctoral degree in Library and/or Information Science or relevant area/discipline from an accredited institution and a minimum of five (5) years experience in an academic or research library.
 - 2.4.2 A record of effective librarianship.
 - 2.4.3 A record of scholarship.
 - 2.4.4 A record of service.

- 2.5 Librarian IV
 - 2.5.1 An earned doctoral degree in Library and/or Information Science or relevant area/discipline from an accredited institution.
 - 2.5.2 A minimum of ten (10) years experience as a librarian in an academic or research library.
 - 2.5.3 A record of effective librarianship.
 - 2.5.4 A significant record of scholarship.
 - 2.5.5 A record of outstanding service.
 - 2.5.6 Professional recognition as an authority in his/her field or specialisation.
- 3 Candidates with credentials other than those identified above shall be assessed on a case-by-case basis.
- 4 For purposes of appointment, two (2) years of part-time, post-baccalaureate tertiary-level academic or research library experience (inclusive of graduate experience) shall be considered equivalent to one (1) year of full-time experience.

Clause 23 Appointment of Researchers

- 1 Research Faculty shall be appointed to one (1) of five (5) Faculty ranks:
 - 1.1 Research Assistant
 - 1.2 Researcher I
 - 1.3 Researcher II
 - 1.4 Research Fellow
 - 1.5 Senior Research Fellow
- 2 The criteria for appointment shall be as follows:
 - 2.1 Research Assistant
 - 2.1.1 A bachelor's degree from an accredited institution.
 - 2.1.2 A minimum of one (1) year research experience.
 - 2.2 Researcher I
 - 2.2.1 An earned master's degree from an accredited institution.
 - 2.2.2 A minimum of one (1) year research experience is preferred.
 - 2.3 Researcher II
 - 2.3.1 An earned master's degree from an accredited institution and a minimum of five (5) years research experience.
OR
An earned doctoral degree from an accredited institution and a minimum of one (1) year research experience.
 - 2.4 Research Fellow
 - 2.4.1 An earned master's degree from an accredited institution and a minimum of eight (8) years research experience.
OR
An earned doctoral degree from an accredited institution and a minimum of five (5) years research experience.
 - 2.4.2 A record of scholarship.
 - 2.4.3 A record of service.
 - 2.5 Senior Research Fellow

- 2.5.1 An earned doctoral degree from an accredited institution.
- 2.5.2 A minimum of ten (10) years research experience.
- 2.5.3 A significant record of scholarship.
- 2.5.4 A record of outstanding service.
- 2.5.5 Professional recognition as an authority in his/her field or specialisation.

- 3 Candidates with credentials other than those identified above shall be assessed on a case-by-case basis.
- 4 For purposes of appointment, two (2) years of part-time, post-baccalaureate research experience (inclusive of graduate experience) shall be considered equivalent to one (1) year of full-time experience.

Clause 24 Probation

- 1 All new Faculty Members hired by the Employer, except those on hired contract, shall be on one (1) year probation commencing with the first date of employment. While under probation a Faculty Member may be terminated with just cause.
- 2 Upon the satisfactory completion of the probationary period, the Chair and the Dean shall recommend to the Appointments Board permanent employment of the Faculty Member.
- 3 The recommendation of the Appointments Board shall be forwarded to the College Council and the Secretary of the Council shall inform the Faculty Member of his status with the Employer.

Clause 25 Redundancy

Whenever the effects of economic conditions and/or technological changes are considered by the Employer to warrant the reduction in its usual work force, the Employer shall consult the Union before implementing same. The Employer agrees that:

- 1 Every effort shall be made to relocate Faculty so affected to other Schools whenever/wherever suitable vacancies are available.
- 2 Management shall undertake to provide such training as is necessary prior or subsequent to assignment of new duties. In all such cases the Union shall cooperate with the Employer so that the necessary training shall be provided.
- 3 When the Employer is unable to relocate a Faculty Member or when the Employer terminates the services of a Faculty Member as result of the introduction of mechanisation, technological methods or amalgamation of services, the Faculty Member shall be entitled to six (6) months notice, or pay in lieu of notice, and redundancy pay.
- 4 The principle of the “last in first out” based on service with the Employer shall be applied and the Faculty Member with the least service shall be made redundant first.
- 5 Recall shall be in order of seniority.

- 6 Recruitment of new Faculty in any area shall only be carried out where persons whose positions have been declared redundant are not qualified to fill vacant positions.
- 7 The amount of pay entitlement due shall be based on the length of actual service with the Employer and shall be computed on the basis of the Faculty Member's rate of pay at the time of redundancy at four (4) weeks for each completed year of service up to a maximum of fifty-two (52) weeks.

Clause 26 Resignation

- 1 Faculty planning to resign from the College are strongly encouraged to give at least one (1) semester's notice.
- 2 Faculty who wish to resign shall give notice as follows:
 - 2.1 Permanent Establishment: one (1) month's written notice.
 - 2.2 All other categories: three (3) months' written notice.
- 3 This notice shall be sent to the relevant Chair/Director who shall forward it to the relevant Dean/Vice President.

Clause 27 Retirement

- 1 The normal retirement date for Faculty shall be the end of the semester in which their sixty-fifth (65th) birthday falls. Faculty shall be eligible to retire after attaining the age of fifty-five (55) years or upon completion of thirty (30) years of service in a pensionable office.
- 2 Faculty who retire and are needed for an additional period may be re-employed on one-year contracts not to exceed five (5) such contracts.
- 3 The following guidelines shall apply:
 - 3.1 The retiring Faculty Member must be able to perform all the requirements of the position and shall be considered full-time for the period of the contract.
 - 3.2 The Faculty Member shall be retired from permanent employment and shall be eligible for a fifteen percent (15%) gratuity at the end of each contract.
 - 3.3 The pension of the re-employed Faculty Member shall be withheld for the duration of the re-employment. Such re-employment shall not count as pensionable service.
 - 3.4 Vacation, Sick Leave and all benefits shall apply to re-employed Faculty.
 - 3.5 The retention/rehiring of retired Faculty must not stifle the promotion of suitably qualified Bahamians and the appointment of new qualified Bahamians.
 - 3.6 Six (6) months prior to Retirement, Faculty requesting re-employment or additional temporary employment must make application in writing to the Associate Vice President, Human Resources, who shall forward the requests to the relevant School for consideration and submission to the Appointments Board.
 - 3.7 The Appointments Board shall approve or disapprove all recommendations for re-employment and shall submit recommendations to the College Council.

- 4 Rehired Faculty shall
 - 4.1 be paid at the same level of earnings on the salary scale at which they retired from the College; and
 - 4.2 retain the same rank that they held upon retirement; this shall not affect the quota for that rank.
- 5 In those instances where the College is unable to offer full-time employment to Faculty, they could be considered for part-time employment.
- 6 Upon The College of The Bahamas attaining university status, the retirement age of Faculty shall change from sixty-five (65) years to seventy (70) years.

DUTIES & RESPONSIBILITIES

Clause 28 Duties and Responsibilities of Instructional Faculty

- 1 Full-time Faculty are employed by The College of The Bahamas for the entire Calendar Year.
- 2 It is understood that the needs of the College extend to all campuses.
- 3 It is expected that Faculty attend
 - 3.1 Monthly General Faculty meetings.
 - 3.2 School and Departmental meetings.
 - 3.3 Graduation ceremonies.
 - 3.4 One (1) day of professional development, which shall be scheduled at the beginning of the Academic Year and shall be called the Faculty Seminar.
 - 3.4.1 Should there be a need for additional professional development days, the Union shall be consulted.
 - 3.4.2 Professional development days shall not be scheduled on weekends or during midterm or any other official College breaks.
 - 3.4.3 The College and the Union shall co-chair the planning of the annual Faculty Seminar.
 - 3.5 Other College milestones through invitation.
- 4 The duties and responsibilities of Instructional Faculty include three (3) categories: Teaching, Scholarship, and Service.
 - 4.1 Teaching includes, but is not limited to:
 - 4.1.1 Creating, preparing and organising materials to facilitate students' learning.
 - 4.1.2 Delivering instruction (for example, conducting seminars, guiding tutorials, laboratories, studio work and supervising fieldwork, research projects and Directed Independent Study).
 - 4.1.3 Preparing, administering and evaluating student work.
 - 4.1.4 Supervising (e.g., theses, teaching, internship and other practica).
 - 4.1.5 Advising students.
 - 4.1.6 Being available to students outside of class and scheduled office hours.
 - 4.1.7 Developing and maintaining scholarly competence within one's discipline.
 - 4.2 Scholarship includes, but is not limited to:
 - 4.2.1 Research, scholarly and critical or creative work within the member's field that contribute to the expansion and application of knowledge and enhance teaching and learning;

- 4.2.2 Dissemination of work through publishing in respected publications, presentation of scholarly papers and exhibitions; and
- 4.2.3 On-going and major curriculum development, inclusive of course revision.
- 4.3 Service to the College and/or Community includes a minimum of four (4) hours per week of administrative and committee work which includes, but is not limited to:
 - 4.3.1 Serving on College-wide committees or boards.
 - 4.3.2 Participating in College-related activities, student activities, and/or special programmes.
 - 4.3.3 Sharing of the administrative work of the School/Institute/ Department, College and UTEB.
 - 4.3.4 Taking an active role in scientific, cultural, educational, professional, governmental, civic and social bodies and events, inclusive of serving on national and/or international committees, boards and commissions, together with those activities which are relevant to, and compatible with, the professorial role.
- 5 From time to time the Union shall appoint Members of the Union to *ad hoc* committees whose work shall be considered service to the College or Community and shall inform the College of the terms of reference for those committees and the names of appointees.
- 6 Scholarship and/or Projects and Reduction of Teaching Duties
 - 6.1 Faculty are required to inform their practices with scholarship, and the Employer shall provide the support services that are necessary for this to occur within approved budgetary allocations and/or the exigencies of the College.
 - 6.2 Where a Faculty Member is involved in scholarship that requires significant involvement, he/she may, in writing, request a reduction in teaching load. Such requests should be submitted to the Chair and copied to the relevant Dean. Normally, a written request should be submitted four (4) months prior to the semester affected. Upon receipt of such requests, the Chair must respond to the Faculty Member in writing within ten (10) working days.
 - 6.3 A teaching assignment of three (3) courses [nine (9) contact hours] per Academic Year shall be an appropriate workload. However, further reductions may be considered.
- 7 Office Hours
 - 7.1 Faculty shall maintain a minimum of four (4) hours per week at a time appropriate for students enrolled in their courses.
 - 7.2 During the registration periods, Faculty who are responsible for advisement shall be available to students as needed. Faculty who fail to adhere to these requirements may be subject to disciplinary action.

Clause 29 Teaching Duties

- 1 Teaching duties shall be assigned to full-time Instructional Faculty within a School, in the first instance, in a transparent, fair and equitable manner by the Chair, Head of Department and Coordinator in consultation with the Faculty Member on the basis of, among other things, size of classes, difficulty, location and nature of the course, any special conditions of appointment, talents, qualifications, research interests, other activities and/or commitments in the School and the needs of the students and School.
 - 1.1 The Dean shall have responsibility to monitor full-time and part-time Faculty workloads responsibilities, and all School timetables.

- 1.2 In the monitoring of teaching duties and responsibilities, it is the Dean's role to ensure equity and adherence to College policies (provided these policies do not violate the terms of this Agreement).
- 1.3 Faculty may teach graduate-level courses as part of their normal load.
- 2 Prior to the submission of the next semester's timetable to Records, Faculty shall receive electronic copies of their proposed individual timetables. Once Faculty receive their final timetables, these should not be changed without the written consent of the Faculty Member.
 - 2.1 Normally, the timetables of newly hired Faculty should not be changed.
 - 2.2 Faculty about to return from leave shall be informed of their schedule the semester prior to their return.
- 3 Faculty shall be assigned a maximum of twenty-four (24) contact hours over two (2) semesters, not to exceed twelve (12) contact hours in any one (1) semester. Faculty shall be paid the agreed overload rate (See Part-Time/Overload Payment) for the hour or hours that take them over twelve (12) contact hours.
- 4 Faculty shall be required to teach no more than twelve (12) contact hours per week. However, there are circumstances when a Faculty Member may be assigned fewer than twelve (12) contact hours for a full load. These include:
 - 4.1 An assignment of three (3) upper level courses (e.g., combination of 300 and 400 level courses) is considered a full load.
 - 4.2 Teaching two (2) lecture-style courses having up to fifty-five (55) students in each of the classes.
 - 4.3 Teaching a course for the first time.
 - 4.4 Administrative responsibilities, including serving as Chair, Head of Department/ Teaching Practicum Coordinator, Programme/Course Coordinator, Service Programme Coordinator, Committee Chair.
 - 4.5 Research activities, either locally or abroad.
- 5 Faculty may be assigned up to four (4) courses per semester and may be responsible for up to one hundred (100) students. The exception is teaching two (2) lecture style classes where the Faculty Member may be responsible for up to one hundred ten (110) students. Faculty shall not normally be assigned more than three (3) different preparations.
- 6 Class Size
 - 6.1 Foundation/content courses should have no more than twenty-five (25) students. Signed authorisation of the Faculty Member and approval of the Chair and the Dean must be obtained before any additional students are added to the class, up to a maximum of thirty (30) students.
 - 6.2 Foundation/content courses taught in lecture-theatre style should have no more than fifty-five (55) students. Signed authorisation of the Faculty Member and approval of the Chair and the Dean must be obtained before any additional students are added to the class, up to a maximum of sixty (60) students.
 - 6.3 Courses with portfolio assessment and other courses that require assessment of a similar nature shall have no more than twenty (20) students. Signed authorisation of the Faculty Member and approval of the Chair and the Dean must be obtained before any additional students are added to the class. A maximum of three (3) additional students per portfolio class shall be permitted per class.
 - 6.4 Lecture-Theatre Style
 - 6.4.1 This consists of a course delivered in lecture style, having a class size of fifty-five (55) students, with a maximum of sixty (60) students. A course having a minimum of

thirty-one (31) students shall, for all purposes, be considered a lecture-theatre style class. Where lecture-theatre style courses have companion laboratory courses, the laboratory activities shall be considered separate courses.

6.4.2 In cases where a Faculty Member may be required to teach a combination of one (1) lecture-style course and other courses, a three (3) hour lecture-theatre course shall be considered six (6) contact hours and the Faculty Member may be assigned an additional six (6) contact hours. A four (4) hour lecture-theatre course shall be considered seven (7) contact hours and the Faculty Member may be assigned an additional five (5) contact hours.

6.5 Methodology courses with practica may have ten to fifteen (10-15) students.

6.6 For practicum courses the following shall apply:

6.6.1 Three to four (3-4) students shall be considered one (1) course;

6.6.2 In cases where a Faculty Member has just one to two (1-2) students, payment/workload shall be pro-rated;

6.6.3 Five to seven (5-7) students shall be considered two (2) courses;

6.6.4 Eight (8) students shall be considered a full load (three [3] courses).

6.7 Practical/studio courses (e.g. instrumental, art studio courses) shall have no more than ten (10) students per section. Signed authorisation of the Faculty Member and approval of the Chair and the Dean must be obtained before any additional students are added to the class, up to a maximum of fifteen (15) students.

6.8 Directed Independent Study (DIS)

6.8.1 Faculty who are under the agreed workload may be asked to take on a DIS (without additional compensation) in order to bring them to the agreed workload.

6.8.2 Faculty already at a maximum load who agree to supervise a DIS shall be paid at the agreed DIS overload rate (see Part-Time/Overload Payment).

7 Family Island Teaching

7.1 Faculty, inclusive of approved Part-Time Faculty, who have successfully completed one (1) year of service may be asked or may volunteer to teach a course on a Family Island.

7.1.1 The agreement of the Faculty Member shall be obtained in writing.

7.1.2 Normally, Faculty will be assigned on a rotating basis so that every Faculty Member who indicates the willingness to teach on a Family Island may be able to do so.

7.1.3 The final decision regarding the assignment of Faculty in the Family Islands shall rest with the relevant Dean

7.2 The College shall cover the cost of per diem, travel, transportation and accommodation (see Allowances clause).

7.3 In those instances where the course constitutes an overload, Faculty shall be paid in accordance with the agreed overload rate, plus the allowance and expenses.

7.4 Faculty who teach on another island away from their home campus shall receive a Family Island Teaching Allowance per course (see Allowances clause).

8 Overload Teaching

8.1 Overload courses shall be offered first to Faculty in the School/Institute and then to appropriately qualified Faculty in other Schools/Institutes prior to the hiring of a part-time Faculty Member.

8.2 Faculty may accept or reject overloads without penalty.

8.3 Courses from Schools other than the Faculty Members' School may be assigned to complete teaching timetables, after consultation with the Chairs and Faculty Member(s) concerned and approval of the Dean.

8.4 The hiring of a Part-Time Faculty Member shall be a last resort.

8.4.1 It is agreed that no Part-Time Faculty Member shall teach more than two (2) courses per semester.

8.4.1.1 Chairs shall be responsible to ensure that the procedure for assigning overload courses is followed and that Part-Time Faculty do not teach more than two courses. The Dean shall have ultimate responsibility to ensure that the process has been adhered to and that this limitation on the number of courses has not been violated.

8.4.1.2 The Registrar shall inform the Union, within ten (10) working days after the final timetables have been posted, of all Part-Time Faculty and shall inform the Union of subsequent changes as they are made.

8.4.1.3 Prior to teaching, Part-Time Faculty shall be required to sign a contract (see Appendices) to teach no more than two (2) courses in any given semester. This contract shall stipulate that the Part-Time Faculty Member agrees not to teach more than two (2) courses unless the Union's agreement is documented on such contract.

8.4.2 Part-time Faculty shall maintain one (1) office hour per course and shall be assigned to invigilate their final examinations.

8.5 Normally, no full-time Faculty Member shall teach more than two (2) courses overload.

8.6 Overload Authorisation

Faculty shall not teach the overload course(s) until the contract agreement(s) for the overload has/have been signed by the relevant authority and by the Faculty Member by the first week of the respective semester.

8.6.1 In the event that a course is added at the beginning of the semester and is assigned as an overload/part-time course, the contract shall be signed within seven (7) working days.

8.7 Payment for Overload Courses

Faculty shall be notified of their payment in accordance with the relevant Overload Contract (see Appendices for Overload Contract).

8.8 Overload Course Cancellation

In the event of course cancellation, Faculty shall also be notified by the second week of the semester.

9 Online Teaching

The College shall develop an academic policy with regard to the delivery of online courses. Both parties agree that any change in terms and conditions of employment for Faculty shall be discussed and agreed prior to implementation. For now it is understood that those who agree to teach an online course, the following terms apply:

9.1 Contact hours shall be the same as for traditional course delivery in making up regular load and overload.

9.2 Class size shall be restricted to fifteen (15) students. Signed authorization of the Faculty Member and approval of the Chair and the Dean must be obtained before any additional students are added to the class, up to a maximum of twenty (20) students.

9.3 In those instances where the online course constitutes an overload, Faculty shall be paid in accordance with the agreed overload rate (See Part-Time/Overload clause).

Clause 30 Duties and Responsibilities of Counsellors

1 Full-time Faculty are employed by The College of The Bahamas for the entire Calendar Year.

2 It is understood that the needs of the College extend to all campuses.

3 It is expected that Faculty attend

3.1 Monthly General Faculty meetings.

- 3.2 School and Departmental meetings.
 - 3.3 Graduation ceremonies.
 - 3.4 One (1) day of professional development, which shall be scheduled at the beginning of the Academic Year and shall be called the Faculty Seminar.
 - 3.4.1 Should there be a need for additional professional development days, the Union shall be consulted.
 - 3.4.2 Professional development days shall not be scheduled on weekends or during midterm or any other official College breaks.
 - 3.4.3 The College and the Union shall co-chair the planning of the annual Faculty Seminar.
 - 3.5 Other College milestones through invitation.
- 4 The Duties and Responsibilities of Counsellors fall under three general categories: Counselling, Scholarship, and Service.
- 4.1 Counselling duties include, but are not limited to:
 - 4.1.1 Providing individual and group counselling to students seeking assistance with academic, career-vocational, or psycho-social concerns/ problems.
 - 4.1.2 Developing and presenting developmental seminars and workshops.
 - 4.1.3 Teaching student development seminars (COUN100) each semester.
 - 4.1.4 Preparing and maintaining case records, reports and statistics on clients and monitoring and evaluating counselling services.
 - 4.1.5 Providing crisis and short-term counselling interventions and consulting and/or referral to psychiatric and/or medical resources.
 - 4.1.6 Providing consultation, resources, workshops and training programmes by applying special therapeutic skills and conducting support programmes.
 - 4.1.7 Providing services for the retention of “at risk students.”
 - 4.1.8 Being available to students outside of normal hours.
 - 4.1.9 Keeping current in one’s discipline and integrating current thinking from the discipline into practice.
 - 4.1.10 Coordinating and managing a specific area and/or specified portfolio.
 - 4.1.11 Liaising with Human Resources to conduct critical incident debriefing for traumatic events or other critical incidents.
 - 4.1.12 Consulting with College Faculty, staff and relevant community professionals on issues related to the development needs (academic, career/vocational, psycho-social) of students.
 - 4.2 Scholarship includes, but is not limited to:
 - 4.2.1 Research, scholarly and/or creative work within the member’s field that contributes to the expansion and application of knowledge and enhances counselling and learning;
 - 4.2.2 Dissemination of work through publishing in respected publications, presentation of scholarly papers and exhibitions; and
 - 4.2.3 On-going and major project development.
 - 4.3 Service to the College and/or Community includes a minimum of four (4) hours per week of administrative and committee work which includes, but is not limited to:
 - 4.3.1 Serving on College-wide committees or boards.
 - 4.3.2 Participating in College-related activities, student activities, and/or special programmes.
 - 4.3.3 Sharing of the administrative work of the Department, College and UTEB.
 - 4.3.4 Taking an active role in scientific, cultural, educational, professional, governmental, civic and social bodies and events, inclusive of serving on national

and/or international committees, boards and commissions, together with those activities which are relevant to, and compatible with, the professorial role.

4.4 From time to time the Union shall appoint its Members to ad hoc committees whose work can be considered service to the College or Community. The Union shall inform the College of the terms of reference for those committee and the names of appointees.

5 Counselling duties shall be assigned in a transparent, fair and equitable manner by the Director and Assistant Director in consultation with the Faculty Member on the basis of his/her skills, expertise, research interests and the needs of the campus.

5.1 The Vice President of Student Affairs (VPSA) shall have responsibility to monitor the assignment of counselling duties.

5.2 In monitoring the duties of Counsellors, it is the role of the VPSA to ensure equity and adherence to College policies (provided these policies do not violate the terms of this Agreement).

6 Reduction of Counselling Duties

6.1 Faculty are required to inform their practices with research. The Employer shall provide the support services that are necessary for this to occur within approved budgetary allocations and/or the exigencies of the College.

6.2 Where a Faculty Member is involved in research that requires significant involvement, he/she may, in writing, request a reduction in workload. Such requests should be submitted to the Director and copied to the relevant Vice President. Normally, a written request should be submitted four (4) months prior to the semester affected. Upon receipt of such requests, the Director must respond to the Faculty Member in writing within ten (10) working days.

Clause 31 Duties and Responsibilities of Nurse Counsellors

1 Full-time Faculty are employed by The College of The Bahamas for the entire Calendar Year.

2 It is understood that the needs of the College extend to all campuses.

3 It is expected that Faculty attend

3.1 Monthly General Faculty meetings.

3.2 School and Departmental meetings.

3.3 Graduation ceremonies.

3.4 One (1) day of professional development, which shall be scheduled at the beginning of the Academic Year and shall be called the Faculty Seminar.

3.4.1 Should there be a need for additional professional development days, the Union shall be consulted.

3.4.2 Professional development days shall not be scheduled on weekends or during midterm or any other official College breaks.

3.4.3 The College and the Union shall co-chair the planning of the annual Faculty Seminar.

3.5 Other College milestones through invitation.

4 The duties of Nurse Counsellors fall under three general categories: Nursing, Scholarship and Service.

4.1 Nursing duties include, but are not limited to:

4.1.1 Managing and operating Health Facility on campus.

4.1.2 Providing first-response treatment and initiating follow-up as necessary.

- 4.1.3 Conducting basic health screenings and referring at-risk patients for treatment where necessary.
 - 4.1.4 Referring students, Faculty, and staff to appropriate community resource agencies.
 - 4.1.5 Providing individual health counselling sessions with students, staff and Faculty.
 - 4.1.6 Maintaining accurate and complete records of health clinic activities.
 - 4.1.7 Coordinating and implementing health seminars and related workshops.
 - 4.1.8 Reviewing all health related admission documents and providing clearance for registration.
 - 4.1.9 Preparing summary reports and other required documents.
 - 4.1.10 Liaising with health-care providers and related agencies.
 - 4.1.11 Supervising part-time Nurse Counsellors.
 - 4.1.12 Working in concert with College officials and national agencies to develop and implement health-related emergency management programmes.
 - 4.2 Scholarship includes, but is not limited to:
 - 4.2.1 Research, scholarly and/or creative work within the member's field that contributes to the expansion and application of knowledge and enhances nursing practice and health services;
 - 4.2.2 Dissemination of work through publishing in respected publications, presentation of scholarly papers and exhibitions; and
 - 4.2.3 On-going and major project development.
 - 4.3 Service to the College and/or Community includes a minimum of four (4) hours per week of administrative and committee work which includes, but is not limited to:
 - 4.3.1 Serving on College-wide committees or boards.
 - 4.3.2 Participating in College-related activities, student activities, and/or special programmes.
 - 4.3.3 Sharing of the administrative work of the Department, College and UTEB.
 - 4.3.4 Taking an active role in scientific, cultural, educational, professional, governmental, civic and social bodies and events, inclusive of serving on national and/or international committees, boards and commissions, together with those activities which are relevant to, and compatible with, the professorial role.
 - 4.4 From time to time the Union shall appoint its Members to ad hoc committees whose work can be considered service to the College or Community. The Union shall inform the College of the terms of reference for those committee and the names of appointees.
- 5 Nursing duties shall be assigned in a transparent, fair and equitable manner by the Director and Assistant Director in consultation with the Faculty Member on the basis of his/her skills, expertise, research interests and the needs of the campus.
- 5.1 The Vice President of Student Affairs (VPSA) shall have responsibility to monitor the assignment of nursing duties.
 - 5.2 In monitoring the duties of Nurse Counsellors, it is the role of the VPSA to ensure equity and adherence to College policies (provided these policies do not violate the terms of this Agreement).
- 6 Reduction of Nurse Counselling Duties
- 6.1 Faculty are required to inform their practices with research. The Employer shall provide the support services that are necessary for this to occur within approved budgetary allocations and/or the exigencies of the College.
 - 6.2 Where a Faculty Member is involved in research that requires significant involvement, he/she may, in writing, request a reduction in workload. Such requests should be submitted to the Director and copied to the relevant Vice President. Normally, a written request should be

submitted four (4) months prior to the semester affected. Upon receipt of such requests, the Director must respond to the Faculty Member in writing within ten (10) working days.

Clause 32 Duties and Responsibilities of Librarians

- 1 Full-time Faculty are employed by The College of The Bahamas for the entire Calendar Year.
- 2 It is understood that the needs of the College extend to all campuses.
- 3 It is expected that Faculty attend
 - 3.1 Monthly General Faculty meetings.
 - 3.2 School and Departmental meetings.
 - 3.3 Graduation ceremonies.
 - 3.4 One (1) day of professional development, which shall be scheduled at the beginning of the Academic Year and shall be called the Faculty Seminar.
 - 3.4.1 Should there be a need for additional professional development days, the Union shall be consulted.
 - 3.4.2 Professional development days shall not be scheduled on weekends or during midterm or any other official College breaks.
 - 3.4.3 The College and the Union shall co-chair the planning of the annual Faculty Seminar.
 - 3.5 Other College milestones through invitation.
- 4 The Duties and Responsibilities of Librarians fall under three (3) general categories: Professional Duties, Scholarship, and Service.
 - 4.1 The duties of Librarians include, but are not limited to:
 - 4.1.1 Cataloguing.
 - 4.1.2 Participating in and/or overseeing collection development.
 - 4.1.3 Conducting information literacy sessions.
 - 4.1.4 Preparing of indexes, abstracts and maintenance of databases.
 - 4.1.5 Providing reference services.
 - 4.1.6 Developing training materials.
 - 4.1.7 Evaluating library programmes.
 - 4.1.8 Supervising and training library staff.
 - 4.1.9 Preparing monthly and annual reports.
 - 4.1.10 Planning and organising the work of a specific branch and/or special projects.
 - 4.1.11 Developing relevant policies, procedures and protocols.
 - 4.1.12 Liaising with other branches, Schools and Departments on library-related matters.
 - 4.1.13 Keeping current in one's discipline and integrating current thinking from the discipline into practice.
 - 4.2 Scholarship includes, but is not limited to:
 - 4.2.1 Research, scholarly and critical or creative work within the member's field that contributes to the expansion and application of knowledge and enhances library services, skills and learning;
 - 4.2.2 Dissemination of work through publishing in respected publications, presentation of scholarly papers and exhibitions; and
 - 4.2.3 On-going and major project development.
 - 4.2.4 Analysing and reporting user behaviours and trends.

- 4.3 Service to the College and/or Community includes a minimum of four (4) hours per week of administrative and committee work which includes, but is not limited to:
 - 4.3.1 Serving on College-wide committees or boards.
 - 4.3.2 Participating in College-related activities, student activities, and/or special programmes.
 - 4.3.3 Sharing of the administrative work of the branch, College and UTEB.
 - 4.3.4 Taking an active role in scientific, cultural, educational, professional, governmental, civic and social bodies and events, inclusive of serving on national and/or international committees, boards and commissions, together with those activities which are relevant to, and compatible with, the professorial role.
- 4.4 From time to time the Union shall appoint Members of the Union to *ad hoc* committees whose work shall be considered service to the College or Community and shall inform the College of the terms of reference for those committees and the names of appointees.
- 5 The duties of Librarians shall be assigned in a transparent, fair and equitable manner, in the case of the main library, by the Deputy Librarian, and in all other cases by the Librarian in charge of a branch in consultation with the Faculty Member on the basis of his/her skills, expertise, research interests and the needs of the campus.
 - 5.1 The College Librarian shall have responsibility to monitor the assignment of duties.
 - 5.2 In monitoring the duties of Librarians, it is the role of the College Librarian to ensure equity and adherence to College policies (provided these policies do not violate the terms of this Agreement).
- 6 Reduction of Librarian Duties
 - 6.1 Faculty are required to inform their practices with research. The Employer shall provide the support services that are necessary for this to occur within approved budgetary allocations and/or the exigencies of the College.
 - 6.2 Where a Faculty Member is involved in research that requires significant involvement, he/she may, in writing, request a reduction in workload. Such requests should be submitted to the Deputy Librarian or the Librarian in charge of a branch and copied to the College Librarian. Normally, a written request should be submitted four (4) months prior to the semester affected. Upon receipt of such requests, the Deputy Librarian or the Librarian in charge of the branch must respond to the Faculty Member in writing within ten (10) working days.

Clause 33 Duties and Responsibilities of Researchers

- 1 Full-time Faculty are employed by The College of The Bahamas for the entire Calendar Year.
- 2 It is understood that the needs of the College extend to all campuses.
- 3 It is expected that Faculty attend
 - 3.1 Monthly General Faculty meetings.
 - 3.2 School and Departmental meetings.
 - 3.3 Graduation ceremonies.
 - 3.4 One (1) day of professional development, which shall be scheduled at the beginning of the Academic Year and shall be called the Faculty Seminar.
 - 3.4.1 Should there be a need for additional professional development days, the Union shall be consulted.
 - 3.4.2 Professional development days shall not be scheduled on weekends or during midterm or any other official College breaks.

- 3.4.3 The College and the Union shall co-chair the planning of the annual Faculty Seminar.
 - 3.5 Other College milestones through invitation.
- 4 Duties and Responsibility of Researchers shall fall into three (3) general categories: Professional Activities, Scholarship, and Service.
- 4.1 Professional Activities include, but are not limited to:
 - 4.1.1 Designing, implementing and administering research projects.
 - 4.1.2 Soliciting, writing, preparing and implementing research grants and contracts.
 - 4.1.3 Designing, implementing, maintaining and/or supervising data collection processes, databases and activities.
 - 4.1.4 Reviewing and documenting literature and research relevant to research projects as acquired and assigned.
 - 4.1.5 Facilitating, developing and conducting of research training workshops and seminars.
 - 4.1.6 Advising the College on research protocols, procedures and policies.
 - 4.1.7 Facilitating, developing and conducting research conferences, fora and productions.
 - 4.1.8 Liaising with Faculty, staff and local and international researchers.
 - 4.1.9 Keeping current in one's discipline and integrating current thinking from the discipline into practice.
 - 4.2 Scholarship includes, but is not limited to:
 - 4.2.1 Research, scholarly and critical or creative work within the member's field and which builds professional knowledge and contributes to innovation;
 - 4.2.2 Dissemination of work through publishing in respected publications, presentation of scholarly papers and exhibitions; and
 - 4.2.3 On-going and major project development.
 - 4.3 Service to the College and/or Community includes a minimum of four (4) hours per week of administrative and committee work which includes, but is not limited to:
 - 4.3.1 Serving on College-wide committees or boards.
 - 4.3.2 Participating in College-related activities, student activities, and/or special programmes.
 - 4.3.3 Sharing of the administrative work of the Department, College and UTEB.
 - 4.3.4 Taking an active role in scientific, cultural, educational, professional, governmental, civic and social bodies and events, inclusive of serving on national and/or international committees, boards and commissions, together with those activities which are relevant to, and compatible with, the professorial role.
 - 4.4 From time to time the Union shall appoint Members of the Union to *ad hoc* committees whose work shall be considered service to the College or Community and shall inform the College of the terms of reference for those committees and the names of appointees.
- 5 The duties for Researchers shall be assigned in a transparent, fair and equitable manner by the Director and Assistant Director in consultation with the Faculty Member on the basis of his/her skills, expertise, research interests and the needs of the campus.
- 5.1 The Vice President with responsibility for Research shall monitor the assignment of the duties of Researchers.
 - 5.2 In monitoring the duties and responsibilities of Researchers, it is the role of the Vice President to ensure equity and adherence to College policies (provided these policies do not violate the terms of this Agreement).

- 6 Reduction of Duties
 - 6.1 Faculty are required to inform their practices with research. The Employer shall provide the support services that are necessary for this to occur within approved budgetary allocations and/or the exigencies of the College.
 - 6.2 Where a Faculty Member is involved in research separate and apart from his/her assigned duties that requires significant involvement, he/she may, in writing, request a reduction in workload. Such requests should be submitted to the Director and copied to the relevant Vice President. Normally, a written request should be submitted four (4) months prior to the semester affected. Upon receipt of such requests, the Director must respond to the Faculty Member in writing within ten (10) working days.

STIPENDIARY POSITIONS

Clause 34 Chairs: Eligibility, Election, Duties, Responsibilities & Removal

Chairs provide leadership in planning, implementing and administering the work of a School, represent the opinions of Faculty to administration, communicate administrative decisions to Faculty and have reporting responsibilities to their respective Dean.

- 1 Eligibility

Faculty shall be eligible for the position of Chair if they

 - 1.1 have a master's or doctoral degree.
 - 1.2 hold the rank of Assistant Professor or higher.
 - 1.3 have administrative and/or programme development experience.
 - 1.4 have a minimum of five (5) years in higher education or relevant experience at the time of the election, inclusive of three (3) full years' service in the relevant School. In the event of the amalgamation or restructuring of schools, experience in any of the former schools will be considered as equivalent.

Note: Faculty on contract must be eligible for a new contract; however, the term of office automatically ends at the expiration of the contract unless the contract is renewed.

- 2 Election Process
 - 2.1 Elections shall take place no later than the end of the spring semester of the calendar year in which the term of office of the Chair expires and shall be conducted by the Associate Vice President (AVP), Human Resources (HR) or designate.
 - 2.2 At least four (4) months prior to the election, the AVP, HR, shall notify the School of the impending vacancy and call for nominations, with the consent of the nominees, and/or applications to be forwarded to the AVP, HR.
 - 2.3 Normally, at least six (6) weeks prior to the election, candidates shall forward a résumé of their relevant background and experience as well as a statement of purpose regarding administering the affairs of the School to the AVP, HR.
 - 2.4 At least one (1) month prior to the election, the AVP, HR shall forward the list of candidates to Faculty in the relevant School, copied the Dean, and the candidates' résumés and statements of purpose to the Faculty of the School for review.
 - 2.5 Under the supervision of the AVP, HR (or designate), the School shall elect the Chair.
 - 2.5.1 Nominations shall not be taken from the floor except where there are no prior eligible nominations.

- 2.5.2 Voting shall be by secret ballot and shall be counted by HR and the UTEB representative at the meeting.
- 2.5.3 Faculty shall have one (1) vote only; proxy votes shall be allowed; decisions shall be by majority vote.
- 2.5.4 In the event of a tie, an immediate runoff shall be held between the candidates who tied.
- 2.6 The election of the Chair shall be verified by the AVP, HR in a letter addressed to the President and copied to the relevant Dean. The President shall notify the College Council.

3 Term of Office

- 3.1 The Chair shall be elected for an initial term of three (3) years, with eligibility for a one (1)-year extension.
- 3.2 After four (4) years in office, the Chair shall not be eligible for re-election for another three (3) years.

4 Duties and Responsibilities

- 4.1 Develop, implement and evaluate goals and objectives of the School consistent with the mission and strategic plan of the College.
- 4.2 Ensure the compliance of Faculty with the Industrial Agreement.
- 4.3 Ensure the compliance of Faculty, staff and students with College policies.
- 4.4 Supervise Faculty, staff and students.
- 4.5 Plan and conduct monthly School meetings and circulate minutes to all Faculty, including Faculty on other campuses.
- 4.6 Coordinate the design, development and delivery of new courses, programmes and/or projects.
- 4.7 In collaboration with Heads of Departments, initiate, plan and implement course, project and programme reviews.
- 4.8 In consultation with Heads of Departments and/or Coordinators, prepare the schedule of courses and assign Faculty.
- 4.9 Make recommendations for and give assistance in the selection, appointment and orientation of new Faculty and staff.
- 4.10 Facilitate professional development of Faculty and staff.
- 4.11 Conduct the performance assessment of Faculty and staff.
- 4.12 Develop and implement guidelines and procedures for the efficient operation of the School and ensure that Faculty, staff and student records are maintained.
- 4.13 Encourage communication and collegiality among Faculty, staff and students.
- 4.14 Promote and maintain effective lines of communication with management, the College and external communities.
- 4.15 Organise and monitor academic advising and also manage student complaints and discipline as per approved policies.
- 4.16 Prepare annual budget estimates and manage allocated budgets and other resources.
- 4.17 Represent the School on College/external boards and committees.
- 4.18 Liaise with other Schools/Departments.
- 4.19 Prepare and submit an annual end-of-year report to the Dean.
- 4.20 Perform other duties as assigned by the Dean.
- 4.21 Chairs may also be required to teach one (1) course per Academic Year.
 - 4.21.1 Any courses taught beyond one (1) shall be paid at the Overload/Part-Time Rate of pay.

- 5 Removal of Chair
- 5.1 If sixty percent (60%) of the Faculty of the School deem that the Chair is not carrying out his/her duties in a satisfactory manner, the School may recommend in writing to the Dean that the Chair be recalled. The Dean shall advise the President and request the AVP, HR to hold new elections. The Dean shall appoint an Acting Chair.

Clause 35 Directors: Eligibility, Election, Duties, Responsibilities & Removal

Directors provide leadership in planning, implementing and administering of the work of a Department, represent the opinions of Faculty to administration, communicate administrative decisions to Faculty and have reporting responsibilities to their respective Vice President.

1 Eligibility

Faculty shall be eligible for the position of Director if they

- 1.1 have a master's or doctoral degree.
- 1.2 hold the rank of Counsellor II/Researcher II or higher.
- 1.3 have administrative experience.
- 1.4 have a minimum of five (5) years in higher education or relevant experience at the time of the election, inclusive of three (3) full years' service in the relevant Department.

Note: Faculty on contract must be eligible for a new contract; however, the term of office automatically ends at the expiration of the contract unless the contract is renewed.

2 Election Process

- 2.1 Elections shall take place no later than the end of the spring semester of the calendar year in which the term of office of the Director expires and shall be conducted by the Associate Vice President (AVP), Human Resources (HR) or designate.
- 2.2 At least four (4) months prior to the election of a Director, the AVP, HR, shall notify the Department of the impending vacancy and call for nominations, with the consent of the nominees, and/or applications to be forwarded to the AVP, HR.
- 2.3 Normally, at least six (6) weeks prior to the election, candidates shall forward a résumé of their relevant background and experience as well as a statement of purpose regarding administering the affairs of the Department to the AVP, HR.
- 2.4 At least one (1) month prior to the election, Human Resources shall forward the list of candidates to Faculty in the relevant Department, copied the relevant Vice President, and the candidates' résumés and statements of purpose to the Faculty of the Department for review.
- 2.5 Under the supervision of the AVP, HR (or designate), the Department shall elect the Director.
- 2.5.1 Nominations shall not be taken from the floor except where there are no prior eligible nominations.
- 2.5.2 Voting shall be by secret ballot and shall be counted by HR and the UTEB representative at the meeting.
- 2.5.3 Faculty shall have one (1) vote only; proxy votes shall be allowed; decisions shall be by majority vote.
- 2.5.4 In the event of a tie, an immediate runoff shall be held between the candidates who tied.
- 2.6 The election of the Director shall be verified by the AVP, HR in a letter addressed to the President and copied to the relevant Vice President. The President shall notify the College Council.

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- 3 Term of Office
- 3.1 The Director shall be elected for an initial term of three (3) years, with eligibility for a one (1)-year extension.
- 3.2 After four (4) years in office, the Director shall not be eligible for re-election for another three (3) years.
- 4 Duties and Responsibilities
- 4.1 Develop, implement and evaluate goals and objectives of the Department consistent with the mission and strategic plan of the College.
- 4.2 Ensure the compliance of Faculty with the Industrial Agreement.
- 4.3 Ensure the compliance of Faculty, staff and students with College policies.
- 4.4 Supervise Faculty, staff and students.
- 4.5 Plan and conduct monthly Department meetings and circulate minutes to all Faculty, including Faculty on other campuses.
- 4.6 Coordinate the design, development and delivery of new programmes and/or projects and courses where applicable.
- 4.7 In collaboration with the Assistant Director initiate, plan and implement project and programme reviews and course reviews where applicable.
- 4.8 In consultation with the Assistant Director, develop work schedules and assignments.
- 4.9 Make recommendations for and give assistance in the selection, appointment and orientation of new Faculty and staff.
- 4.10 Facilitate professional development of Faculty and staff.
- 4.11 Conduct the performance assessment of Faculty and staff.
- 4.12 Develop and implement guidelines and procedures for the efficient operation of the Department and ensure that Faculty, staff and student records are maintained.
- 4.13 Encourage communication and collegiality among Faculty, staff and students.
- 4.14 Promote and maintain effective lines of communication with management, the College and external communities.
- 4.15 Manage student complaints.
- 4.16 Prepare annual budget estimates and manage allocated budgets and other resources.
- 4.17 Represent the Department on College/external boards and committees.
- 4.18 Liaise with other Schools/ Departments.
- 4.19 Prepare and submit an annual end-of-year report to the relevant Vice President.
- 4.20 Perform other duties as assigned by the Vice President.
- 5 Removal of Director
- 5.1 If sixty percent (60%) of the Faculty Members of the Department deem that the Director is not carrying out his/her duties in a satisfactory manner, the Department may recommend in writing to the relevant Vice President that the Director be recalled. The Vice President shall advise the President and request the AVP, HR to hold new elections. The Assistant Director shall act as Director until a new Director is elected.

Clause 36 Deputy Librarian: Eligibility, Election, Duties, Responsibilities & Removal

The Deputy Librarian provides leadership in planning, directing and administering the work of the main Library; represents the opinions of Faculty to administration, communicates administrative decisions to Faculty and has reporting responsibilities to the College Librarian.

- 1 Faculty shall be eligible for the position of Deputy Librarian if they
 - 1.1 have a master's or doctoral degree.
 - 1.2 hold the rank of Librarian II or higher.
 - 1.3 have administrative and supervisory experience.
 - 1.4 have a minimum of five (5) years' experience in tertiary education, three (3) of which must have been served in the Library.

Note: Faculty on contract must be eligible for a new contract; however, the term of office automatically ends at the expiration of the contract unless the contract is renewed.

2 Election Process

- 2.1 Elections shall take place no later than the spring semester of the calendar year in which the term of office of the Deputy Librarian expires and shall be conducted by the Associate Vice President (AVP), Human Resources (HR) or designate.
- 2.2 At least four (4) months prior to the election, the AVP, HR, shall notify Librarians of the impending vacancy and call for nominations, with the consent of the nominees, and/or applications.
- 2.3 At least six (6) weeks prior to the election, candidates shall forward a résumé of their relevant background and experience as well as a statement of purpose regarding administering the affairs of the Library to the AVP, HR.
- 2.4 At least one (1) month prior to the election, HR shall forward the list of candidates to Librarians, copied the College Librarian, and forward the candidates' résumés and statements of purpose to Librarians for review.
- 2.5 Under the supervision of the AVP, HR, or designate, Faculty shall elect a Deputy Librarian for the main Library.
 - 2.5.1 Voting shall be by secret ballot and shall be counted by Human Resources and the UTEB representative at the meeting.
 - 2.5.2 Faculty shall have one (1) vote only; proxy votes shall be allowed.
 - 2.5.3 Decisions shall be by majority vote.
 - 2.5.4 In the event of a tie, an immediate run-off shall be held.
- 2.6 The election of the Deputy Librarian shall be verified by the AVP, HR in a letter addressed to the President, copied the College Librarian. The President shall notify the College Council.

3 Term of Office

- 3.1 The Deputy Librarian shall be elected for an initial term of three (3) years and shall be eligible for a one (1) year extension.
- 3.2 After four (4) years in office, the Deputy Librarian shall not be eligible for re-election for another three (3) years.

4 Duties and Responsibilities

The Deputy Librarian shall

- 4.1 Develop, implement and evaluate goals and objectives for the main Library consistent with the mission and strategic plan of the College.
- 4.2 Develop and implement guidelines and procedures for the efficient operation of the Library.
- 4.3 Ensure Faculty compliance with the Industrial Agreement.
- 4.4 Ensure Faculty, staff and student compliance with College policies.
- 4.5 Supervise Faculty, staff and students.
- 4.6 Plan and conduct monthly meetings and circulate minutes to all Faculty and staff.
- 4.7 Coordinate the design, development and delivery of programmes, projects and initiatives.
- 4.8 Initiate, plan, implement and evaluate studies on the library's service responsiveness, effectiveness and efficiency.

- 4.9 Maintain an accurate and up-to-date main Library policy manual.
- 4.10 Represent the main Library on College/external boards and committees.
- 4.11 Prepare annual budget estimates and manage allocated budgets and other resources.
- 4.12 Ensure a clean, safe and welcoming environment.
- 4.13 Provide leadership in establishing effective working relationships and communication, ensuring high productivity and encouraging initiative and creativity among Faculty and staff.
- 4.14 Participate in the recruitment, selection and orientation of Faculty and staff.
- 4.15 Serve as a reference librarian and fill in at the circulation desk, as necessary.
- 4.16 Participate in collection development.
- 4.17 Identify and implement current library trends to enhance library services and operations.
- 4.18 Prepare and submit an annual end-of-year report to the College Librarian.
- 4.19 Perform other duties as assigned by the College Librarian.
- 4.20 Develop work schedules and assignments for the Main Library.

5 Removal of Deputy Librarian

Should sixty percent (60%) of the Faculty in the library system deem that the Deputy Librarian is not carrying out his/her duties in a satisfactory manner, the Faculty may recommend in writing to the College Librarian that the Deputy Librarian be recalled. The College Librarian shall advise the Vice President and request the AVP, HR, to hold new elections. The College Librarian shall appoint an Acting Deputy Librarian.

Clause 37 Assistant Directors: Eligibility, Election, Duties and Responsibilities

1 Eligibility

Faculty shall be eligible for the position of Assistant Director if they

- 1.1 have a master's or doctoral degree.
- 1.2 have served in the Department for a minimum of two (2) years.
- 1.3 hold the rank of Counsellor II, Researcher II or higher.
- 1.4 have some administrative experience.

Note: Faculty on contract must be eligible for a new contract; however, the term of office automatically ends at the expiration of the contract unless the contract is renewed.

2 Election Process

- 2.1 Elections shall take place no later than the end of the spring semester of the calendar year in which the term of office of the Assistant Director expires and shall be conducted by the Associate Vice President (AVP), Human Resources (HR) or designate.
- 2.2 At least four (4) months prior to the election of an Assistant Director, the AVP, HR, shall notify the Department of the impending vacancy and call for nominations, with the consent of the nominees, and/or applications to be forwarded to the AVP, HR.
- 2.3 Normally, at least six (6) weeks prior to the election, candidates shall forward a résumé of their relevant background and experience to the AVP, HR.
- 2.4 At least one (1) month prior to the election, HR shall forward the list of candidates and résumés to Faculty in the relevant Department, copied the relevant Vice President, for review.
- 2.5 Under the supervision of the AVP, HR (or designate), Faculty shall elect the Assistant Director.
 - 2.5.1 Nominations shall not be taken from the floor except where there are no prior eligible nominations.

- 2.5.2 Voting shall be by secret ballot and shall be counted by HR and the UTEB representative at the meeting.
- 2.5.3 Faculty shall have one (1) vote only; proxy votes shall be allowed; decisions shall be by majority vote.
- 2.5.4 In the event of a tie, an immediate runoff shall be held between the candidates who tied.
- 2.6 The election of the Assistant Director shall be verified by the AVP, HR in a letter addressed to the President and copied to the relevant Vice President. The President shall notify the College Council.

3 Term of Office

- 3.1 Assistant Directors shall be elected for an initial term of three (3) years.
 - 3.1.1 Assistant Directors shall be eligible for a one (1) year extension.
 - 3.1.2 After four (4) years in office, the Assistant Director shall not be eligible for re-election for another three (3) years.

4 Duties and Responsibilities

- 4.1 Assist in the development and implementation of guidelines and procedures for the efficient operation of the Department.
- 4.2 Assist in the development, implementation and evaluation of Department goals and objectives consistent with the mission and strategic plan of the College.
- 4.3 Assist the Director in ensuring the compliance of Faculty with the Industrial Agreement.
- 4.4 Assist the Director in ensuring the compliance of Faculty, staff and students with College policies.
- 4.5 Assist the Director with the efficient operation of the Department.
- 4.6 Assist in the performance assessment of Departmental Faculty and staff.
- 4.7 Assist with the selection, appointment and orientation of new Faculty and staff.
- 4.8 Assist the Director with the development of work schedules and assignments.
- 4.9 Assume the responsibilities of the Director in his/her absence.
- 4.10 Perform other duties as assigned by the Director.

Clause 38 Heads of Department/Teaching Practicum Coordinators: Eligibility, Election, Duties & Responsibilities

1 Eligibility

Faculty shall be eligible for the position of Head of Department/Practicum Coordinator if they

- 1.1 have served in the School for a minimum of two (2) years.
- 1.2 hold the rank of Assistant Professor or higher.
- 1.3 have administrative and/or programme development experience.

Note: Faculty on contract must be eligible for a new contract; however, the term of office automatically ends at the expiration of the contract unless the contract is renewed.

2 Election Process

- 2.1 Elections shall take place no later than the end of the spring semester of the calendar year in which the term of office of a Head of Department/Teaching Practicum Coordinator expires and shall be conducted by the Chair.

- 2.2 At least six (6) weeks prior to the election, the Chair shall notify the School of the impending vacancy and call for nominations, with the consent of the nominees, and/or applications to be forwarded to his/her office.
- 2.3 At least one (1) month prior to the election, the Chair shall circulate the names of candidates to all Faculty
- 2.4 Faculty shall have one (1) vote only; proxy votes shall be allowed; decisions shall be by majority vote.
- 2.5 Voting shall be by secret ballot
 - 2.5.1 Nominations shall not be taken from the floor except where there are no prior eligible nominations.
 - 2.5.2 Voting shall be by secret ballot and shall be counted by the Chair and the UTEB representative at the meeting.
 - 2.5.3 Faculty shall have one (1) vote only; proxy votes shall be allowed; decisions shall be by majority vote.
 - 2.5.4 In the event of a tie, an immediate runoff shall be held between the candidates who tied.
- 2.6 The Chair shall notify in writing the relevant Dean of the election results. The Dean shall notify the Vice President Academic Affairs and the Associate Vice President, Human Resources.

3 Term of Office

- 3.1 A Head of Department or Teaching Practicum Coordinator shall be elected for an initial term of three (3) years and may be elected for additional terms.

4 Duties and Responsibilities

- 4.1 Develop, implement and evaluate departmental goals and objectives consistent with the goals and objectives of the School.
- 4.2 Provide academic leadership through personal example in teaching, scholarship and research and consult and disseminate knowledge in their discipline/field.
- 4.3 Assign cross-moderators.
- 4.4 Prepare book orders.
- 4.5 Advise and assist the Chair in the allocation of Department resources.
- 4.6 Assist with the orientation of new Faculty.
- 4.7 Assist the Chair with annual Faculty assessment.
- 4.8 Make recommendations to the Chair in the selection and appointment of Faculty and staff.
- 4.9 Develop and implement guidelines and procedures for the smooth operation of the Department.
- 4.10 Promote excellence and equity in all aspects of the Department's operations.
- 4.11 Plan and conduct monthly Departmental meetings and circulate minutes to all Faculty, including Faculty on other campuses.
- 4.12 Prepare and submit an annual end-of-year report to the Chair.
- 4.13 In collaboration with Faculty, initiate, plan and implement course and programme reviews.
- 4.14 Assist the Chair with the scheduling of courses and assignment of Faculty.
- 4.15 Perform other duties as assigned by the Chair.

- 5 Heads of Department/Teaching Practicum Coordinators shall have a reduction of one (1) course per semester.

Clause 39 Branch Librarians: Eligibility, Election, Duties and Responsibilities

Branch Librarians help to plan, implement and administer the work of a Branch of the Library and have reporting responsibilities to the College Librarian.

- 1 Faculty shall be eligible for the position of Branch Librarian if they
 - 1.1 have a master’s or doctoral degree.
 - 1.2 hold the rank of Librarian II or higher.
 - 1.3 have administrative and/or supervisory experience.
 - 1.4 have served in the Department for a minimum of two (2) years.

Note: Faculty on contract must be eligible for a new contract; however, the term of office automatically ends at the expiration of the contract unless the contract is renewed.

- 2 Election Process
 - 2.1 Elections shall take place no later than the spring semester of the calendar year in which the term of office of a Branch Librarian expires and shall be conducted by the Associate Vice President (AVP), Human Resources (HR), or designate.
 - 2.2 At least four (4) months prior to the election, the AVP, HR, shall notify Faculty in the Branch of the impending vacancy and call for nominations, with the consent of the nominees, and/or applications.
 - 2.3 At least six (6) weeks prior to the election, candidates shall forward a résumé of their relevant background and experience to the AVP, HR.
 - 2.4 At least one (1) month prior to the election, HR shall forward the list of candidates to Faculty, copied the College Librarian, and forward the candidates’ résumés to Faculty in the Branches for review.
 - 2.5 Under the supervision of the AVP, HR, or designate, Faculty shall elect a Branch Librarian from the list of candidates.
 - 2.5.1 Voting shall be by secret ballot and shall be counted by Human Resources and the UTEB representative at the meeting.
 - 2.5.2 Faculty shall have one (1) vote only; proxy votes shall be allowed; decisions shall be by majority vote.
 - 2.5.3 In the event of a tie, an immediate run-off shall be conducted.
 - 2.6 The election of the Branch Librarian shall be verified by the AVP, HR in letter addressed to the College Librarian.

- 3 Term of Office
 - 3.1 Branch Librarians shall be elected for an initial term of three (3) years and shall be eligible for a one (1) year extension.
 - 3.2 After four (4) years in office, Branch Librarians shall not be eligible for re-election for another three (3) years.
 - 3.2.1 Given the unique nature of LIMS, specific Branch Librarians shall be eligible for re-election for another three (3) years if there are no other qualified candidates willing to serve.

- 4 Duties and Responsibilities

The Branch Librarian shall

 - 4.1 Develop, implement and evaluate goals and objectives for the Branch consistent with the mission and strategic plan of the College.
 - 4.2 Develop and implement guidelines and procedures for the efficient operation of the Branch.
 - 4.3 Oversee the day-to-day management of the Branch.

- 4.4 Plan and conduct monthly Branch meetings and circulate minutes to all Faculty and staff.
- 4.5 Ensure Faculty, staff and student compliance College policies, procedures and protocols.
- 4.6 Assist in planning, conducting and evaluating studies related to service responsiveness, effectiveness, efficiency, etc.
- 4.7 Identify and implement current library trends to enhance library services and operations.
- 4.8 Assist in the development and implementation of programmes and projects.
- 4.9 Assist in the preparation of annual budget estimates and manage allocated budgets and other resources.
- 4.10 Supervise and evaluate staff.
- 4.11 Participate in the recruitment, selection and orientation of Faculty and staff.
- 4.12 Coordinate student workers.
- 4.13 Serve as a reference librarian and fill in at circulation desk as necessary.
- 4.14 Participate in collection development.
- 4.15 Prepare and submit an annual end-of-year report to the College Librarian.
- 4.16 Perform other duties as assigned by the College Librarian.
- 4.17 Develop work schedules and assignments in the Branch Library.

Clause 40 Programme Coordinators: Eligibility, Selection, Duties and Responsibilities

1 Eligibility

Faculty shall be eligible for the position of Programme Coordinator if they have taught in the programme to be coordinated for a minimum of two (2) years or if, in the instance of a new programme, they were active in the development and implementation of the programme.

Note: Faculty on contract must be eligible for a new contract; however, the term of office automatically ends at the expiration of the contract, unless the contract is renewed.

2 Election Process

- 2.1 Before the term of office of a Programme Coordinator expires, Chairs shall call for nominations and confirm the consent of the nominees.
- 2.2 Elections shall take place at a School meeting and shall be conducted by the Chair.
 - 2.2.1 Nominations may also be taken from the floor.
 - 2.2.2 Faculty shall have one (1) vote only; decisions shall be by majority vote.
- 2.3 The Chair shall notify in writing the relevant Dean of the election results. The Dean shall notify the Vice President Academic Affairs and the Associate Vice President, Human Resources.

3 Term of Office

Programme Coordinators shall serve for two (2) years and may be elected for additional terms.

4 Duties and Responsibilities

- 4.1 Coordinate a programme ensuring that all relevant policies and guidelines are followed.
- 4.2 Develop the programme's strategic plan and academic schedule/placement of students.
- 4.3 Provide information regarding the programme to the College and wider community.
- 4.4 Collaborate with the College, School, Department and satellite campuses regarding the programme.
- 4.5 Advise potential, new and current students regarding the programme.
- 4.6 Assist in marketing and promoting the programme.
- 4.7 Coordinate course and programme reviews.

- 4.8 Facilitate the preparation, development and review of programme materials.
- 4.9 Convene and conduct programme meetings as needed with Faculty, students and clients.
- 4.10 Track students' progress within the programme.
- 4.11 Review student enrolment and retention in courses/programme.
- 4.12 Make recommendations regarding the scheduling of courses and the assignment of Faculty where applicable.
- 4.13 Prepare and submit an annual end-of-year report to the Chair, copied to the Head of Department if applicable.

Clause 41 Course/Section Coordinators: Eligibility, Selection, Duties and Responsibilities

1 Eligibility

Faculty shall be eligible for the position of Course/Section Coordinator if they have taught the course to be coordinated for a minimum of two (2) years.

Note: Faculty on contract must be eligible for a new contract; however, the term of office automatically ends at the expiration of the contract, unless the contract is renewed.

2 Election Process

- 2.1 Before the term of office of a coordinator expires, Chairs shall call for nominations and confirm consent of the nominees.
- 2.2 Elections shall take place at a meeting of the members of the Department and shall be conducted by the School Chair.
 - 2.2.1 Nominations may also be taken from the floor.
 - 2.2.2 Faculty shall have one (1) vote only; decisions shall be by majority vote.
- 2.3 The Chair shall notify in writing the relevant Dean of the election results. The Dean shall notify the Vice President Academic Affairs and the Associate Vice President, Human Resources.

3 Term of Office

Course/Section Coordinators shall serve for two (2) years and may be elected for additional terms.

4 Duties and Responsibilities

- 4.1 Teach at least one (1) section of the course being coordinated.
- 4.2 Ensure that cross-moderation is consistent with academic policy.
- 4.3 Liaise with Faculty assigned to teach the course, including Faculty on other campuses, and organise course/sectional meetings.
- 4.4 Assist Faculty teaching the course for the first time by sharing past syllabi, assignments, etc.
- 4.5 Coordinate the review and revision of the course.
- 4.6 Assist with the preparation of book orders, where applicable.
- 4.7 Develop a bank of teaching materials.
- 4.8 Coordinate the preparation and scheduling of common examinations.

COMMITTEES & BOARDS

Clause 42 Appointments Board

- 1 The College Council has the sole authority for the appointment of Faculty.

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- 2 The Appointments Board shall be responsible for vetting the applications of qualified personnel to fill established Faculty vacancies/positions and for recommending suitable candidates to the College Council for appointment and re-appointment.

 - 3 The Appointments Board shall be a standing committee and shall be composed of the following members
 - 3.1 The President, who shall be Chair;
 - 3.2 The Vice President Academic Affairs (who shall chair in the absence of the President);
 - 3.3 The relevant Dean/Vice President;
 - 3.4 The Chair/Director of the School to which the appointment is being considered, or his/her representative;
 - 3.5 One (1) elected member of the Faculty from the relevant School;
 - 3.6 Two (2) elected members of the Faculty; and
 - 3.7 Two (2) representatives from the Union of Tertiary Educators of The Bahamas (UTEB).

 - 4 The President, Vice President Academic Affairs, relevant Dean/Vice President, Chair/Director of the School to which the appointment is being considered and UTEB representatives shall be standing members of the Board.

 - 5 The term of office of Faculty representatives shall be two (2) years.
 - 5.1 Elections shall take place biannually at the first General Faculty Meeting of the Academic Year (or as needed) and shall be conducted by the Associate Vice President (AVP), Human Resources (or designate).
 - 5.1.1 Nominations, with the consent of the nominees, shall be forwarded to the AVP, Human Resources, two (2) working days prior to the meeting; nominations shall also be taken from the floor.
 - 5.1.2 Voting shall be by secret ballot and shall be counted by representatives of Human Resources and UTEB at the meeting.
 - 5.1.2.1 In the event of a tie, a run-off shall be conducted.
 - 5.1.3 The AVP, Human Resources, shall send written notification of the elected representatives to the President of UTEB and the President of the College.

 - 6 The term of office of the School representatives shall be two (2) years.
 - 6.1 Elections shall take place biannually at the first School Meeting of the Academic Year (or as needed) and shall be conducted by the AVP, Human Resources (or designate).
 - 6.1.1 Nominations, with the consent of the nominees, shall be forwarded to the AVP, Human Resources, two (2) working days prior to the meeting; nominations shall also be taken from the floor.
 - 6.1.2 Voting shall be by secret ballot and shall be counted by representatives of Human Resources and the School UTEB representative (or designate) at the meeting.
 - 6.1.2.1 In the event of a tie, a run-off shall be conducted.
 - 6.1.3 The AVP, Human Resources, shall send written notification of the elected representatives to the President of UTEB and the President of the College.

 - 7 The AVP, Human Resources (or designate) and Secretary to the College Council shall attend meetings as non-voting members.
 - 7.1 The AVP, Human Resources, shall prepare the agenda and relevant documents, inclusive of a complete list of all applications made to the College for advertised posts and a list of all those applications sent to Schools, and distribute them to Board members at least five (5) working days prior to the meeting.
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- 7.1.1 All Bahamian applicants shall be short listed and brought to the Board.
- 7.2 The Secretary to the Council shall be responsible for minutes, documenting the Board's decisions and preparing the Board's recommendations for Council.
 - 7.2.1 Board members shall receive for viewing a copy of the minutes and recommendations submitted to the Council.
- 8 A quorum shall be six (6) voting members, including the following
 - 8.1 The President/Vice President Academic Affairs (1);
 - 8.2 The relevant Dean/Vice President (1);
 - 8.3 The Chair/Director of the School to which the appointment is being considered, or his/her representative (1);
 - 8.4 One (1) duly-elected representative of the School to which the appointment is being considered;
 - 8.5 One (1) elected Faculty representative; and
 - 8.6 One (1) UTEB representative.
- 9 Members of the Board shall have one (1) vote only.
 - 9.1 Proxy votes shall not be permitted.
 - 9.2 Decisions shall be by the majority of those present and shall be arrived at by consensus.
 - 9.3 All recommendations from the Appointments Board shall be forwarded to the College Council.
- 10 The deliberations shall be *in camera* and remain confidential.

Clause 43 Disciplinary Board

- 1 The College Council has the sole authority for the discipline of Faculty.
- 2 The Disciplinary Board shall make recommendations to the College Council regarding the discipline of Faculty.
- 3 The Disciplinary Board shall be a standing committee and shall be composed of
 - 3.1 The President of the College, who shall be Chair;
 - 3.2 Executive Vice President, (who shall chair in the absence of the President);
 - 3.3 One (1) Dean;
 - 3.4 One (1) Chair/Director;
 - 3.5 Two (2) elected members of Faculty; and
 - 3.6 Two (2) representatives from the Union of Tertiary Educators of The Bahamas (UTEB).
- 4 The President, Executive Vice President, Dean, Chair/Director and UTEB representatives shall be standing members of the Board.
 - 4.1 If the standing Dean is responsible for the School of the Faculty Member concerned, another Dean shall sit.
 - 4.2 If the standing Chair/Director is from the same School as that of the Faculty Member concerned, another Chair/Director shall sit.
- 5 The term of office of Faculty representatives shall be two (2) years.
 - 5.1 Elections shall take place biannually at the first General Faculty Meeting of the Academic Year (or as needed) and shall be conducted by the Associate Vice President (AVP), Human Resources (or designate).

- 5.1.1 Nominations, with the consent of the nominees, shall be forwarded to the AVP, Human Resources, two (2) working days prior to the meeting; nominations shall also be taken from the floor.
 - 5.1.2 Voting shall be by secret ballot and shall be counted by representatives of Human Resources and UTEB at the meeting.
 - 5.1.2.1 In the event of a tie, a run-off shall be conducted.
 - 5.1.3 The AVP, Human Resources, shall send written notification of the elected representatives to the President of UTEB and the President of the College.
- 6 The AVP, Human Resources (or designate), and Secretary to the College Council shall attend meetings as non-voting members.
- 6.1 The AVP, Human Resources, shall prepare the agenda and relevant documents and distribute them to Board members at least five (5) working days prior to the meeting.
 - 6.2 The Secretary to the Council shall be responsible for minutes and document the Board's decisions.
- 7 A quorum shall be five (5) voting members, including the following
- 7.1 The President/Executive Vice President;
 - 7.2 The Dean;
 - 7.3 The Chair/Director;
 - 7.4 One (1) Faculty representative; and
 - 7.5 One (1) UTEB representative.
- 8 Standing members of the Board shall have one (1) vote only; proxy votes shall not be permitted.
- 8.1 Decisions shall be by the majority of those present and shall be arrived at by consensus.
 - 8.2 All recommendations/decisions shall be available for viewing by all members of the Board.
- 9 The Board shall have the right to call or allow to appear before it any person who may contribute to a fair decision.
- 9.1 All charges must involve full disclosure to all concerned.
 - 9.2 No anonymous charges shall be entertained.
- 10 The deliberations shall be *in camera* and remain confidential.

Clause 44 Faculty Development Committee

- 1 The Faculty Development Committee (FDC) shall review applications for Sabbatical Leave, Study Leave (Paid, Unpaid and Special) and Resident, Online and Part-Time Study and make recommendations to the College Council.
- 2 The FDC shall be a standing committee and shall be composed of
 - 2.1 The Vice President, Academic Affairs, Chair;
 - 2.2 Two (2) elected Faculty representatives;
 - 2.3 Two (2) representatives appointed by Administration; and
 - 2.4 Two (2) representatives appointed by the Union.
- 3 Term of Office
 - 3.1 The Vice President Academic Affairs shall be a standing member of the Committee.
 - 3.2 The term of office for Faculty representatives shall be two (2) years.

- 3.2.1 Elections for Faculty representatives shall take place biannually at the first General Faculty Meeting of the Academic Year (or as needed) and shall be conducted by the Associate Vice President (AVP), Human Resources.
 - 3.2.1.1 Nominations, with the consent of the nominees, shall be forwarded to the AVP, Human Resources, two (2) working days prior to the meeting; nominations shall also be taken from the floor.
 - 3.2.1.2 Voting shall be by secret ballot and shall be counted by representatives of Human Resources and UTEB at the meeting.
 - 3.2.1.1 In the event of a tie, a run-off shall be conducted.
 - 3.2.1.3 The AVP, Human Resources, shall send written notification of the elected representatives to the President of UTEB and the President of the College.

- 4 The AVP, Human Resources (or designate) and Secretary to the College Council shall attend FDC meetings as non-voting members.
 - 4.1 The AVP, Human Resources, shall prepare the agenda and relevant documents and distribute them to Committee members at least five (5) working days prior to the meeting.
 - 4.2 The Secretary to the Council shall take the minutes and document of the Committee's decisions.

- 5 A quorum shall be
 - 5.1 the Chair of the Committee;
 - 5.2 one (1) elected Faculty representative;
 - 5.3 one (1) representative appointed by Administration; and
 - 5.4 one (1) representative appointed by the Union.

- 6 Committee members shall have one (1) vote only; proxy votes shall not be permitted.
 - 6.1 Decisions shall be by the majority of those present and shall be arrived at by consensus.
 - 6.2 All recommendations/decisions shall be available for viewing by all members of the Committee.
 - 6.3 The recommendations of the Committee shall be forwarded to the College Council through the President.

- 7 The Council shall notify Faculty of its decision regarding the Leave. Faculty awarded Leave shall receive a detailed statement of the terms/conditions of the Leave.

- 8 The Union shall be notified in writing of all decisions regarding Sabbatical Leave, Study Leave (Paid, Unpaid and Special) and Resident, Online and Part-Time Study.

Clause 45 Professional Leave Committee

- 1 The Professional Leave Committee shall review and approve applications for financial support to attend professional meetings, conferences, workshops, etc.

- 2 The Professional Leave Committee shall meet at least once a month during the fall and spring semesters or more frequently should the need arise.
 - 2.1 During the summer the committee shall meet as needed.

- 3 The Professional Leave Committee shall be a standing Committee composed of

- 3.1 Associate Vice President (AVP), Human Resources or designate, (Chair of Committee);
 - 3.2 two (2) UTEB representatives; and
 - 3.3 two (2) administrators.
- 4 Human Resources shall prepare the agenda and relevant documents, inclusive of a reconciliation of the Committee's records to the records of the Business Office, and distribute them to Committee members at least five (5) working days prior to the meeting.
- 4.1 A representative from Human Resources shall record the minutes and document the Committee's decisions.
- 5 A quorum of the Committee shall be the AVP, Human Resources (or designate), one (1) UTEB representative and one (1) administrator.
- 6 Members of the Committee shall have one (1) vote only.
- 6.1 Decisions shall be by majority of those present.
 - 6.2 The Chair shall vote only in the event of a tie.
 - 6.2 All recommendations shall be available for viewing by all members of the Committee.
- 7 When reviewing applications the Committee shall consider whether
- 7.1 the Faculty Member is presenting;
 - 7.2 the Faculty Member has benefited within the past two (2) years;
 - 7.3 several Faculty are attending the same event; and
 - 7.4 the conference, seminar, workshop, etc is relevant to the work of the School and the College.
- 8 Human Resources shall
- 8.1 notify the Faculty Member in writing of the Committee's decision, copied to the relevant Chair/Director and Dean/Vice President;
 - 8.2 prepare and send the requisition, where financial assistance has been approved within three (3) working days of approval; and
 - 8.3 provide a written report of the requests and approvals for financial assistance to the Chairs/Directors, Deans/Vice Presidents and the Union at the end of each semester.
- 9 Faculty granted Professional Leave must submit a report, inclusive of the completed Faculty Expense Report, detailing their participation to the Chair/Director, copied to the Dean and Associate Vice President, Human Resources, within four (4) weeks of their return.
- 10 In order to properly manage the funds
- 10.1 The Committee shall be responsible for tracking awards.
 - 10.2 The Vice President, Finance, shall provide the Committee with monthly financial statements detailing disbursements and account balance.
 - 10.3 An accounting of awards shall be given to the Schools in the first week of every semester.

Clause 46 Promotions Board

- 1 The Promotions Board shall review the dossiers of Faculty eligible for promotion, assess their performance on the basis of agreed criteria and forward recommendations to the President for submission to the College Council.
- 2 There shall be two (2) Promotions Boards, one (1) for Instructional Faculty and one (1) for Non-Instructional Faculty

- 2.1 The Instructional Faculty Promotion Board shall be composed of fourteen (14) members
 - 2.1.1 Two (2) representatives from administration;
 - 2.1.2 One (1) Chair, holding the rank of Associate Professor or higher;
 - 2.1.3 Nine (9) Instructional Faculty, holding the rank of Associate Professor or higher elected by Faculty in each School and CHMI (in those instances where there is no Faculty Member holding the relevant rank, a Faculty Member holding the rank of Assistant Professor may be elected to serve);
 - 2.1.4 One (1) representative from UTEB; and
 - 2.1.5 One (1) international scholar to be selected by the College after consultation with UTEB.
- 2.2 The Non-Instructional Faculty Promotion Board shall be composed of eight (8) members
 - 2.2.1 Two (2) representatives from administration.
 - 2.2.2 Three (3) Non-Instructional Faculty holding the rank of Librarian III, Counsellor III and Research Fellow or higher elected by Faculty in each Department. In those instances where there is no Faculty holding the relevant rank, a Faculty Member holding the rank of Librarian II, Counsellor II or Researcher II may be elected to serve.
 - 2.2.3 One (1) Instructional Faculty Member holding the rank of Associate Professor, to be agreed by the College and UTEB.
 - 2.2.4 One (1) representative from UTEB.
 - 2.2.5 One (1) international scholar to be selected by the College after consultation with UTEB.

Note: In the event that all Librarians or all Counsellors or all Researchers apply for promotion, a replacement representative from one of the other Departments shall be agreed by the College and UTEB. In the event that there is no Non-Instructional Faculty replacement representative, an Instructional Faculty representative shall be agreed by the College and UTEB.

- 3 Faculty representatives shall be elected for each exercise.
 - 3.1 Elections shall take place at a School meeting as needed and shall be conducted by the Associate Vice President (AVP), Human Resources (or designate).
 - 3.2 Nominations, with the consent of the nominees, shall be forwarded to the AVP, Human Resources, two (2) working days prior to the meeting; nominations shall also be taken from the floor.
 - 3.2.2 Voting shall be by secret ballot and shall be counted by representatives of Human Resources and the School UTEB representative (or designate) at the meeting. In the event of a tie, a run-off shall be conducted.
 - 3.2.3 The AVP, Human Resources, shall send written notification of the elected representatives to the President of UTEB and the President of the College.
 - 3.3 Faculty who apply for promotion are not eligible to serve on the Board responsible for reviewing their dossiers.
- 4 The Promotions Board shall be constituted no later than 31 March and deliberations completed no later than 15 May each year.
 - 4.1 Human Resources shall prepare the agenda and relevant documents (inclusive of the curriculum vitae and summary evaluation statements) for distribution at least ten (10) working days prior to the meeting of the Board.
 - 4.2 A representative from Human Resources shall attend the meetings as a non-voting member, record the minutes and document the Board's recommendations.
 - 4.3 Deliberations of the Board shall be confidential.

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- 5 A quorum of each Board shall be as follows
- 5.1 The Instructional Faculty Promotion Board shall be nine (9) members
 - 5.1.1 One (1) representative from administration;
 - 5.1.2 One (1) Chair;
 - 5.1.3 Five (5) Faculty;
 - 5.1.4 One (1) representative from UTEB; and
 - 5.1.5 One (1) international scholar.
 - 5.2 The Non-Instructional Faculty Promotion Board shall be five (5) members
 - 5.2.1 One (1) representative from administration;
 - 5.2.2 Two (2) representatives of the Non-Instructional Faculty;
 - 5.2.3 One (1) representative from UTEB; and
 - 5.2.4 One (1) international scholar.
- Note: The appointed Chair must be a part of the quorum.
- 6 The appointment of the Chair for each exercise shall alternate between the College and the Union.
- 7 Members of the Board shall have one (1) vote only; voting shall be by secret ballot; proxy votes shall not be permitted.
- 7.1 Decisions shall be by the majority of those present and shall be arrived at by consensus.
 - 7.2 All minutes, recommendations/decisions shall be available for viewing by all members of the Board.
- 8 If, based on the evidence included in the dossier, the Promotions Board proposes to recommend against promotion, the Chair of the Board shall notify the Faculty Member in writing indicating the reason(s) for the proposed recommendation.
- 8.1 Within five (5) working days of receipt of this notice, the Faculty Member may submit new evidence to the Chair for a reconsideration of the dossier by the Board. This new evidence may include
 - 8.1.1 additional supporting documentation as evidence of the Faculty Member's duties and responsibilities for the period under review; and/or
 - 8.1.2 new documentation such as grants awarded, scholarly work accepted for publication, or creative work exhibited, performed, or published, letters of commendation, or other evidence of achievements for the period under review received after the dossier had been submitted.
 - 8.2 The Chair of the Board shall forward the recommendations to the President.
- 9 The President, with no right of veto, may request additional information and clarification from the Board before forwarding the recommendations.
- 9.1 Within ten (10) working days of receipt of the Board's recommendations, the President shall forward the recommendations to the College Council.
 - 9.2 Within thirty (30) days of receipt of the Board's recommendations, the Council shall make its decision and notify each Faculty Member in writing.
 - 9.2.1 In the event that promotion is denied, the Faculty Member shall be advised of the reasons and shall have the right to appeal.
- 10 In cases of denial of promotion, Faculty shall have the right to appeal the decision to the Promotions Appeals Committee within twenty (20) working days of receipt of Council's decision.
- 10.1 The Committee shall be comprised of nine (9) members as follows:
 - 10.1.1 One (1) Council Member.
 - 10.1.2 The President (1), who shall be Chair.

- 10.1.3 One (1) Dean.
- 10.1.4 Five (5) Faculty Members holding the rank of Associate Professor or higher from each Faculty, i.e., Liberal & Fine Arts (1), Pure & Applied Sciences (1), Social & Educational Studies (1), the Business and Culinary & Hospitality Management Institute combined (1), and a representative from the Non-Instructional Faculty (1).
- 10.1.5 One (1) UTEB Representative.

10.2 Within thirty (30) days of receipt of the appeals the Committee shall meet to hear the appeals and forward recommendations to the College Council through the President.

10.3 No member who served on the Promotions Board shall sit on the Promotions Appeals Committee

10.4 The Faculty Member shall be notified in writing of the Council's decision

11 The Union shall be notified in writing of all decisions regarding promotions.

PROFESSIONAL DEVELOPMENT

Clause 47 Professional Development

The College recognises and supports the need for Faculty to engage in ongoing opportunities for professional development which enhance their teaching, professional responsibilities and scholarship.

- 1 Faculty shall maintain a programme of professional development and growth activities associated with their duties and responsibilities directed at achieving higher, more diverse and/or qualitatively different levels of performance. Such activities may include but are not limited to sabbaticals, paid and unpaid leave, attachments, workshops, conferences, etc.
- 2 Human Resources shall provide Faculty with access to an electronic database that includes, but is not limited to
 - 2.1 institutions affiliated with the College;
 - 2.2 conferences, seminars, webinars, workshops, etc.;
 - 2.3 awards, grants, fellowships and scholarships; and
 - 2.4 attachments and research opportunities.

Clause 48 Professional Leave

The College recognises the need to afford Faculty opportunities for Professional Leave with pay and financial support, where applicable, to attend professional meetings, conferences, seminars, workshops, summer institutes and travel for research purposes or any other professional development activity.

- 1 Faculty shall be eligible to apply for Professional Leave with pay and/or financial support.
- 2 The College shall allocate \$225,000.00 per Fiscal Year to provide financial support for Faculty.
- 3 Faculty shall be eligible for
 - 3.1 up to \$600.00 per year for events/activities within The Bahamas.
 - 3.2 \$1000.00 - \$1,500.00 maximum per trip - outside The Bahamas.

- 3.3 up to \$2,200.00 for summer workshops, institutes and other means of professional development.
 - 3.4 up to a maximum of \$2,200.00 per year.
 - 3.5 up to \$3,500.00 per year in those instances where Faculty require more than the agreed maximum of \$2,200.00 per year.
 - 3.6 up to \$1,200.00 registration fee in those instances where the Faculty Member is a presenter, in addition to the above.
- 4 Normally, three (3) months prior to the expected event/activity, Faculty applying for Professional Leave should submit their application electronically through the Chair who shall forward the request to the Human Resources Department for consideration by the Professional Leave Committee for approval.
- 5 Applications for financial support for Professional Leave (see Appendices) should include:
- 5.1 documentation outlining their projected expenses;
 - 5.2 a three (3) paragraph double-spaced rationale that speaks to the relevance of the event/activity to the School and the College;
 - 5.3 a copy of their abstract, if presenting;
 - 5.4 a copy of their acceptance letter, if presenting; and
 - 5.5 documentation regarding registration fees, if applicable.
- 6 Within five (5) working days the Chair/Director shall electronically forward the application along with the supporting documentation to Human Resources and the relevant Dean/Vice President.
- 7 Faculty shall make suitable arrangements to ensure their duties are covered during the Leave.
- 8 Within four (4) weeks of their return from the Leave, Faculty shall submit a written report to the Chair/Director, copied the Dean/Vice President and the AVP, Human Resources. Faculty who receive financial support must also complete and submit the Faculty Expense Report (see Appendices) to the Chair/Director.
- 8.1 Faculty shall make accessible to other Faculty in their School/Department information shared at the event and give a short presentation at a School/Departmental meeting.
- 9 This Clause shall be effective from 1 January, 2016.

Clause 49 Resident, Online and Part-Time Study

Resident, Online and Part-Time Study provides Faculty an opportunity to pursue a graduate degree programme that is offered locally or via distance learning without having to take Study Leave (Paid, Unpaid or Special) or a leave of absence from their normal duties and responsibilities.

- 1 Eligibility
 - 1.1 Faculty shall be eligible for this award if they
 - 1.1.1 are Bahamian Nationals or Permanent Residents with the right to work;
 - 1.1.2 have been employed at the College for three (3) years. Faculty who have completed less than three (3) years of full-time service may be considered on a case-by-case basis.
- 2 Faculty shall receive
 - 2.1 two thousand five hundred dollars (\$2,500.00) per semester or five thousand dollars (\$5,000.00) per year;

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- 2.2 one time only, the most direct economy class fare to and from the place of study to fulfill residency/internship requirements;
 - 2.3 five (5) working days each semester to accommodate the sitting of examinations; and
 - 2.4 flex work hours and/or a reduced work load depending on the exigencies of the School.
- 3 Conditions
- 3.1 The College must approve the institution at which the Faculty member intends to enroll and the programme of study.
 - 3.2 Faculty shall
 - 3.2.1 maintain a minimum cumulative grade point average of 3.00;
 - 3.2.2 submit an official transcript at the end of each semester to the Associate Vice President (AVP), Human Resources, who shall notify the relevant Dean/Vice President;
 - 3.2.3 confirm that he/she will complete the programme within the stipulated time and notify the AVP, Human Resources, of the expected completion date;
 - 3.2.4 seek approval from the College through the Faculty Development Committee (FDC) for changes in the programme of study and/or institution;
 - 3.2.5 provide evidence of the successful completion of the degree programme to the AVP, Human Resources, who shall place the Faculty Member on the relevant salary scale in accordance with the Clause on Annual Increments; and
 - 3.2.6 provide the College Library with a copy of the thesis, dissertation, or summary of learning within six (6) months of the awarding of the degree.
 - 3.3 Faculty pursuing master's degrees shall be eligible for up to four (4) years; Faculty pursuing doctoral degrees shall be eligible for up to six (6) years.
 - 3.4 Failure to maintain the required grade point average and failure to submit official transcripts will result in possible withdrawal of this award.
- 4 Faculty shall be bonded to the College on a *pro-rata* basis; the duration of the bond shall be determined by the amount awarded in relation to their annual salary.
- 5 Application Procedure
- 5.1 Faculty shall forward an application for Resident, Online and Part-Time Study (see Appendices) to their Chair/Director along with the following
 - 5.1.1 a copy of the intended programme of study and its duration;
 - 5.1.2 a brief narrative that speaks to the relevance of the programme to the School and the College; and
 - 5.1.3 upon receipt, a letter of acceptance into the desired programme from an accredited institution.
 - 5.2 The Chair/Director shall forward the application, along with supporting documentation and his/her recommendation, to the relevant Dean/Vice President.
 - 5.3 The Dean/Vice President shall forward the application, along with the supporting documentation and his/her recommendation, to the AVP, Human Resources, for submission to the Faculty Development Committee (FDC).
 - 5.4 The FDC shall review applications, inclusive of supporting documentation, and forward recommendations to the College Council through the President.
 - 5.5 The Council shall notify the Faculty Member of its decision.
- 6 Faculty denied this award shall have the right to appeal this decision.
- 7 The Union shall be notified in writing of all decisions regarding Resident, Online and Part-Time Study.

Clause 50 Sabbatical Leave

The College recognises the need to afford Faculty periodic opportunities for personal and professional refreshment and enrichment in ways other than through formal study.

- 1 Sabbatical Leaves
 - 1.1 serve the objectives of the College by affording Faculty an opportunity to enhance their academic and professional competence free from normal on-campus teaching/ professional and service obligations.
 - 1.2 are intended to promote intensive scholarly and professional activity through sustained periods of concentrated research and study.

- 2 Sabbaticals may take, but are not limited to, one (1) of the following forms:
 - 2.1 Research.
 - 2.2 Writing.
 - 2.3 Creative endeavours.
 - 2.4 Periods of attachment in a relevant work environment (such as at another institution).

- 3 Eligibility
 - 3.1 Faculty shall be eligible for Sabbatical Leave if they
 - 3.1.1 are Bahamian Nationals or Permanent Residents with the right to work; and
 - 3.1.2 have been employed at the College for at least six (6) years.
 - 3.2 Faculty shall be eligible for Sabbatical Leave once every six (6) years.
 - 3.3 Faculty who receive Paid Study Leave shall be eligible to apply for Sabbatical Leave upon completion of six (6) years of service after their return from Paid Study Leave.

- 4 Compensation
 - 4.1 Compensation shall be computed in accordance with the salary scale in effect during the period of Leave and shall be made in equal monthly payments.
 - 4.2 Faculty shall be awarded eighty percent (80%) of their current salary.
 - 4.3 National Insurance, medical insurance, salary increases, increments, eligibility for promotions and other benefits shall continue during Leave.
 - 4.4 Time on Sabbatical shall count as service and experience on the salary scale and towards retirement.

- 5 Conditions
 - 5.1 Sabbatical Leave shall be granted for periods of up to one (1) year. In exceptional circumstances necessitated by an extensive research plan, Faculty may request an additional period of Leave. Salary shall be determined by the nature of the circumstances.
 - 5.2 Faculty awarded Sabbatical Leave shall
 - 5.2.1 seek approval from the College through the Faculty Development Committee (FDC) for changes to the terms of the Leave agreement; and
 - 5.2.2 submit a written final report within ninety (90) days of return from Leave to the AVP, Human Resources, who shall forward copies to the relevant Chair/Director and Dean/Vice President. Reports should include a summary of activities as well as a discussion of how objectives were met along with supporting documentation.

- 6 Application Procedure
 - 6.1 At least six (6) months prior to the anticipated Leave, Faculty shall forward to the Chair/Director a completed application for Sabbatical Leave (see Appendices) with a proposal inclusive of goals for the project(s) to be undertaken during the Leave.
 - 6.2 The Chair/Director shall review the application with Head(s) of Department(s) and relevant Faculty and forward the application, along with a recommendation, to the relevant Dean/Vice President.
 - 6.3 The Dean/Vice President shall review the application and forward it, along with a recommendation, to the AVP, Human Resources, for submission to the Faculty Development Committee (FDC).
 - 6.4 The FDC shall review applications for Sabbatical Leave and forward recommendations to the College Council through the President.
 - 6.5 The Council shall notify the Faculty Member of its decision.

- 7 The number of Faculty on Sabbatical Leave at any given time shall depend on a combination of factors, such as availability of resources and the exigencies of the School. No more than three percent (3%) of Faculty shall be awarded Sabbatical Leave at any given time.
 - 7.1 Under extraordinary circumstances, where for financial reasons or because satisfactory arrangements cannot be made to facilitate the work of the School, the College reserves the right to deny the Leave.
 - 7.1.1 The Faculty Member has the right to appeal this decision.
 - 7.1.2 Faculty denied leave for these reasons shall not be denied on the next application.

- 8 The Union shall be notified in writing of all decisions regarding Sabbatical Leave.

Clause 51 Study Leave (Paid)

The College is committed to the development of Faculty through Paid Study Leave, which permits Faculty to pursue study and research that benefits the individual and the institution. Specifically, the College is committed to supporting and assisting Faculty in the pursuit of advanced degrees in their area of specialty.

- 1 Eligibility
 - 1.1 Faculty on Permanent Establishment who have completed three (3) years of full-time service at the College shall be eligible for Paid Study Leave. Faculty who have completed less than three (3) years of full-time service may be considered on a case-by-case basis.

- 2 Compensation
 - 2.1 Time on Paid Study Leave shall count as service and experience on the salary scale and towards retirement.
 - 2.2 Salary, salary increases, increments, eligibility for promotion, National Insurance, medical insurance and other benefits shall continue during Paid Study Leave.
 - 2.3 Faculty awarded Paid Study Leave shall receive
 - 2.3.1 the most direct economy class fare to and from the place of study at the beginning and end of the period;
 - 2.3.2 a one-time-only warm clothing allowance of seven hundred dollars (\$700);
 - 2.3.3 a one-time only book allowance of one thousand dollars (\$1,000); and
 - 2.3.4 airfare to and from The Bahamas, normally one (1) time only, for the purpose of data collection for dissertations on Bahamian topics.

- 2.4 In instances where the Faculty Member is the recipient of an external grant that provides travel allowances and/or book or clothing allowances, the College shall pay only the salary and any agreed contribution not covered by the grant.
- 2.5 In instances where the Faculty Member is directed in writing by the College to pursue a specific degree programme or attend a specific institution, the College shall pay the tuition.

3 Conditions

- 3.1 Special consideration shall be given to Faculty pursuing doctoral degrees in order to attain a quota of at least sixty percent (60%) of Faculty at the doctoral level. (Note: See Clause on Professional Development).
- 3.2 The College must approve the institution at which the Faculty Member intends to enrol and the programme of study.
 - 3.2.1 A Faculty Member must be enrolled in an accredited programme of study.
- 3.3 Faculty awarded Paid Study Leave shall
 - 3.3.1 maintain a full-time course load and a minimum cumulative grade point average of 3.00;
 - 3.3.2 submit an official transcript at the end of each semester to the Associate Vice President (AVP), Human Resources, who shall notify the relevant Dean/Vice President;
 - 3.3.3 submit an annual progress report that may include documentation such as major research papers, dissertation chapters, letters of support from the major advisor, etc., to the AVP, Human Resources, copied to the relevant Dean/Vice President;
 - 3.3.4 confirm that he/she will complete the programme within the stipulated time and notify the AVP, Human Resources, of the expected date of return at least six (6) months in advance;
 - 3.3.5 seek approval from the College through the Faculty Development Committee (FDC) for changes in the programme of study and/or institution;
 - 3.3.6 provide evidence of the successful completion of the degree programme to the AVP, Human Resources, who shall place the Faculty Member on the relevant salary scale in accordance with the Clause on Annual Increments; and
 - 3.3.7 provide the College Library with a copy of the thesis, dissertation, or summary of learning within six (6) months of the awarding of the degree.
- 3.4 Faculty pursuing master's degrees shall be eligible for up to two (2) years Paid Leave; Faculty pursuing doctoral degrees shall be eligible for three (3) years Paid Leave.
 - 3.4.1 In those instances where the degree-granting institution stipulates that the doctoral programme requires a minimum of four (4) years, The College shall grant four (4) years Paid Leave. The maximum amount of Paid Leave shall not exceed four (4) years.
 - 3.4.2 Faculty who fail to complete the programme of study within the specified time may apply for Unpaid Study Leave in accordance with the Clause on Study Leave (Unpaid).
- 3.5 Failure to maintain the full-time course load and the required grade point average and failure to submit official transcripts and progress reports will result in non-payment of the increment and possible withdrawal of the study award.
- 3.6 Faculty who do not return to the College upon completion of the Leave shall pay to the College all monies as certified by the College as being the total amount disbursed from College funds in connection with the Leave plus interest at six percent (6%) per annum.
- 3.7 Normally, consecutive Paid Study Leaves shall not be approved.

- 4 Faculty awarded Paid Study Leave shall be bonded to the College on the basis of one (1) year of service for each year of Leave.

- 5 Application Procedure
 - 5.1 Normally, nine (9) months prior to the anticipated Leave, Faculty shall forward an application for Paid Study Leave (see Appendices) to the Chair/Director along with the following
 - 5.1.1 a copy of the intended programme of study and its duration;
 - 5.1.2 a brief narrative that speaks to the relevance of the programme to the School and the College; and
 - 5.1.3 upon receipt, a letter of acceptance into the desired programme from an accredited institution.
 - 5.2 The Chair/Director shall forward the application, along with supporting documentation and his/her recommendation, to the relevant Dean/Vice President.
 - 5.3 The Dean/Vice President shall forward the application, along with the supporting documentation and his/her recommendation, to the AVP, Human Resources, for submission to the Faculty Development Committee (FDC).
 - 5.4 The FDC shall review applications for Paid Study Leave, inclusive of supporting documentation, and forward recommendations to the College Council through the President.
 - 5.5 The Council shall notify the Faculty Member of its decision.
- 6 Faculty denied Paid Study Leave
 - 6.1 have the right to appeal this decision; and
 - 6.2 shall not be denied on the next application.
- 7 The Union shall be notified in writing of all decisions regarding Paid Study Leave.

Clause 52 Study Leave (Special)

Special Study Leave provides Faculty an opportunity to engage in intensive scholarly or professional or creative activity or study for a limited period.

- 1 Eligibility
 - 1.1 Faculty shall be eligible for Special Study Leave if they
 - 1.1.1 are Bahamian Nationals or Permanent Residents with the right to work; and
 - 1.1.2 have been employed at the College for at least three (3) years.
- 2 Faculty shall be eligible for up to six (6) months of Leave at half (½) pay.
- 3 Application Procedure
 - 3.1 At least six (6) months prior to the anticipated Leave, Faculty shall forward a completed application for Special Study Leave (see Appendices) with a proposal inclusive of goals for the project(s) to be undertaken during the Leave to their Chair/Director.
 - 3.2 The Chair/Director shall review the application with Head(s) of Department(s) and relevant Faculty and forward the application, along with a recommendation, to the Dean/Vice President.
 - 3.3 The Dean/Vice President shall review the application and forward it, along with a recommendation, to the Associate Vice President (AVP), Human Resources, for submission to the Faculty Development Committee (FDC).
 - 3.4 The FDC shall review applications for Special Study Leave and forward recommendations to the College Council through the President.
 - 3.4.1 Faculty shall seek approval from the College through the Faculty Development Committee (FDC) for any changes to the terms of the Leave agreement.

- 3.5 The Council shall notify the Faculty Member of its decision.
- 4 Faculty shall submit a written final report within ninety (90) days of return from the Leave to the AVP, Human Resources, who shall forward copies to the relevant Chair/Director and Dean/Vice President.
 - 4.1 Reports should include a summary of activities as well as a discussion of how objectives were met along with supporting documentation.
- 5 In the event of non-compliance with the terms of the Leave agreement, the Faculty Member shall pay back to the College all salary received while on Leave.
- 6 This Leave shall be accessed by no more than four (4) Faculty Members per year.
- 7 The Union shall be notified in writing of all decisions regarding Special Study Leave.

Clause 53 Study Leave (Unpaid)

- 1 Unpaid Study Leave shall be awarded for a specified time.
- 2 Application Procedure
 - 2.1 Except in unforeseen circumstances, applications for Unpaid Study Leave (see Appendices) shall be submitted by Faculty
 - 2.1.1 six (6) months in advance of the Leave for Leaves of six (6) months or more.
 - 2.1.2 three (3) months in advance of the Leave for Leaves of less than six (6) months.
 - 2.2 The application shall be addressed to the Chair/Director and shall include
 - 2.2.1 a proposal (with goals) for the course of study/project(s) to be undertaken;
 - 2.2.2 a brief narrative that speaks to the relevance of the goals to the mission of the institution; and
 - 2.2.3 a letter of acceptance from an accredited institution, where appropriate.
 - 2.3 The Chair/Director shall review the application with the Head(s) of Department(s) and relevant Faculty, and forward the application with a recommendation to the relevant Dean/Vice President.
 - 2.4 The Dean/Vice President shall review the application and forward it with a recommendation to the Associate Vice President (AVP), Human Resources, who shall forward the application to the Faculty Development Committee.
- 3 The number of Faculty on Unpaid Study Leave at any given time shall depend on the exigencies of the School.
 - 3.1 Under extraordinary circumstances where satisfactory arrangements cannot be made to carry on the work of the School, the College reserves the right to deny Leave.
 - 3.1.1 The Faculty Member has the right to appeal this decision to the Faculty Development Committee.
 - 3.1.2 Faculty denied leave for these reasons shall not be denied on the next application.
- 4 During Unpaid Study Leave increments shall be applied to the base salary, resulting in an incrementally higher salary at the end of the Leave, provided Faculty submit
 - 4.1 end-of-semester progress reports if the Leave is for more than one (1) year.
 - 4.2 transcripts at the end of each semester and maintain a cumulative grade point average (GPA) of 3.00, where appropriate.

- 4.3 a final report, along with supporting documentation, indicating successful completion of the goals identified in the Leave agreement within ninety (90) days of completion of the Leave. Documentation could include major research papers, dissertation chapters, letters of support from the major advisor, etc.

Note: Failure to comply with the above conditions shall result in non-payment of the increment.

- 5 Should Unpaid Study Leave result in the completion of a degree, upon receipt of evidence of completion, Human Resources shall place the Faculty Member on the relevant salary scale in accordance with the Clause on Annual Increments.

PERFORMANCE ASSESSMENT

Clause 54 Annual Performance Assessment: General Criteria and Procedures

The College is committed to excellence in teaching, professional activities, scholarship and service. It seeks to provide opportunities for Faculty to engage in research for the expansion and application of knowledge and for a greater understanding of the world in which we live. It encourages Faculty to engage in professionally related service that contributes to the greater good of the institution, the professions, the community and the nation.

The standards and processes by which Faculty are assessed play a major role in ensuring the College's ability to achieve this mission. The College seeks a Faculty assessment and evaluation system that encourages the kinds of performance that support its mission and promote the professional development of Faculty.

Faculty shall undergo an annual assessment that is fair, equitable in its outcomes, simple in its implementation and effective in promoting the kinds of performance that will enhance the institution's mission.

- 1 Annual performance assessment seeks to
 - 1.1 ensure Faculty performance is aligned with the mission of the Institution, School and/or Department.
 - 1.2 provide an opportunity for Faculty to reflect on, assess and receive timely feedback on their performance.
 - 1.3 support the continuous development of Faculty that will enable them to plan development opportunities and a career path consistent with personal, professional and institutional goals.
 - 1.4 recognise performance that demonstrates a high level of achievement, creativity, experimentation and risk-taking.
 - 1.5 recommend development strategies and initiatives to Faculty whose performance has not been rated satisfactory or above and provide professional development support.
 - 1.6 identify and reward overall quality of performance.
 - 1.7 provide the basis for awarding of increments.
 - 1.8 provide a basis for awarding meaningful incentives that facilitate continued and sustained productivity of Faculty.
 - 1.9 provide a basis for decisions regarding Permanent Establishment, additional contracts and promotion.
- 2 Faculty performance assessment is based on the Duties and Responsibilities which fall into three categories and are found in the following clauses:

- 2.1 Duties and Responsibilities of Instructional Faculty
- 2.2 Duties and Responsibilities of Counsellors
- 2.3 Duties and Responsibilities of Nurse Counsellors
- 2.4 Duties and Responsibilities of Librarians
- 2.5 Duties and Responsibilities of Researchers

3 Rating of Faculty Performance

- 3.1 Unless there are extenuating circumstances, Faculty are expected to achieve a rating of satisfactory or above, in each of the categories. Given the College's commitment to excellence, all Faculty should aspire to the highest rating in all categories.
- 3.2 Performance in each of the categories should be rated as Outstanding, Above Average, Satisfactory or Unsatisfactory. Using a 4 point scale, the ratings should be as follows:

Outstanding	3.5 - 4.0
Above Average	2.5 - 3.4
Satisfactory	1.5 - 2.4
Unsatisfactory	0.0 - 1.4

4 Faculty Plan

Using the Faculty Plan (see Appendices), Faculty identify goals and objectives for the coming year, inclusive of professional development activities to be undertaken during the summer, and the means by which they may be achieved based on their duties and responsibilities, talents, gifts and interests. These goals and objectives should be aligned with and support the goals and mission of the School and College.

- 4.1 The College is responsible for providing resources or access to resources within approved budgetary allocations for the implementation of the Plan.
- 4.2 By the end of the second week in September, Faculty shall submit a copy of their Plan to the Chair/Director.
- 4.3 Chairs/Directors shall arrange a meeting with Faculty to discuss their plan as necessary. Chairs/Directors shall forward Faculty Plans to the relevant Dean/Vice President for review. All reviews shall be completed by the end of the first week in October. All Plans not returned to Faculty by this date shall be deemed approved.
- 4.4 As the need arises, Faculty should revisit their Faculty Plan to:
 - 4.4.1 reflect on their goals and objectives;
 - 4.4.2 document their reflections;
 - 4.4.3 assess their progress towards achieving their goals and objectives; and
 - 4.4.4 identify and save documentation that they may use as evidence to support their performance/achievements in each of the categories.

5 Student Feedback Reports

- 5.1 Student Feedback Reports provide an opportunity for students to evaluate Faculty and for Faculty to gain an understanding of how they are perceived by the students they teach. These Reports shall be completed during the Fall and Spring Semesters for all classes and should be completed during weeks 9 and 10.
- 5.2 Chairs shall be responsible for:
 - 5.1.1 coordinating the distribution and analysis of the Student Feedback Reports;
 - 5.1.2 ensuring that the analysis of the Feedback Reports as well as the completed Reports are made available to Faculty as soon as possible after the submission of final course grades to the Records Department;
 - 5.1.3 ensuring that the analysis of the Student Feedback Reports is added to the Faculty Member's assessment and evaluation file; and

5.1.4 determining the Faculty Member’s overall rating for the fall and spring semesters by dividing the total by two (2). The rating for the academic year should be determined as follows:

Outstanding	3.5 - 4.0
Above Average	2.5 - 3.4
Satisfactory	1.5 - 2.4
Unsatisfactory	0.0 - 1.4

5.1.5 meeting with Faculty whose overall student rating for the year under review is unsatisfactory or Faculty whose student comments indicate areas of concern to discuss possible reasons for the rating/comments and, if necessary, to suggest measures for improvement. If it is determined that a score/comment is patently inaccurate, that score/comment shall be discounted.

5.1.6 providing each Faculty Member with a copy of the analysis of his/her Feedback Report as well as access to the completed reports.

6 Classroom Observations

Classrooms observations provide Faculty with feedback regarding their teaching and are intended to help Faculty identify their strengths, areas for improvement, development opportunities and sources of support.

- 6.1 The following Instructional Faculty shall be required to participate in classroom observations
 - 6.1.1 all newly appointed Faculty (both full-time and part-time);
 - 6.1.2 Faculty on probation; and
 - 6.1.3 Faculty who have not achieved two consecutive semesters of satisfactory classroom observations.
- 6.2 Classroom observation teams shall arrange at least two (2) classroom observations (one announced and one unannounced) for two (2) consecutive semesters. Teams shall comprise at least three (3) of the following:
 - 6.2.1 the Chair;
 - 6.2.2 the Head of Department and/or Programme Coordinator; and
 - 6.2.3 Faculty holding the rank of Associate Professor or higher. In those instances where there is no Faculty Member holding the rank of Associate Professor or higher, an Assistant Professor with at least five (5) years above average tertiary-level teaching experience may be asked to participate.
- 6.3 Prior to the announced classroom visit, observation teams should meet with the Faculty Member to discuss the goals and objectives of the lesson to be observed, the preparation for teaching and the teaching strategies to be used.
- 6.4 After the classroom visit, the observation team shall meet with the Faculty Member to discuss the observation, review the effectiveness of teaching materials and methods, identify strengths and challenges, discuss areas for improvement, strategies and sources of support and complete the appropriate Classroom Observation Form (see Appendices).
- 6.5 During the first semester, classroom observations provide support and suggestions for teaching and shall not count towards the annual assessment of teaching performance unless requested by the Faculty Member. During the second semester, classroom observations shall count toward the annual assessment of teaching. Chairs shall ensure that completed Classroom Observation Forms are added to the Faculty Member’s assessment portfolio.
- 6.6 In those instances where, after two (2) consecutive semesters, classroom observations are rated as satisfactory or above, Faculty shall no longer be required to participate in the observation process unless they have been rated unsatisfactory in the teaching category on the Annual Faculty Evaluation Report.

- 6.7 In those instances where, after two (2) consecutive semesters, classroom observations are rated as unsatisfactory, Faculty shall be required to meet with the Chair, and members of the observation team to discuss areas for improvement, strategies, sources of support and a plan of action for improvement.

7 Faculty Assessment Portfolio File

- 7.1 By the end of May, Faculty shall provide their Chairs/Directors with an assessment portfolio that includes the following:
 - 7.1.1 a completed Faculty Annual Report (see Appendices);
 - 7.1.2 a self-assessment of their goals, objectives, accomplishments and challenges with regard to their duties and responsibilities;
 - 7.1.4 an analysis of their professional development activities; and
 - 7.1.5 supporting documentation.
- 7.2 For Instructional Faculty, Chairs shall ensure Faculty who are provided the following are added to the assessment file
 - 7.2.1 an analysis of the Student Feedback Reports for all classes taught during the fall and spring semesters; and
 - 7.2.2 Classroom Observation Forms, if applicable.

8 Assessment and Evaluation Procedure: Chairs/Directors

- 8.1 During the first two (2) weeks of June, Chairs/Directors, in consultation with Heads of Departments/Assistant Directors/Deputy Librarian shall
 - 8.1.1 complete the File Certification Form (see Appendices) and ascertain the accuracy of the documentation in the Faculty Member's assessment portfolio;
 - 8.1.2 review Faculty submissions and complete the Annual Faculty Evaluation Report (see Appendices).
- 8.2 Chairs/Directors shall provide each Faculty Member with a copy of his/her report and an opportunity to meet and discuss the report.
- 8.3 Faculty whose performance is rated as unsatisfactory shall meet with their Chair/Director and/or Head of Department/Assistant Directors/Deputy Librarian and a representative of UTEB to
 - 8.3.1 discuss the report;
 - 8.3.2 identify development opportunities, strategies, sources of support; and
 - 8.3.3 devise a plan of action for improvement which shall be attached to the Annual Faculty Evaluation Report.
- 8.4 Faculty shall have up to ten (10) working days to review and acknowledge the completed report, after being notified, indicating that they have read the report and have had an opportunity to discuss it with their Chair/Director.
 - 8.4.1 Faculty who disagree with the report may provide additional information and/or supporting documentation and request a further evaluation of their file. If, after further evaluation, the Faculty Member continues to disagree with the report, his/her dissent shall be attached to the file.
- 8.5 By the end of June, Chairs/Directors shall forward all Faculty files to the Dean/Vice President for review.

9 Assessment and Evaluation Procedure: Deans/Vice Presidents

The Dean/Vice President shall review each Faculty Assessment Portfolio File.

- 9.1 In those instances where, based on the supporting documentation, the Dean/Vice President questions the overall performance rating, he/she shall meet with the Chair/Director to discuss the rating and the reasons for the concern. Should there be a need for a change to the

overall performance rating, the Dean/Vice President and the Chair/Director shall meet with the Faculty Member.

9.2 The Dean/Vice President shall inform the Faculty Member in writing of his or her assessment for the year under review and shall forward a copy, along with supporting documentation, to the Associate Vice President (AVP), Human Resources to be placed in the Faculty Member's file.

9.3 The Dean and relevant Vice Presidents shall notify the Executive Vice President, in writing, of the overall performance rating of Faculty.

10 The processing of the Annual Performance Assessment shall be completed within three (3) months of its submission.

11 Faculty who are unable to meet the May 31st deadline, shall have up to October 31st to submit their Annual Performance Assessment. The Dean/Vice President shall have the discretion to extend the deadline.

11.1 Where an extension has been granted, the Annual Performance Assessment shall be processed and the payment of increment shall be made on or before June 30th.

12 Faculty have a right to representation by the Union at all stages.

13 Faculty have the right to appeal.

14 All documents in the Faculty Assessment Portfolio File shall remain the property of the Faculty Member and shall be returned to the Faculty Member at the completion of the Assessment.

Note: Both parties agree that a Peer Review process, inclusive of developmental supports, shall be discussed and the matter concluded no later than six (6) months after the signing of the Industrial Agreement.

Clause 55 Performance Assessment of Instructional Faculty

1 The annual assessment of Instructional Faculty shall be based on an evaluation of their overall performance in the categories of Teaching, Scholarship and Service.

2 In their Faculty Assessment Portfolio File, Faculty shall include an analysis of professional development activities undertaken during the Academic Year, inclusive of the summer of the previous Academic Year, and how these activities have contributed to their overall professional development.

Note: See Appendices for types of evidence and documentation that may be provided in support of Teaching, Scholarship and Service.

Clause 56 Performance Assessment of Counsellors

1 The annual assessment of Counsellors shall be based on an evaluation of their overall performance in the categories of Counselling Activities/Duties, Scholarship and Service.

- 2 In their Faculty Assessment Portfolio File, Faculty shall include an analysis of professional development activities undertaken during the Academic Year, inclusive of the summer of the previous Academic Year, and how these activities have contributed to their overall professional development.

Note: See Appendices for types of evidence and documentation that may be provided in support of Counselling Activities/Duties, Scholarship and Service.

Clause 57 Performance Assessment of Nurse Counsellors

- 1 The annual assessment of Nurse Counsellors shall be based on an evaluation of their overall performance in the categories of Nursing Activities/Duties, Scholarship and Service.

- 2 In their Faculty Assessment Portfolio File, Faculty shall include an analysis of professional development activities undertaken during the Academic Year, inclusive of the summer of the previous Academic Year, and how these activities have contributed to their overall professional development.

Note: See Appendices for types of evidence and documentation that may be provided in support of Nursing Activities/Duties, Scholarship and Service.

Clause 58 Performance Assessment of Librarians

- 1 The annual assessment of Librarians shall be based on an evaluation of their overall performance in the categories of Professional Activities/Duties, Scholarship and Service.

- 2 In their Faculty Assessment Portfolio File, Faculty shall include an analysis of professional development activities undertaken during the Academic Year, inclusive of the summer of the previous Academic Year, and how these activities have contributed to their overall professional development.

Note: See Appendices for types of evidence and documentation that may be provided in support of Professional Activities/Duties, Scholarship and Service.

Clause 59 Performance Assessment of Researchers

- 1 The annual assessment of Researchers shall be based on an evaluation of their overall performance in the categories of Professional Activities/Duties, Scholarship and Service.

- 2 In their Faculty Assessment Portfolio File, Faculty shall include an analysis of professional development activities undertaken during the Academic Year, inclusive of the summer of the previous Academic Year, and how these activities have contributed to their overall professional development.

Note: See Appendices for types of evidence and documentation that may be provided in support of Professional Activities/Duties, Scholarship and Service.

PROMOTION

Clause 60 Promotions: General Procedures

Promotion reflects professional growth and achievement of status within a discipline. Promotion recognises past achievements and is attained through sustained productivity and professional service.

- 1 Promotion exercises shall take place annually with the promotions effective at the start of the following Academic Year.
 - 1.1 Seven (7) separate Promotions Exercises shall be held to bring the following up-to-date:
 - Academic Year 2010-2011
 - Academic Year 2011-2012
 - Academic Year 2012-2013
 - Academic Year 2013-2014
 - Academic Year 2014-2015
 - Academic Year 2015-2016
 - Academic Year 2016-2017
 - 1.2 Promotions for each of these exercises shall be effective from the start of the relevant Academic Years listed above.
 - 1.3 Faculty who can demonstrate that they cannot locate all of their end-of-year evaluations shall not be penalised.
 - 1.4 The Promotions Exercises for the 2010-2012 Academic Years must be held under the 2008-2012 Industrial Agreement Criteria. Faculty who have not submitted dossiers shall have the opportunity to do so.
- 2 Faculty who are considering applying for promotion should seek guidance and assistance from their Heads of Departments, Chairs/Directors, Deans/Vice Presidents and members of the respective Peer Review Advisory Committee (PRAC).
- 3 Faculty who wish to be considered for promotion shall prepare professional dossiers that document their accomplishments within the past five (5) years or since being hired or last promoted.
 - 3.1 Dossiers shall contain
 - 3.1.1 An up-to-date curriculum vitae.
 - 3.1.2 Candidate's Summary evaluation statement on Teaching/Counselling/ Nursing/ Professional Activities/Duties, Research/Scholarship/Creative Work and Professional Service.
 - 3.1.3 Documentary evidence on duties and responsibilities
 - 3.1.3.1 Teaching/Counselling/Nursing/Professional Activities/Duties;
 - 3.1.3.2 Research/Scholarship/Creative Work; and
 - 3.1.3.3 Service to the College, the profession and/or the community.
 - 3.1.4 End-of-year evaluations.

Note: See Appendices for examples of documentary evidence to be included in dossiers and the Dossier Certification Checklist.
- 4 By 1 March Faculty who are applying for promotion effective the following Academic Year shall forward their dossiers to the Associate Vice President (AVP), Human Resources, for submission to the Promotions Board.
 - 4.1 Human Resources shall notify the Faculty Member in writing of the receipt of his/her dossier.

- 4.2 By 15 March, Human Resources shall advise the Faculty Member if the information in the dossier is incomplete; the Faculty Member shall submit any outstanding information to the AVP, Human Resources, by 21 March.
- 5 The Promotions Board shall be constituted no later than 31 March and shall complete its deliberations no later than 15 May.
- 6 The Promotions Board shall review the dossiers of Faculty and forward recommendations to the President for submission to the College Council.
- 7 The Council shall notify Faculty of its decision.
- 8 Faculty who are not recommended for promotion shall have the right to appeal.
- 9 Dossiers shall be returned to Faculty upon completion of the promotions exercise.

Clause 61 Peer Review Advisory Committee

The Peer Review Advisory Committee (PRAC) is designed to offer collegial support, guidance and assistance to Faculty who are considering applying for promotion.

- 1 There shall be four (4) Peer Review Advisory Committees.
 - 1.1 Faculty of Social and Educational Studies with Counsellors comprising five (5) Faculty as follows
 - 1.1.1 two (2) Faculty from the School of Education;
 - 1.1.2 two (2) Faculty from the School of Social Sciences; and
 - 1.1.3 one (1) Faculty Member from the Counselling and Health Services Department.
 - 1.2 Faculty of Liberal and Fine Arts with Librarians comprising five (5) Faculty as follows
 - 1.2.1 two (2) Faculty from the School of Communication and Creative Arts;
 - 1.2.2 two (2) Faculty from the School of English Studies; and
 - 1.2.3 one (1) Faculty Member from the one of the College Libraries.
 - 1.3 Faculty of Pure and Applied Sciences with Researchers comprising seven (7) Faculty as follows
 - 1.3.1 two (2) Faculty from the School of Chemistry, Environmental and Life Sciences;
 - 1.3.2 two (2) Faculty from the School of Nursing and Allied Health Professions;
 - 1.3.3 two (2) Faculty from the School of Mathematics, Physics and Technology; and
 - 1.3.4 one (1) Faculty Member from Research, Graduate Programmes and International Relations.
 - 1.4 School of Business and the Culinary, Hospitality and Management Institute comprising four (4) Faculty as follows
 - 1.4.1 two (2) Faculty from the School of Business; and
 - 1.4.2 two (2) Faculty from the Culinary, Hospitality and Management Institute.
- 2 Faculty eligible to serve on the PRAC must hold the rank of Associate Professor, Librarian III, Counsellor III, Research Fellow, or higher.
 - 2.1 The term of office for Committee members shall be one (1) Academic Year; members may serve consecutive terms.
- 3 Each PRAC shall be constituted and serve for one (1) Academic year.

- 4 By the end of September, Faculty shall indicate within a School meeting their willingness to serve on the Peer Review Advisory Committee (PRAC) for upcoming promotions exercise(s) and their names shall be forwarded to the relevant Dean.
 - 4.1 In those instances where three (3) or more Instructional Faculty or two (2) or more Non-Instructional Faculty volunteer to serve on the same PRAC, elections shall take place at the next regularly scheduled School Meeting and shall be conducted by the Associate Vice President (AVP), Human Resources (or designate).
 - 4.1.1 Voting shall be by secret ballot and shall be counted by representatives of Human Resources and the School UTEB representative (or designate) at the meeting.
 - 4.1.2 In the event of a tie, a run-off shall be conducted.
 - 4.1.3 The AVP, Human Resources, shall send written notification of the elected representatives to the relevant Dean.
- 5 Deans shall make available the names of Faculty who will serve on the PRAC for their Faculty.
- 6 Members of the PRAC shall
 - 6.1 review the process and relevant criteria for promotion, along with the Faculty Member;
 - 6.2 assess whether the Faculty Member's performance meets specific criteria for promotion and whether the work, documented in the dossier, satisfies specifications for review, in consultation with the Faculty Member;
 - 6.3 provide guidance on documentary evidence to be included in the dossier;
 - 6.4 review dossiers compiled by the Faculty Member and provide suggestions for improvement;
 - 6.5 attend at least one training/review/refresher session each academic year; and
 - 6.6 be ineligible to serve on the Promotions Board responsible for reviewing the dossiers of Faculty they have advised.
- 7 Work as a member of the PRAC shall count as service to the College.
- 8 Faculty have the right to forward their dossiers to the AVP, Human Resources, for consideration by the Promotions Board without having them reviewed by members of the PRAC.

Clause 62 Promotion of Instructional Faculty

The criteria for promotion shall be as follows:

- 1 Instructor to Lecturer
 - 1.1 An Instructor shall be promoted to the rank of Lecturer under the following circumstances:
 - 1.1.1 An earned master's degree in a relevant area/discipline from an accredited institution.
 - 1.1.2 One (1) year of satisfactory teaching.
 - 1.1.3 A record of satisfactory performance.
 - 1.2 For this rank Faculty are not required to apply for Promotion.
- 2 Lecturer to Assistant Professor
 - 2.1 A Lecturer shall be promoted to the rank of Assistant Professor under the following circumstances:
 - 2.1.1 A record of satisfactory performance, and
 - 2.1.2 An earned master's degree in a relevant area/discipline from an accredited institution and a minimum of three (3) years of satisfactory teaching.

OR

An earned doctoral degree in a relevant area/discipline from an accredited institution.

- 2.2 Faculty currently employed at the College with a bachelor's degree holding the title of Lecturer shall remain at this rank, until they obtain a master's degree, at which point they shall be granted the rank of Assistant Professor.
- 2.3 For this rank Faculty are not required to apply for Promotion.

3 Assistant Professor to Associate Professor

An Assistant Professor shall be eligible for promotion to the rank of Associate Professor under the following circumstances:

- 3.1 An earned master's degree in a relevant area/discipline from an accredited institution and a minimum of three (3) years since attaining the rank of Assistant Professor.

OR

An earned doctoral degree in a relevant area/discipline from an accredited institution and a minimum of three (3) years since attaining the rank of Assistant Professor.

- 3.2 A record of overall above-average performance.

4 Associate Professor to Professor

An Associate Professor shall be eligible for promotion to the rank of Professor under the following circumstances.

- 4.1 An earned doctoral degree in a relevant area/discipline from an accredited institution.
 - 4.1.1 Candidates who do not possess a doctoral degree may be considered on a case-by-case basis providing they show evidence of having an exceptional record in Teaching and Research/Scholarship/Creative Work.
- 4.2 The rank of Professor may be attained by fulfilling any one of the following sets of criteria, or under any of the following conditions:
 - 4.2.1 Teaching that is recognised as outstanding/above average for a minimum of three (3) years since attaining the rank of Associate Professor, together with above average/satisfactory (as may be applicable) Research/Scholarship/ Creative Work and Service, which has been demonstrated over the candidate's career.
 - 4.2.2 Research/Scholarship/Creative Work that is recognised as outstanding/ above average for a minimum of three (3) years since attaining the rank of Associate Professor, together with satisfactory college teaching and service.
 - 4.2.3 Teaching and Research/Scholarship/Creative Work that is recognised as outstanding/above average for a minimum of three (3) years since attaining the rank of Associate Professor together with satisfactory Service.

5 The Union shall be notified of all promotions.

Note: Performance Assessment is just one of several criteria used for qualitative descriptors such as 'outstanding' and 'above average'. For the purposes of this document the following equivalencies shall apply in referring to Annual Performance Assessment ratings.

Academic Year of the Annual Performance Assessment	
Prior to 2011-2012	2011-2012 and Onwards
Above Average	Outstanding
Satisfactory	Above Average
Unsatisfactory	Satisfactory
	Unsatisfactory

Clause 63 Promotion of Counsellors

The criteria for promotion shall be as follows:

1 Counsellor I to Counsellor II

A Counsellor I shall be promoted to the rank of Counsellor II under the following circumstances:

- 1.1 An earned master's degree in counselling/clinical psychology or relevant area/ discipline from an accredited institution and a minimum of three (3) years satisfactory counselling.
OR
An earned doctoral degree in counselling/clinical psychology or relevant area/discipline from an accredited institution.
- 1.2 A record of satisfactory performance.
- 1.3 For this rank Faculty are not required to apply for Promotion.

2 Counsellor II to Counsellor III

Counsellor II shall be eligible for promotion to the rank of Counsellor III under the following circumstances:

- 2.1 An earned master's degree in counselling, clinical psychology or relevant area/discipline from an accredited institution and a minimum of three (3) years since attaining the rank of Counsellor II.
OR
An earned master's degree in counselling, clinical psychology or relevant area/discipline from an accredited institution and professional license or specialist degree, or equivalent, and a minimum of three (3) years since attaining the rank of Counsellor II.
OR
An earned doctoral degree in counselling, clinical psychology or relevant area/ discipline from an accredited institution and a minimum of three (3) years since attaining the rank of Counsellor II.
- 2.2 A record of overall above-average performance.

3 Counsellor III to Senior Counsellor

Counsellor III shall be eligible for promotion to the rank of Senior Counsellor under the following circumstances:

- 3.1 An earned doctoral degree in counselling/clinical psychology, or relevant area/discipline from an accredited institution.
 - 3.1.1 Candidates who do not possess a doctoral degree may be considered on a case-by-case basis providing they show evidence of having an exceptional record in Counselling and Research/Scholarship/Creative Work.
- 3.2 The rank of Senior Counsellor may be attained by fulfilling any one of the following sets of criteria, or under any of the following conditions:
 - 3.2.1 Counselling that is recognised as outstanding/above average for a minimum of three (3) years since attaining the rank of Counsellor III, together with above average/satisfactory (as may be applicable) Scholarly/Creative Work and Service, which has been demonstrated over the candidate's career
 - 3.2.2 Research/Scholarship/Creative Work that is recognised as outstanding /above average for a minimum of three (3) years since attaining the rank of Counsellor III, together with satisfactory college counselling and service.
 - 3.2.3 Counselling and Research/Scholarship/Creative Work that is recognised as outstanding/above average for a minimum of three (3) years since attaining the rank of Counsellor III together with satisfactory Service.

4 The Union shall be notified of all promotions.

Note: Performance Assessment is just one of several criteria used for qualitative descriptors such as 'outstanding' and 'above average'. For the purposes of this document the following equivalencies shall apply in referring to Annual Performance Assessment ratings.

Academic Year of the Annual Performance Assessment	
Prior to 2011-2012	2011-2012 and Onwards
Above Average	Outstanding
Satisfactory	Above Average
Unsatisfactory	Satisfactory
	Unsatisfactory

Clause 64 Promotion of Nurse Counsellors

The criteria for promotion shall be as follows:

- 1 Nurse Counsellor to Nurse Counsellor I
 A Nurse Counsellor shall be promoted to the rank of Nurse Counsellor I under the following circumstances:
 - 1.1 An earned master's degree in nursing or a relevant area/discipline from an accredited institution.
 - 1.2 One (1) year of satisfactory nursing.
 - 1.3 A record of satisfactory performance.
 - 1.4 For this rank Faculty are not required to apply for Promotion.

- 2 Nurse Counsellor I to Nurse Counsellor II
 A Nurse Counsellor I shall be promoted to the rank of Nurse Counsellor II under the following circumstances:
 - 2.1 An earned master's degree in nursing or relevant area/discipline from an accredited institution and a minimum of three (3) years satisfactory nursing.
 OR
 An earned doctoral degree in nursing or relevant area/discipline from an accredited institution.
 - 2.2 A record of satisfactory performance.
 - 2.3 For this rank Faculty are not required to apply for Promotion.

- 3 Nurse Counsellor II to Nurse Counsellor III
 A Nurse Counsellor II shall be eligible for promotion to the rank of Nurse Counsellor III under the following circumstances:
 - 3.1 An earned master's degree in nursing or relevant area/discipline from an accredited institution and a minimum of three (3) years since attaining the rank of Nurse Counsellor II.
 OR
 An earned master's degree in nursing or relevant area/discipline from an accredited institution and professional license or specialist degree, or equivalent, and a minimum of three (3) years since attaining the rank of Nurse Counsellor II. .
 OR
 An earned doctoral degree in nursing or relevant area/discipline from an accredited institution and a minimum of three (3) years since attaining the rank of Nurse Counsellor II.
 - 3.2 A record of overall above-average performance

- 4 Nurse Counsellor III to Senior Nurse Counsellor
 A Nurse Counsellor III shall be eligible for promotion to the rank of Senior Nurse Counsellor under the following circumstances:
- 4.1 An earned doctoral degree in nursing or relevant area/discipline from an accredited institution.
 - 4.1.1 Candidates who do not possess a doctoral degree may be considered on a case-by-case basis providing they show evidence of having an exceptional record in Nursing and Research/Scholarship/Creative Work.
 - 4.2 The rank of Senior Nurse Counsellor may be attained by fulfilling any one of the following sets of criteria, or under any of the following conditions:
 - 4.2.1 Nursing that is recognised as outstanding/above average for a minimum of three (3) years since attaining the rank of Nurse Counsellor III, together with above average/satisfactory (as may be applicable) Scholarly/Creative Work and Service, which has been demonstrated over the candidate’s career
 - 4.2.2 Research/Scholarship/Creative Work that is recognised as outstanding /above average for a minimum of three (3) years since attaining the rank of Nurse Counsellor III, together with satisfactory college nursing and service.
 - 4.2.3 Nursing and Research/Scholarship/Creative Work that is recognised as outstanding/above average for a minimum of three (3) years since attaining the rank of Nurse Counsellor III together with satisfactory Service.

5 The Union shall be notified of all promotions.

Note: Performance Assessment is just one of several criteria used for qualitative descriptors such as ‘outstanding’ and ‘above average’. For the purposes of this document the following equivalencies shall apply in referring to Annual Performance Assessment ratings.

Academic Year of the Annual Performance Assessment	
Prior to 2011-2012	2011-2012 and Onwards
Above Average	Outstanding
Satisfactory	Above Average
Unsatisfactory	Satisfactory
	Unsatisfactory

Clause 65 Promotion of Librarians

The criteria for promotion shall be as follows:

- 1 Assistant Librarian to Librarian I
 An Assistant Librarian shall be promoted to the rank of Librarian I under the following circumstances:
 - 1.1 An earned master’s degree in Library and/or Information Science or relevant area/discipline from an accredited institution.
 - 1.2 One (1) year of satisfactory librarianship.
 - 1.3 A record of satisfactory performance.
 - 1.4 For this rank Faculty are not required to apply for Promotion.
- 2 Librarian I to Librarian II
 - 2.1 A Librarian I shall be promoted to the rank of Librarian II under the following circumstances:
 - 2.1.1 A record of satisfactory performance, and

2.1.2 An earned master's degree in Library and/or Information Science or relevant area/discipline (for example, archival science or museum studies from an accredited institution and a minimum of three (3) years satisfactory librarianship.

OR

An earned doctoral degree in Library and/or Information Science or relevant area/discipline from an accredited institution.

2.2 Faculty currently employed at the College with a bachelor's degree holding the title of Librarian I shall remain at this rank, until they obtain a master's degree, at which point they shall be granted the rank of Librarian II.

2.3 For this rank Faculty are not required to apply for Promotion.

3 Librarian II to Librarian III

A Librarian II shall be eligible for promotion to the rank of Librarian III under the following circumstances:

3.1 An earned master's degree in Library and/or Information Science or relevant area/discipline from an accredited institution and a minimum of three (3) years since attaining the rank of Librarian II.

OR

An earned doctoral degree in Library and/or Information Science or a relevant area/ field from an accredited institution and a minimum of three (3) years since attaining the rank of Librarian II.

3.2 A record of overall above-average performance.

4 Librarian III to Librarian IV

A Librarian III shall be eligible for promotion to the rank of Librarian IV under the following circumstances:

4.1 An earned doctoral degree in Library and/or Information Science or a relevant area/discipline from an accredited institution.

4.1.1 Candidates who do not possess a doctoral degree may be considered on a case-by-case basis providing they show evidence of having an exceptional record in Librarianship and Research/Scholarship/Creative Work.

4.2 The rank of Librarian IV may be attained by fulfilling any one of the following sets of criteria, or under any of the following conditions:

4.2.1 Librarianship that is recognised as outstanding/above average for a minimum of three (3) years since attaining the rank of Librarian III, together with above average/satisfactory (as may be applicable) Scholarly/Creative Work and Service, which has been demonstrated over the candidate's career

4.2.2 Research/Scholarship/Creative Work that is recognised as outstanding /above average for a minimum of three (3) years since attaining the rank of Librarian III, together with satisfactory college librarianship and service.

4.2.3 Librarianship and Research/Scholarship/Creative Work that is recognised as outstanding/above average for a minimum of three (3) years since attaining the rank of Librarian III together with satisfactory Service.

5 The Union shall be notified of all promotions.

Note: Performance Assessment is just one of several criteria used for qualitative descriptors such as 'outstanding' and 'above average'. For the purposes of this document the following equivalencies shall apply in referring to Annual Performance Assessment ratings.

Academic Year of the Annual Performance Assessment	
Prior to 2011-2012	2011-2012 and Onwards
Above Average	Outstanding
Satisfactory	Above Average
Unsatisfactory	Satisfactory
	Unsatisfactory

Clause 66 Promotion of Researchers

The criteria for promotion shall be as follows:

- 1 Research Assistant to Researcher I
 - 1.1 A Research Assistant shall be promoted to Researcher I under the following circumstances:
 - 1.1.1 An earned master’s degree from an accredited institution.
 - 1.1.2 One (1) year of satisfactory research.
 - 1.1.3 A record of satisfactory performance.
 - 1.4 For this rank Faculty are not required to apply for Promotion.

- 2 Researcher I to Researcher II
 - 2.1 A Researcher I shall be promoted to Researcher II under the following circumstances:
 - 2.1.1 A record of satisfactory performance.
 - 2.1.2 An earned master’s degree from an accredited institution and a minimum of three (3) years of satisfactory research.

OR

An earned doctoral degree from an accredited institution.
 - 2.2 Faculty currently employed at the College with a bachelor’s degree holding the title of Researcher I shall remain at this rank, until they obtain a master’s degree, at which point they shall be granted the rank of Researcher II.
 - 2.3 For this rank Faculty are not required to apply for Promotion.

- 3 Researcher II to Research Fellow

A Researcher II shall be eligible for promotion to Research Fellow under the following circumstances:

 - 3.1 An earned master’s degree from an accredited institution and a minimum of three (3) years since attaining the rank of Researcher II.

OR

An earned doctoral degree from an accredited institution and a minimum of three (3) years since attaining the rank of Researcher II.

 - 3.2 A record of overall above-average performance.

- 4 Research Fellow to Senior Research Fellow

A Research Fellow shall be eligible for promotion to Senior Research Fellow under the following circumstances:

 - 4.1 An earned doctoral degree from an accredited institution.
 - 4.1.1 Candidates who do not possess a doctoral degree may be considered on a case-by-case basis providing they show evidence of having an exceptional record in qualitative and quantitative research (Professional Activities/ Duties) and service.
 - 4.2 The rank of Senior Research Fellow may be attained by fulfilling any one of the following sets of criteria, or under any of the following conditions:
 - 4.2.1 Research (Professional Activities/Duties) that is recognised as outstanding /above average for a minimum of three (3) years since attaining the rank of Research Fellow, together with above average/satisfactory (as may be applicable)

Scholarly/Creative Work and Service, which has been demonstrated over the candidate's career.

4.2.2 Research/Scholarship/Creative Work that is recognised as outstanding /above average for a minimum of three (3) years since attaining the rank of Research Fellow, together with above average college research (Professional Activities/Duties) and service.

4.2.3 Research (Professional Activities/Duties) and Research/Scholarship/ Creative Work that is recognised as outstanding/above average for a minimum of three (3) years since attaining the rank of Research Fellow together with satisfactory Service.

5 The Union shall be notified of all promotions.

Note: Performance Assessment is just one of several criteria used for qualitative descriptors such as 'outstanding' and 'above average'. For the purposes of this document the following equivalencies shall apply in referring to Annual Performance Assessment ratings.

Academic Year of the Annual Performance Assessment	
Prior to 2011-2012	2011-2012 and Onwards
Above Average	Outstanding
Satisfactory	Above Average
Unsatisfactory	Satisfactory
	Unsatisfactory

SALARY & BENEFITS

Clause 67 Salary

1 Each Faculty Member shall be paid on one of the agreed scales (See Appendices).

2 The following categories of Faculty shall be considered equivalent:

- 2.1 Instructor, Nurse Counsellor, Assistant Librarian, Research Assistant.
- 2.2 Lecturer, Counsellor I, Nurse Counsellor I, Librarian I, Researcher I.
- 2.3 Assistant Professor, Counsellor II, Nurse Counsellor II, Librarian II, Researcher II.
- 2.4 Associate Professor, Counsellor III, Nurse Counsellor III, Librarian III, Research Fellow.
- 2.5 Professor, Senior Counsellor, Senior Nurse Counsellor, Librarian IV, Senior Research Fellow.

3 Salary increases will be as below:

Year 1	July 2012 - June 2013	Earned Increment
Year 2	July 2013 - June 2014	Earned Increment
Year 3	July 2014 - June 2015	Earned Increment
Year 4	July 2015 - July 2016	Earned Increment plus a lump sum payment of \$3,500 upon signing
Year 5	July 2016 - June 2017	Earned Increment as per Clause 69.4 to be increased effective July 2016 - plus \$1600 added on to salary. Review of Salary scales.

Clause 68 Salary Reassessment

- 1 Faculty may request in writing a reassessment of their salary from the Associate Vice President (AVP), Human Resources.
- 2 Within ten (10) working days of receipt of the request the AVP, Human Resources, shall inform the Faculty Member and the Union of the outcome.
- 3 Faculty who do not agree with the outcome of the reassessment may file a grievance.

Clause 69 Increments

- 1 Annual Increments
Annual increments shall be awarded on the basis of satisfactory performance of duties and responsibilities as outlined in the relevant clauses on Annual Performance Assessment.
- 2 Completion of Degree Increments
 - 2.1 Faculty who complete a master’s degree shall be granted two (2) increments.
 - 2.2 Faculty who complete a doctoral degree shall be granted four (4) increments for the duration of this Agreement.
- 3 Promotion Increments
Promotion increments shall be awarded on the following basis:
 - 3.1 Instructor to Lecturer two (2) increments.
 - 3.2 Lecturer to Assistant Professor two (2) increments.
 - 3.3 Assistant Professor to Associate Professor four (4) increments.
 - 3.4 Associate Professor to Professor eight (8) increments.

Note: See Salary clause for equivalencies in ranks.

- 4 Increments shall be paid as indicated below:

	Increments (effective July 2011)	Increments (effective July 2016)
Instructor	\$700	\$800
Lecturer (Bachelors)	\$800	\$900
Lecturer (Masters)	\$825	\$950
Assistant Professor (Masters)	\$950	\$1,075
Assistant Professor (Doctorate)	\$975	\$1,125
Associate Professor (Masters)	\$1,150	\$1,275
Associate Professor (Doctorate)	\$1,175	\$1,325
Professor (Masters)	\$1,250	\$1,425
Professor (Doctorate)	\$1,325	\$1,550

Clause 70 Allowances

Faculty are entitled to the following allowances

- 1 Family Island Teaching

- 1.1 Faculty who teach on another island away from their home campus shall receive a stipend of seven hundred dollars (\$700) per course.
- 1.2 Faculty shall be eligible for expenses of air travel, accommodation, and per diem as well as for transportation to a maximum of one hundred and twenty dollars (\$120) per day, if needed. Any reasonable expense above and beyond this amount shall be reimbursed upon presentation of receipts within ten (10) working days. Where transportation is provided by the College, no allowance shall be paid.

2 **Invigilation of Placement Examinations**

Faculty who invigilate placement exams shall be paid twenty five dollars (\$25) per hour of invigilation.

3 **Mileage**

Faculty, inclusive of those who supervise students on methods and Teaching Practice, who are required to use their vehicles to carry out assigned professional duties not on the main campus, shall receive a mileage allowance of two dollars (\$2.00) per mile.

4 **Per diem**

- 4.1 The per diem rate for travel in The Bahamas shall be sixty dollars (\$60.00).
- 4.2 The per diem rate for travel outside of The Bahamas shall be eighty dollars (\$80.00).

5 **Teaching Practice Cross Moderation**

Teaching Practice Cross Moderators, Internal and External Moderators shall be paid fifty dollars (\$50.00) per student teacher.

6 **Cooperative Work Programme**

Faculty already at a maximum load, who supervise students on the worksite in the Cooperative Work Programme, should be paid at the rate of two hundred and fifty dollars (\$250.00) per student per semester. In addition, a mileage allowance shall apply.

7 A one-time stipend of five hundred dollars (\$500.00) per course shall be paid to any Faculty Member teaching a particular online course for the first time.

Clause 71 Part-Time/Overload Payment

- 1 Faculty shall be compensated for courses taught beyond the agreed 'normal' load.
- 2 Payment for all overload or part-time teaching, inclusive of CEES, shall be at the following rate per contact hour:

Year	2012-17
000,100 & 200 level	\$836 per contact hour
300 & 400 level	\$1,018 per contact hour

- 2.1 All contact hours will be equated the same regardless of instructional method/ delivery; be they lab, lecture, seminar, tutorial, online, or whatever terminology is used.

Note: The following is the formula for calculating payment:

Lower Level

Three (3)-contact hour courses = 3 x \$836 = \$2,508

Four (4)-contact hour courses = 4 x \$836 = \$3,344

Upper Level

Three (3)-contact hour courses = 3 x \$1,018 = \$3,054

Four (4)-contact hour courses = 4 x \$1,018 = \$4,072

- 3 The overload rate as stated applies to all credit and non credit courses that constitute a programme or prepare students for such programmes through upgrading or certificate programmes.
- 4 The College of The Bahamas Graduate Programmes
 - 4.1 Faculty who teach in COB graduate programmes shall be paid eight thousand dollars (\$8,000.00) per course.
 - 4.2 The provisions of the clause on Categories of Appointment shall be used in the appointment of Faculty as appropriate.
- 5 Directed Independent Study (DIS)
Faculty already at a maximum load, who supervise Directed Independent Study, shall be paid at the rate of three hundred dollars (\$300) per student per semester for 100 and 200 level courses and four hundred and fifty dollars (\$450) per student per semester for 300 and 400 level courses. As tuition increases, payment may go up accordingly.

Clause 72 Stipends

- 1 It is agreed that Faculty serving in the following positions shall carry a stipend:
 - 1.1 Chairs/Directors/ Deputy Librarian/Centre Coordinators.
 - 1.2 Heads of Departments/Teaching Practicum Coordinators/Assistant Directors/Branch Librarians
 - 1.3 Programme and Practicum Coordinators
 - 1.4 Course/Section Coordinators
- 2 Stipends should be paid as follows:
 - 2.1 15% of salary for Chairs, Directors, Deputy Librarian and Centre Coordinators not to exceed \$7,500.00.
 - 2.2 10% of salary for Heads of Departments, Teaching Practicum Coordinators, Assistant Directors and Branch Librarians not to exceed \$5,500.00.
 - 2.3 5% of salary for Programme and Practicum Coordinators not to exceed \$3,000.00.
 - 2.4 Course/Section Coordinators shall be paid on the following basis where there are more than four (4) sections involved per annum.

2.4.1	5 - 8 sections	\$600.00	per annum
2.4.2	9 - 12 sections	\$850.00	per annum
2.4.3	13 - 16 sections	\$1,100.00	per annum
2.4.4	17 - 20 sections	\$1,350.00	per annum
2.4.5	21 plus sections	\$1,600.00	per annum

Clause 73 Incentive Awards

- 1 The Union and the Employer agree to the implementation of Faculty Incentive Awards to encourage, recognise and reward Faculty achievement and excellence.
- 2 The awards shall be for outstanding achievement and/or excellence in each of the following fields:
 - 2.1 Faculty’s primary sphere of service
 - 2.2 Research
 - 2.3 Service to the College and the community, and
 - 2.4 Leadership
- 3 Any Faculty Member may self-nominate or nominate a candidate for any award. Candidates must have outstanding assessments re sub clauses 2.1, 2.2 or 2.3 to be considered for these respective awards.
- 4 The selection of each award will be based on the criteria set by the Incentive Awards Committee.
- 5 The award will be granted during the first semester of each Academic Year and will be based on performance of the previous Academic Year.
- 6 The value/type of each award shall be dependent upon funds and donations which shall be sought from internal and external sources. Both parties commit to pursue sponsorships of the awards.
- 7 Notice for nominations and relevant criteria will be posted by Human Resources by 1 September of each year and the completed Nomination Form returned no later than 1 October.
- 8 Nominees must be notified within ten (10) working days of the close of nominations of their candidacy and be invited to submit evidence of their accomplishments in support of their candidacy within twenty (20) working days.
- 9 The awards will be adjudicated by an Incentive Awards Committee whose eighteen (18) members shall be as follows:

Executive Vice President or Representative	1
AVP Human Resources or Representative	1
UTEB Representatives	2
COBUS Representative	1
Elected Representative from each School	11
Elected Staff Representative	1
External Scholar/Community Representative	1
- 10 Nine (9) members including the Executive Vice President, AVP of Human Resources, one (1) UTEB representative and four (4) School representatives will form a quorum of this Committee.
- 11 The decision of the Committee, which shall be final, shall be submitted to the President of the College no later than the end of the Spring Semester.

Clause 74 Health and Life Insurance Plan

- 1 The Employer shall make available and manage a contributory Health and Life Insurance Plan for Faculty.

- 2 The Employer shall contribute eighty percent (80%) of the single coverage cost for each Faculty Member.
- 3 Retirees who are currently members of the Plan shall pay the same premium as current Faculty.
- 4 The Plan shall include dental and vision coverage at no cost to the Faculty Member for the single coverage.
- 5 The life insurance component of the Group Medical Plan shall be \$50,000.00 in basic life plus the provision for Accidental Death and Dismemberment.
- 6 The Employer shall continue to pay one hundred percent (100%) of the medical coverage for Faculty who came into the College as a result of the amalgamation with The Bahamas Hotel Training College.
- 7 The Employer shall pay one hundred percent (100%) of the medical coverage for Faculty with thirty (30) or more years of continuous service.
- 8 A representative of the Union shall be a part of the discussions and decisions regarding renewal of the Health and Life Insurance Plan.
- 9 This clause becomes effective January 1, 2016.

Clause 75 Pension Plan

Until such time as the College establishes its own pension plan, Faculty on Permanent Establishment are entitled to a Bahamas Government Pension in accordance with the provisions of the Pensions Act of The Bahamas (Chapter 43, Bahamas Statute Laws).

Clause 76 Tuition Reduction for Spouses

- 1 Spouses of Faculty who have been at the College at least two (2) semesters are entitled to a sixty-five percent (65%) reduction in tuition contingent upon good academic standing.
- 2 With the exception of the Diploma in Secondary Education and the Diploma Programmes in Nursing, this benefit does not apply to graduate or franchise programmes.

Clause 77 Tuition Waiver for Dependent Children

- 1 Faculty who have successfully completed two (2) semesters of service are entitled to full Tuition Waiver for dependent children up to the age of twenty-five (25).
 - 1.1 Dependent children may be full-time or part-time and must be in good academic standing.
 - 1.2 For full-time study, Tuition Waivers shall be granted for a maximum of four (4) years; in those programmes requiring five (5) years, Tuition Waivers shall be granted for five (5) years. Students who need additional time to complete their programmes shall be considered on a case-by-case basis.

- 2 Additionally, Tuition Waivers shall apply to dependent children of the following:
 - 2.1 Former Faculty provided the Faculty Member attained membership in the Quarter Century Club prior to leaving the College.
 - 2.2 Faculty with at least four (4) years of service who died in the service of the College or who have been medically boarded.
 - 2.3 Retired Faculty.

Clause 78 Tuition Waiver for Faculty

Faculty who have been at the College at least one (1) semester are entitled to a full Tuition Waiver contingent upon good academic standing.

LEAVES

Clause 79 Faculty Leaves

- 1 All benefits shall be continued during any leave, paid or unpaid.
- 2 Increments and/or evaluations shall not be adversely affected by any leave.
- 3 Should Faculty be called in to do College business during their official leave, they shall be given the time back.
- 4 Faculty must complete the relevant forms (see Appendices) and submit them to their Chair/Director.

Clause 80 Adoption Leave

- 1 All Faculty are eligible for six (6) weeks paid Adoption Leave after one (1) year (that is, twelve [12] months) of full-time service. Documentation providing evidence of the adoption must accompany the application for Leave.
- 2 Normally, Adoption Leave at full pay shall not be granted more than once every two (2) years.

Clause 81 Casual Leave

- 1 Librarians and Researchers, who are not eligible for overtime pay, may request up to three (3) days Casual Leave exclusive of weekends. Casual Leave shall not exceed twelve (12) days in any Calendar Year. One application only shall be considered in any one month.
 - 1.1 Librarians and Researchers are not eligible for mid-semester breaks.
 - 1.2 Instructional Faculty and Counsellors are not eligible for Casual Leave.
- 2 Notification of Casual Leave shall be made on the relevant form (see Appendices) in advance of the leave to the Chair/Director or relevant supervisor who shall forward a copy of the application to Human Resources. This process shall not take more than five (5) working days from the time of application.

3 Casual leave may not be added to Vacation, Sick, or Compassionate Leave.

Clause 82 Compassionate Leave

1 All Faculty are eligible for Compassionate Leave.

2 If a death in the family of a Faculty Member is that of a parent, grandparent, foster parent, step-parent, spouse/life partner, child, grandchild, sibling or legal dependent, the College shall grant leave up to six (6) working days without loss of pay.

3 If a death in the family of a Faculty Member is that of a parent-in-law, son-in-law, daughter-in-law, sister-in-law, brother-in-law, aunt, uncle, niece or nephew, the College shall grant leave up to three (3) working days without loss of pay.

4 Relationships not specified in sub-clauses 2 and 3 shall be dealt with on a case-by-case basis by the Associate Vice President, Human Resources.

5 In exceptional circumstances, the College may consider extending the leave. In cases of travel, an additional two (2) days may be granted.

6 Notification of Compassionate Leave shall be made on the relevant form (see Appendices).

Clause 83 Industrial Injury

1 Accidents which occur while a Faculty Member is on duty shall be reported as soon as practicable to the Chair/Director who shall inform Human Resources. Human Resources shall notify the National Insurance Board within five (5) working days.

2 Claims for medical expenses arising from an injury sustained while on duty shall be processed by Human Resources in accordance with the National Insurance Industrial Injury Benefit provisions.

3 Faculty who suffer an Industrial Injury approved by the National Insurance Board shall be paid at their normal rate from the first day after the injury for a period not exceeding forty (40) weeks with no loss of Sick Leave benefits.

4 If the Faculty Member requires more than forty (40) weeks, the Employer may require another medical examination by a medical practitioner agreed upon by the Employer and the Faculty Member at the Employer's expense. The Faculty Member may consult UTEB before mutually agreeing to a physician.

5 Salary during such leave, if adjusted by the Employer, shall be pursuant to the provisions of the National Insurance Act.

6 When the Faculty Member returns to work after recovering from the injury he/she shall be reinstated in the position occupied at the time of the injury or given alternative work of a comparable nature without loss of pay or seniority.

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- 7 Faculty who suffer an accident while on duty shall not have time deducted from their Sick Leave entitlement.
 - 8 The Employer shall inform the Health and Safety Committee of all Industrial Injuries within the College Community.

Clause 84 Jury Duty

- 1 The Employer agrees that when Faculty are required by law to serve as Jurors, those who actually serve shall be excused from work for those days on which they actually serve and shall be paid their regular salary for those days at their regular rate of pay.
- 2 Faculty who have been summoned for Jury Duty shall provide documentary evidence of the notification to their Chair/Director. If selected or empanelled, Faculty shall inform their Chair/Director.
 - 2.1 If selected or empanelled for less than five (5) working days, the Faculty Member shall inform the Chair/Director of arrangements made to cover his/her responsibilities.
 - 2.2 If selected or empanelled for more than five (5) working days, the Chair/Director, in consultation with the relevant Dean/Vice President, shall make arrangements to cover the Faculty Member's responsibilities.
- 3 Faculty who report for Jury Duty and who are not selected or empanelled, or are selected or empanelled but later excused for the remainder of the day or days, are required to return to work.
- 4 Faculty who abuse the privilege of leave for Jury Duty shall not be paid for any day(s) or part thereof with respect to the said abuse(s).

Clause 85 Maternity Leave

- 1 Female Faculty Members are eligible for paid Maternity Leave after one (1) year (that is, twelve [12] months) of full-time service.
- 2 The College shall grant Maternity Leave of fourteen (14) weeks with full pay, and with no reduction of increments, to all female Faculty Members.
- 3 Normally, Maternity Leave at full pay shall not be granted more than once every two (2) years.
- 4 To claim full benefits, Faculty shall submit to Human Resources through their Chairs/Directors.
 - 4.1 written notice of the date of any expected confinement as soon as the pregnancy is confirmed but no later than the end of the seventh (7th) month of pregnancy; and
 - 4.2 an application of Maternity Leave (see Appendices) along with a doctor's statement confirming the expected date of confinement.
- 5 In the event of complications or illness occurring any time prior to the expected date of delivery, the Faculty Member shall submit forthwith a medical certificate, together with an application for Maternity Leave if necessary.

- 6 At the end of the approved leave, the Faculty Member shall submit a medical certificate of fitness to Human Resources. If this certificate states unfitness to resume work, the Faculty Member shall be eligible for sick leave entitlement (see Sick Leave Clause).
- 7 A Faculty Member, who after confinement, suffers any illness arising out of such confinement, in addition to the Maternity Leave to which she is entitled, shall be granted Sick Leave if entitled.
- 8 Vacation Leave will not normally be taken along with Maternity Leave.
- 9 Maternity Leave shall apply in cases where the pregnancy exceeds twenty-eight (28) weeks. In cases where the pregnancy is less than twenty-eight (28) weeks and results in a live birth, the Maternity Leave shall still apply. In all other cases of pregnancies less than twenty-eight (28) weeks, Sick Leave shall apply.
- 10 Increments and performance evaluations shall not be adversely affected by Maternity Leave.
- 11 A Faculty Member returning from Maternity Leave shall have the same job classification that she had prior to Maternity Leave unless otherwise agreed by the Faculty Member with the Chair/Director and the Union.
- 12 Maternity Leave without pay shall be granted where the Faculty Member is not eligible for paid leave.

Clause 86 Membership on Boards

Faculty appointed national Boards and/or Committees may request time off from work with pay to attend such meetings subject to prior notification of their Chair/Director.

Clause 87 Paternity Leave

- 1 All male Faculty Members shall be eligible for four (4) weeks of paid Paternity Leave after one (1) year (that is, twelve [12] months) of full-time service.
- 2 If additional time is required beyond the four (4) weeks paid leave, additional leave may be considered.
- 3 Normally, Paternity Leave at full pay shall not be granted more than once every two (2) year.
- 4 To claim full benefits, Faculty shall submit to Human Resources through their Chair/Director
 - 4.1 a letter requesting Paternity Leave acknowledging paternity; and
 - 4.2 a doctor's report confirming the pregnancy and the expected date of birth.
- 5 After the birth of the child, the Faculty Member shall forward a copy of the birth certificate to Human Resources.

Clause 88 Political Leave

- 1 Upon written request, the Employer shall grant a Faculty Member leave of absence without pay to be a candidate in national elections.
- 2 Normally, Faculty shall give at least one (1) semester's notice for such leave and shall actively cooperate in making arrangements to ensure the uninterrupted work of their School.
- 3 A Faculty Member may have up to six (6) months of unpaid leave prior to a national election.
- 4 Any Faculty Member elected or appointed to Parliament may either choose to resign from the College or opt for a leave of absence without pay and loss of rank.
- 5 Faculty who are unsuccessful in their bid for election are entitled to assume their position after the election. They must resume duties within one (1) month after the election.

Clause 89 Sick Leave

- 1 The Employer shall grant Sick Leave when Faculty are ill or incapacitated and are unable to perform their duties.
 - 1.1 When Faculty are absent due to illness they are responsible for immediately, or as soon as practicable, reporting the reason for their absence to their Chair/Director.
 - 1.2 Upon return to duty, Faculty shall notify their Chair/Director.
- 2 Faculty are eligible for twenty-two (22) working days on full pay per Academic Year. Such leave is non-cumulative.
- 3 Sick leave in excess of twenty-two (22) working days shall be granted with full pay to the extent of all full-pay leave due. After the exhaustion of Sick Leave, or all full-pay leave due (including Vacation Leave), seven-eighths ($\frac{7}{8}$) salary shall be paid for periods up to, and inclusive of, a total of a total of six (6) months absence from duty.
- 4 In the event of more than six (6) months incapacity, Sick Leave on half ($\frac{1}{2}$) pay shall be granted up to a maximum of a further six (6) months.
- 5 At the end of the seven-eighths ($\frac{7}{8}$) pay and half ($\frac{1}{2}$) pay periods, Faculty who are unable to return to active duty shall submit a progress report from a medical practitioner.
- 6 In the event of more than twelve (12) months incapacity, unpaid Sick Leave shall be granted up to a further six (6) months. An additional six (6) months may be considered for Faculty with twenty (20) or more years of service if the medical report indicates the need for additional time away from work.
 - 6.1 In such instances, the Employer shall continue to pay its contribution to the premium cost for single coverage.
- 7 Faculty on extended Sick Leave at the end of a period of twelve (12) months, shall not be eligible for full-pay leave in respect of the ensuing year unless and until they first return to active duty.
- 8 Faculty on extended Sick Leave may after twelve (12) months be asked to submit to a medical examination by a licensed and approved medical practitioner for the purpose of determining if there

is a reasonable prospect of eventual recovery. The Union and the Employer shall jointly approve the list of medical practitioners.

- 9 At the end of the entire Sick Leave period, Faculty shall submit a medical certificate confirming fitness to return to active duty.
 - 9.1 In those instances where the Faculty Member must work in a limited capacity, the medical certificate must clearly state the work limitations. Approval for a Faculty Member to work in a limited capacity must be granted through the Associate Vice President, Human Resources.
- 10 Upon return to work from Sick Leave, the Faculty Member shall resume active duty without loss of seniority.
- 11 Faculty are entitled to up to two (2) consecutive working days Sick Leave without the submission of a medical certificate for up to an aggregate of eight (8) working days per Academic Year.
- 12 In case of sickness or injury resulting in absence extending beyond two (2) consecutive working days in any one (1) month, Faculty must furnish the Employer (within seventy-two [72] hours) with a medical certificate stating that they are medically unfit to perform their normal work duties during the days in question.
- 13 Weekends and Public Holidays falling within a period of Sick Leave shall count as days of Sick Leave covered by the medical certificate unless otherwise indicated. Such weekends and Public Holidays shall not be deducted from the Faculty Member's Sick Leave entitlement.
- 14 Any absence from duties through injuries sustained on the job, where covered by a medical certificate, shall not be deducted from the Faculty Member's Sick Leave or vacation entitlement unless such injuries are intentionally inflicted.
- 15 Where a Faculty Member through sickness or injury requires more than the maximum Sick Leave entitlement and where such a Faculty Member has not used more than twenty-five percent (25%) of his/her entitlement over the period of five (5) years, a special extension to the normal entitlement shall be considered in the light of the Faculty Member's previous good health.
- 16 Human Resources shall maintain a central record of all absences and shall ensure that proper documentation is received. When the Faculty Member's entitlement to full or partial salary expires, Human Resources shall meet with the Faculty Member to agree on the adjustment related to the reduction in pay prior to instructing the Payroll Section to adjust the salary.
- 17 The Employer shall hold all medical information as confidential.
- 18 Any absence from duties through injuries sustained on the job shall be dealt with under the Clause on Industrial Injury.

Clause 90 Special Leave

- 1 Upon application, Faculty shall be granted Special Leave for up to ten (10) working days on the grounds of urgent private matters, which may include floods and other natural disasters, fire, illness and/or care of their immediate family/dependents as required by the circumstances. Faculty shall provide appropriate documentation to substantiate the request for leave.

- 2 Faculty representing the country may be granted leave as necessary for the purpose of taking part in a recognised national or international event. The length of the leave shall be determined by taking into account the number of days required for travel to and from the place of the event.
- 3 The College may grant leave of absence with or without pay under special circumstances other than as prescribed in this Clause.
- 4 In the event that a Faculty Member is referred and/or recommended for counselling or psychiatric services by the College, such leave and payments for services shall be assumed by the College.
- 5 Notification of Special Leave shall be made on the relevant form (see Appendices).

Clause 91 Substance Abuse

- 1 Both parties agree that Faculty with a substance abuse problem need to be assisted.
- 2 It is therefore agreed that
 - 2.1 In the best interest of the Faculty Member and the College, substance abuse or dependency should be diagnosed and treated at the earliest possible stage.
 - 2.2 Faculty are responsible for seeking help for their problem and for accepting treatment.
 - 2.3 The College shall keep private and confidential all matters regarding the diagnosis, referrals, treatment, etc. of Faculty who may have a substance abuse problem.
- 3 When assisting Faculty who may have a substance abuse problem, Chairs/Directors shall
 - 3.1 monitor the Faculty Member's performance, that is, attendance, punctuality, productivity, overall interest in the job, dependability, etc.
 - 3.2 not accuse a Faculty Member or try to identify problems they feel a Faculty Member may be experiencing.
 - 3.3 meet with the Faculty Member and document the meeting.
 - 3.4 refer the Faculty Member to the Director of Counselling if he/she is of the opinion that a Faculty Member has a substance abuse problem and notify the relevant Dean/Vice President, who shall keep the information confidential.
 - 3.4.1 In consultation with the Director of Counselling, it may be agreed that the Faculty Member will seek private therapy.
 - 3.5 The Director of Counselling shall provide an ongoing progress report to the Chair/Director.
 - 3.5.1 If progress is being made with the support of the Chair/Director the counselling sessions will continue as needed.
 - 3.5.2 If progress is not being made, upon advice from the Director of Counselling, the Chair/Director shall report the matter to the AVP, Human Resources, copying the relevant Dean/Vice President, attaching relevant documents (for example, records of absenteeism, lateness) and a report from Counselling.
- 4 The AVP, Human Resources, along with the relevant Dean/Vice President, the Director of Counselling, the Union and Chair/Director shall meet with the Faculty Member to discuss their concerns. All matters discussed shall remain private and confidential.
 - 4.1 If it is recommended that the Faculty Member be tested to confirm or refute all suspicions, the AVP, Human Resources, shall instruct the Director of Counselling or designate to accompany the Faculty Member to a medical doctor agreed to by the Union and the College.

- 4.2 If the test results are positive, the AVP, Human Resources, along with the Director of Counselling (or designate) shall arrange, with the Faculty Member's written consent, to have the Faculty Member enrolled in an out-patient rehabilitative programme.
 - 4.3 The Chair/Director shall submit periodic reports on the Faculty Member's attendance and performance to the AVP, Human Resources.
 - 4.4 The Director of Counselling shall request weekly reports of the Faculty Member's progress at the out-patient rehabilitative programme and forward these to the AVP, Human Resources.
 - 4.5 If treatment at the out-patient rehabilitative programme is unsuccessful, arrangements shall be made to have the Faculty Member admitted into an in-patient substance abuse programme.
- 5 The College shall allow Faculty to use available Sick Leave and Vacation Leave in order to receive treatment, provided a professional counsellor or psychiatrist confirms that they are enrolled in a programme.
 - 6 The College shall assume responsibility for the cost of treating a Faculty Member as stated above for a period up to but not exceeding ninety (90) days in each instance and after such period determine if the Faculty Member is fit to resume work.
 - 6.1 If abuse continues after the initial treatment, the Faculty Member shall be personally responsible for the costs of any subsequent treatment.
 - 7 Upon the Faculty Member's return to work, the Director of Counselling shall continue to provide counselling and submit evaluations in confidence to the AVP, Human Resources, up to a period of six (6) months.
 - 8 If a Faculty Member presents himself/herself to the Chair/Director and reports that he/she is involved with substance abuse and desires assistance, the sub-clauses above shall apply.
 - 9 Should the Faculty Member refuse to seek treatment or refuse to comply with the above, the Faculty Member may be subject to disciplinary action.

Clause 92 Union Leave

- 1 The College recognises the importance of the Union's active participation in the growth and development of the Institution. Hence, the College acknowledges the necessity of providing tangible relief to elected members of the Union's Executive Officers and the negotiation team to complete their Union obligations.
- 2 The Union recognises that the majority of their representatives are appointed to substantive positions as Faculty in the College. It is further recognised that all responsibilities must be fulfilled.
- 3 Elected Executive Officers who require paid leave of absence for the purpose of the Union's business may be granted such paid leave for a period not exceeding three (3) months, in any one (1) year, subject to the demands of the College and the availability of a suitable replacement. The period for which such paid leave is granted may be extended at the College's discretion depending on the circumstances.
- 4 Any Member selected as a delegate to any labour or industrial relations activity pertaining to the affairs of the Union necessitating absence from duty may be granted up to three (3) months paid

leave of absence subject to the demand and requirements of the service. Paid leave of absence exceeding two (2) weeks shall not be granted to more than two (2) Members at any one time. Under special circumstances, additional Members may be considered for such leave.

- 5 Members returning from Union Leave shall have the same job classification as held previously or, in the event that their former position is no longer available, to a position consistent with their previous experience.
- 6 Pay, benefits and increments shall not be adversely affected by Union Leave.

Clause 93 Unpaid Leave

- 1 Unpaid Leave without loss of benefits may be granted under exceptional circumstances.
- 2 Except in cases of emergencies or unforeseen circumstances, applications for Unpaid Leave (see Appendices) shall be submitted to the Chair/Director at least three (3) months prior to the anticipated Leave. The Chair/Director shall make a recommendation and forward the application to the relevant Dean/Vice President.
- 3 The Dean/Vice President, in consultation with the Chair/Director, shall approve applications for Unpaid Leave and notify the Associate Vice President (AVP), Human Resources, who shall notify the Faculty Development Committee (FDC) of Leaves awarded for more than four (4) weeks.
- 4 Faculty on Unpaid Leave are not eligible for salary and increments.

Clause 94 Vacation Leave

- 1 Faculty shall be entitled to five (5) weeks' vacation per calendar year, normally taken in the Summer.
- 2 Instructional Faculty and Counsellors shall be entitled to two (2) days mid-semester break for each full semester, that is four (4) days each year.
- 3 Time away from the College in the Summer by Instructional Faculty includes five (5) weeks' vacation period.
- 4 Non Instructional Faculty not required to work during the Summer shall use the time away from office for professional development and may use some of their five (5) weeks' vacation period.
- 5 Faculty shall submit the completed application form for Vacation Leave (see Appendices) to their Chair/Director at least two (2) weeks prior to the Leave.

WORKING CONDITIONS

Clause 95 Work Week and Work Day

- 1 The Work Week consists of forty (40) hours, inclusive of lunch hours, normally Monday through Friday, excluding holidays.

- 2 The College Work Day shall run from 8:00 a.m. until 10:00 p.m. and shall be divided into the following three (3) time frames:

Morning	8:00 a.m. - 1:00 p.m.
Afternoon	1:00 p.m. - 6:00 p.m.
Evening	6:00 p.m. - 10:00 p.m.

- 2.1 Individual Faculty timetables shall be constructed so as to avoid teaching an evening class followed by an early morning class, except with written approval of the Faculty Member.
- 2.2 Unless mutually agreed, Faculty shall not be required to teach
 - 2.2.1 in all three (3) of the aforementioned time frames in any given day without their written permission;
 - 2.2.2 more than five (5) days a week when carrying a normal load; and
 - 2.2.3 in the 8:00 p.m. - 10:00 p.m. time frame in two (2) consecutive semesters.
- 2.3 Faculty who agree to perform assigned duties outside normal hours by teaching on Saturday or Sunday as part of the normal workload shall have scheduled two consecutive non-teaching days each week one of which may not be a Thursday.
- 2.4 Classes scheduled to end after 8:00 p.m. on any campus shall be in designated buildings and additional security shall be assigned to these areas until all Faculty and students have left campus.
- 2.5 Schedules shall be constructed in consultation with the individual Librarian in keeping with the needs of the location.
- 2.6 As needed, Librarians shall work:
 - 2.6.1 One (1) evening per week.
 - 2.6.2 One (1) Saturday per month.
 - 2.6.2.1 Librarians who work on a Saturday as a part of their regular workload shall have a day off of their choosing in the week prior to or following the Saturday worked.

Clause 96 Working Conditions and Support

The ILO has defined a concept of “decent work” that involves promoting opportunities for women and men to obtain decent and productive work in conditions of freedom, equity, security and human dignity in order to decrease the differences which exist between people’s aspirations regarding their work and their current work situation (ILO, 1999). In accordance with the above, the Employer shall maintain an environment that is safe, clean, healthy, well-maintained and conducive to teaching and learning (for example, temperature conditions, lighting, noise levels, emergency lights that activate automatically in the event of a power outage, etc.).

- 1 In terms of health and safety, the Employer shall:
 - 1.1 Provide and maintain a generator or generators of sufficient power to keep classrooms, libraries, offices and parking lots, and all areas accessed by students, staff and Faculty lit

-
- during power outages to ensure that work shall not be interrupted and to ensure the safety of the entire College Community.
 - 1.2 Conduct fire/bomb scare safety drills at least twice per academic year and ensure that safety apparatus is in place and in good working order at accessible locations.
 - 1.3 Comply with all Health and Safety Laws and Regulations of The Commonwealth of The Bahamas.
 - 1.4 Comply with the provisions of the Disability Act of The Bahamas.
 - 1.5 Provide access to potable water (that is, water coolers) in each School and ensure that adequate and sanitary restroom facilities with running water are available for use.
 - 1.6 Provide suitable first-aid equipment in each School.
 - 1.7 Provide a trained health professional for the duration of the College Work Day, i.e., 8:00 am - 10:00 pm, inclusive of weekends at all campi.
 - 1.8 A Health and Safety Committee shall be struck on an annual basis.
 - 1.8.1 The committee shall be comprised of the following members of the College Community: one (1) from UTEB, one (1) from Administration, one (1) from Staff, one (1) from Middle Managers and one (1) from COBUS.
 - 1.8.1.1 Alternates shall be selected for each category.
 - 1.8.2 Meetings shall take place on a monthly basis and more often as the need arises.
 - 1.8.3 The Chair of the Committee shall be elected by the Committee members.
- 2 In terms of the work environment, the Employer shall provide each Faculty Member with an office that has:
- 2.1 An e-mail account and on-line Internet access.
 - 2.2 A personal phone and private Voice Mail account, as far as infrastructure and technology will allow.
 - 2.3 A personal computer or laptop and access to printing facilities from 6:00 a.m. to 12 midnight. Each School shall manage this access.
 - 2.3.1 Computers shall be upgraded according to the overall Management Information Services (MIS) upgrading programme.
 - 2.3.2 For those offices that have printers, paper and ink/toner cartridges shall be provided.
 - 2.4 Window coverings which allow for privacy at night and shade in the day.
 - 2.5 An air-conditioned environment that shall be maintained at optimum temperatures (for example, 74° F - 78° F) based on the season and in accordance with institutional standards. Such standards shall be reviewed quarterly by the Health and Safety Committee.
- 3 In terms of work space, as the College builds new work environments, Faculty office space shall be a minimum of one hundred (100) square feet. As the College renovates buildings, it shall make every effort to ensure that Faculty office space is renovated in a way that meets healthy work standards, ensuring an environment that allows for privacy and productive work.
- 4 For the purposes of teaching, the Employer shall:
- 4.1 Provide access to photocopying services for each School. Both parties agree that for extensive photocopying needs, Faculty shall continue to have the services of the general photocopying centre.
 - 4.2 Provide Faculty with ongoing computer skills training, the relevant prescribed textbooks and access to resource materials.
 - 4.3 Make every effort to equip classrooms with overhead projectors and/or LCD panels. Rooms used for lecture theatre teaching shall be equipped with remote microphones and PA systems on a phased-in basis.
 - 4.4 Provide relevant support staff that meet the professional and course delivery needs of Faculty during all teaching hours.

- 4.5 Equip all classrooms with window coverings where needed and functioning air conditioning units on a phased-in basis.
- 4.6 Provide laboratory technical support for evening and weekend classes.

5 Bookstore

With the exception of textbooks, the Employer shall provide a ten percent (10%) discount on all items in the Bookstore. Four (4) weeks after the start of each semester and up to four (4) weeks prior to the start of the next semester, Faculty may purchase textbooks at a ten percent (10%) discount.

Clause 97 Summer

- 1 Faculty shall utilise the Summer for self-directed professional development (e.g., research, study, presentations and/or attachments) and vacation.
- 2 Teaching for the Summer session is optional. Faculty opting to teach/work during the summer session shall be compensated at the overload rate.
- 3 A requisite and mutually agreed number of Counsellors, Librarians and Researchers may be required to work in alternate Summers.
- 4 All activities undertaken during the Summer shall be evaluated during the Annual Performance Assessment of the subsequent year (see sub clause 4 of Annual Performance Assessment).

Clause 98 Safety and Laboratory Health Standards

The Union and the College are committed to ensuring an environment that is safe, clean, healthy and well-maintained and conditions conducive to teaching, research and service. General safety and emergency procedures shall be addressed by the College Health and Safety Committee; however, laboratories (science laboratories, kitchens and clinics) and off-campus field spaces are specialised work spaces. The safety and hygiene of these spaces are the responsibility of the College, and all Employees are expected to adhere to the general safety and hygiene procedures and guidelines as applicable.

1 School Safety Team

- 1.1 All Schools that have specialised work spaces (SWS) shall form a School Safety Team (SST) composed of three (3) Faculty and one (1) laboratory support staff member, where appropriate.
- 1.2 Faculty shall volunteer to serve on the School Safety Team for a period of one (1) year.
- 1.3 The School Safety Team shall
 - 1.3.1 evaluate and assess the safety concerns in their SWSs and ensure proper functioning of safety equipment;
 - 1.3.2 coordinate the writing and maintenance of Standard Operating Procedures (SOPs) for each SWS in accordance with international standards;
 - 1.3.3 define access to restricted areas by posting warning signs and access criteria as appropriate;

- 1.3.4 coordinate the writing and maintenance of specific emergency response plans for accidents and incidents;
- 1.3.5 report, as necessary, during regular School meetings;
- 1.3.6 provide data to the College Health and Safety Committee on safety assessments and concerns, copied to the Dean;
- 1.3.7 forward accident and incident reports to the College Health and Safety Committee and the Associate Vice President (AVP), Human Resources; and
- 1.3.8 maintain an inventory of all materials and equipment in the SWSs.

2 General Safety Procedures

- 2.1 Each School should have a written safety manual documenting procedures in all SWSs.
- 2.2 General safety guidelines, training and implementation of programmes shall address
 - 2.2.1 chemical hygiene and biosafety;
 - 2.2.2 emergency response and fire safety;
 - 2.2.3 ergonomics and indoor air quality;
 - 2.2.4 laboratory waste management; and
 - 2.2.5 the use of laboratory apparatus and personal protective equipment (PPE).
- 2.3 Faculty should refer to SOPs and review the Material Safety Data Sheets (MSDS) for information provided by the manufacturer.
- 2.4 Faculty, in conjunction with all relevant staff, shall
 - 2.4.1 evaluate and assess the safety concerns in their SWSs and report these to the School Safety Team;
 - 2.4.2 have the right to enforce all safety regulations and deny entry to SWSs by unauthorised or inappropriately attired persons;
 - 2.4.4 conduct procedures in a safe and proper manner, as defined by the SOPs as applicable;
 - 2.4.5 consider the health and safety hazards of each material, apparatus and procedure;
 - 2.4.6 know the location of safety equipment (fire extinguishers, eyewash fountains, spill control kits, etc.);
 - 2.4.7 wear appropriate clothing (shirts, shoes, etc.) and Personal Protective Equipment (PPE) and remove PPE before leaving the SWS; and
 - 2.4.8 submit written reports of incidents and accidents to the School Safety Team.

3 The Dean shall

- 3.1 ensure that adequate physical and human resources are available to implement safety plans;
- 3.2 ensure that equipment maintenance plans are implemented;
- 3.3 approve all SOPs in conjunction with the School Safety Team, Chairs, Heads of Departments and/or Programme Coordinators;
- 3.4 ensure an emergency response plan is developed, distributed and maintained;
- 3.5 ensure that specific procedures are in place for the opening and closing of SWSs before, between and after classes;
- 3.6 ensure health and safety training for new Faculty and laboratory support staff and continuing education for current Faculty and staff.

4 The College shall

- 4.1 provide laboratory coats (or functional equivalents) and PPE, which shall remain in laboratories;
- 4.2 clean laboratory coats (or functional equivalents);
- 4.3 place safety apparatus, inclusive of fire extinguishers, smoke alarms, ground fault interrupters, and first-aid kits in SWSs;

- 4.4 notify School Safety Teams of anticipated visits to SWSs by repair/maintenance teams or outside groups/agencies at least twenty-four (24) hours in advance to allow for securing of facilities and clear visitor access.
 - 4.5 make available administrative, technical and financial resources needed for appropriate health and safety training, as recommend by the School Safety Teams and the Health and Safety Officer.
 - 4.6 provide paid leave and financial assistance, as resources allow, to attend local and international conferences, workshops and/or training as applicable.
- 5 Within ninety (90) days of the signing of this Agreement, the College shall designate a person with the applicable training as full-time Health and Safety Officer for the College. His/her duties shall include, but not be limited to, overseeing the health and safety programme of the College, ensuring the compliance, maintenance and upgrading of MSDSs, SOPs, placards, signs, report forms and other related health and safety documentation, safety equipment and training of occupants of SWSs.

Clause 99 Wellness

- 1 Both the College and the Union believe in promoting the health and wellbeing of its Faculty, inclusive of assisting Faculty to achieve a balance between life and work commitments. To this end, the College agrees to provide
- 1.1 Access to the College's Wellness Centre, and its programmes;
 - 1.2 Chaplaincy support and a designated space on campus to help ensure that Faculty is able to be nurtured holistically beyond that which professional development and vacation are able to achieve.
- 2 Since traumatic events such as death, robbery or other such critical incidents can disrupt Faculty equilibrium, Human Resources shall ensure that it liaises with the Counselling and Health Services Department to conduct critical incident debriefings for such traumatic events.
- 3 The College, through Human Resources, and the Counselling and Health Services Department, shall establish an employee assistance program initiative that seeks to provide ongoing support to Faculty which includes, but is not limited to coaching, supportive care and grief counselling on issues that are personal and work related.

Clause 100 Conduct at Work

Both parties are committed to maintaining a work environment that is free from unprofessional behaviour such as sexual harassment, defamation, intimidation, prejudice and discrimination as such behaviour is an infringement of human dignity and a violation of personal privacy. It is agreed that there is a need to develop a policy pertaining to professional conduct in the workplace. To this end, both parties agree that a committee shall be established spring 2016 consisting of two (2) representatives each from UTEB, BPSU, PMU, Administration, and COBUS. It is agreed that by the end of the spring semester, 2016, such a policy shall be drafted, discussed, agreed, and submitted to the College Council for final consideration.

DISPUTE RESOLUTION

Clause 101 Disciplinary Procedure

- 1 Disciplinary procedures shall only be instituted for just cause, including but not limited to gross misconduct or persistent neglect of professional duties (for additional examples see Employment Act of The Bahamas, Part 8, Section 32).
 - 1.1 No attempt shall be made to give a detailed comprehensive definition of such cases; each case shall be examined individually.
 - 1.2 Faculty appearing before the Disciplinary Board for matters deemed medical or psycho-social shall be referred to the relevant medical practitioner.

- 2 Faculty shall have the right to Union and/or legal representation at any meeting.

- 3 When a complaint is formally lodged in writing against a Faculty Member, the Chair/Director shall investigate and attempt to resolve the matter.
 - 3.1 If the matter cannot be resolved at the School level, the Chair/Director shall refer it to the relevant Dean/Vice President.
 - 3.2 If the matter cannot be resolved by the relevant Dean/Vice President, it shall be referred to the Associate Vice President (AVP), Human Resources.
 - 3.3 If the matter cannot be resolved by the AVP, Human Resources, it shall be referred in writing to the Disciplinary Board, copied to the Faculty Member and the President of UTEB.
 - 3.3.1 Depending upon the circumstances, the matter may be referred to the College Council through the President. The Council may, by written notice, for stated cause, suspend any or all of the Faculty Member's duties with full or half pay pending further investigation.

- 4 The Chair of the Board shall notify the Faculty Member and the President of UTEB in writing and shall convene a meeting of the Board to investigate and determine the appropriate course of action. The Board may
 - 4.1 determine the complaint lacks merit; full exoneration shall follow with full restoration of withheld salary.
 - 4.2 determine the complaint has sufficient merit to warrant a formal hearing.
 - 4.2.1 All copies of documents and evidence to be presented must be received by the Faculty Member and UTEB at least five (5) working days prior to the meeting.
 - 4.2.1.1 In exceptional circumstances, the notice may be shorter but not less than forty-eight (48) hours prior to the meeting.

- 5 The Faculty Member or his/her representative shall have the right to
 - 5.1 call and examine witnesses;
 - 5.2 make an initial rebuttal of the complaint and a final rebuttal after the presentation of all evidence; and
 - 5.3 be present during the presentation of evidence.

- 6 During this period the Faculty Member shall not have direct or indirect contact with the complainant(s).

- 7 In the event that the Board does not recommend disciplinary action, a written statement of its findings shall be issued to the Faculty Member, copied to UTEB.

- 7.1 The Faculty Member shall have his/her personnel file purged of all related documents, receive a written apology exonerating him/her and, in cases where salary has been withheld, receive full restoration.
- 7.1.1 The Faculty Member shall have the right to place the apology in his/her personnel file.
- 8 In the event that the Board finds cause for disciplinary action, the Board shall forward its recommendation, along with supporting evidence, to the College Council.
- 8.1 The Council shall meet within ten (10) working days of receipt of the Board's recommendation.
- 8.2 The Council shall notify the Faculty Member in writing, copied to the President of UTEB, of its decision within five (5) working days.
- 8.2.1 Within twenty (20) working days of receipt of the Council's decision the Faculty Member shall have the right to appeal in writing (see Appeals Procedure Clause).
- 8.2.2 If Council's decision concerning the appeal is not reversed, the Faculty Member may take such further action as is provided for under the terms of this Agreement, the Industrial Relations Act of The Bahamas or any other relevant law.

Clause 102 Grievance Procedure

A grievance shall be a complaint or disagreement of a Faculty Member regarding the application of his/her terms and conditions of employment.

- 1 Faculty who have concerns regarding the terms and conditions of their employment should discuss the matter with their Chair/Director. Faculty shall have the right to Union representation.
- 2 If the matter cannot be resolved by the Chair/Director, the Faculty Member and the Union representative shall have the right to refer the matter to the relevant Dean/Vice President and the results documented.
- 3 The procedure outlined above shall be concluded within fourteen (14) working days.
- 4 Failing satisfactory resolution, the Faculty Member may, within five (5) working days of receipt of the Dean's/Vice President's intervention, submit the cause for complaint to the Head Office of the Union, which may arrange a meeting between the College and the President of the Union.
- 5 If a solution to the specified cause for complaint or dispute is not forthcoming, the College or the Union may refer the matter to the Department of Labour within twenty-one (21) working days under the provisions of the Trade Union and Industrial Conciliation Laws for the time being in force. The matter shall then be documented in the Faculty Member's personnel file.
- 6 Any matter in dispute which has been dealt with through this procedure but which has not been resolved by the conciliation process of the Department of Labour, shall be referred to the Industrial Tribunal unless otherwise agreed by the Faculty Member/Union and the College.
- 7 At the conclusion of the procedure and prior to permanent documentation in his/her personnel file, the Faculty Member shall have an opportunity to view the documentation.

Clause 103 Appeals Procedure

- 1 In cases of non-renewal of contract, denial of permanent establishment and/or any form of discipline, Faculty shall have the right to appeal the decision to the College Council within twenty (20) working days of receipt of the decision.
 - 1.1 Within twenty (20) working days after receipt of the appeal, the College Council shall meet to hear the appeal and communicate its decision to the Faculty Member and the Union.
- 2 The Union shall have the right to appeal to the Council on behalf of Faculty.
- 3 Faculty shall be allowed to have their School representative, Union representative(s) and/or legal representative(s) at any appeal.
- 4 Faculty shall provide and be allowed to present documentation supporting their appeal.
- 5 All information used to make the decision shall be made available in writing to the Faculty Member concerned and/or the Union at least five (5) working days prior to the appeal.
- 6 Only Council members, the Faculty Member concerned and his/her representative(s) shall be present during the appeal.

Clause 104 Prevention and Settlement of General Disputes

- 1 The College and the Union shall meet as often as is reasonably practicable to discuss matters of mutual concern, which may impact upon the terms and conditions of employment of the Employees in the Bargaining Unit.
- 2 The College shall take the initiative in setting up and maintaining appropriate consultative arrangements with the Union having regard to the mutual convenience and requirements of the Union and the College.
- 3 Subject to the Industrial Relations Act, Chapter 321 (hereinafter called “the Act”), should either party to this Agreement desire to amend the same so as to alter the terms and conditions of employment of the Employees in the Bargaining Unit, such party shall notify the other in writing of its intention and forward with the notice its proposed amendment(s).
- 4 The party receiving the notice and proposed amendment(s) shall within thirty (30) calendar days of receiving same, forward its counterproposals, if any, to the proposed amendment(s).
- 5 The parties shall without delay but in any case within forty-five (45) calendar days after notice has been given or such further time as the parties may agree, meet and commence, or cause authorised representatives on their behalf to meet and commence, to negotiate with one another with a view to settling the terms of the amendment(s).
- 6 Should the party receiving the said notice fail to enter into or commence negotiations with the other party within forty-five (45) days from receipt of the said notice as aforesaid, or within such further time as the parties have agreed, the party proposing the said amendment(s) may report a trade dispute to the Minister pursuant to section 68 of the Act.

Interpretation

In the event of any questions or difference arising out of the interpretation or application of any provision(s) of this Agreement, either party hereto may make application to the Industrial Tribunal for its final determination with respect to the said interpretation or application of the said provision(s).

DURATION

Clause 105 Duration of Agreement and Incorporation of Terms

- 1 The duration of this Agreement is 1 July, 2012 to 30 June, 2017. This Agreement shall be effective upon registration by the Industrial Tribunal and shall expire 30 June, 2017.
- 2 The terms found in this Industrial Agreement are hereby incorporated *mutatis mutandis* into the individual contracts of employment of the Employees of the Bargaining Unit.
- 3 Either party to this Agreement desiring to amend the same shall, not later than ninety (90) days prior to the expiration date of said contract, give notice of their purpose and intent in writing and at the same time shall submit all necessary details of new proposals they desire to be considered.

Dated this 22nd day of February 2016, at The College of The Bahamas, Oakes Field, Nassau, Bahamas.

Signed on behalf of The College of The Bahamas

Signed on behalf of the Union of Tertiary Educators of The Bahamas

Chairman

President

President

Trustee

Council Secretary

Assistant Secretary

APPENDIX 1

SCHEDULE "A"

MANAGEMENT

The President
The Executive Vice-President
Vice Presidents
Council Secretary
Financial Controller
Associate Vice President, Human Resources
Deans

SCHEDULE "B"
BARGAINING UNIT

Listed below are the categories comprising the Bargaining Unit for this Agreement:

FULL-TIME FACULTY:

Instructors
Lecturers
Professors (Assistant, Associate, Full)
Assistant Librarians
Librarians (I-IV)
Counsellors (I-III)
Nurse Counsellor
Nurse Counsellor (I-III)
Senior Counsellors
Senior Nurse Counsellors
Research Assistants
Researchers (I-II)
Research Fellows
Senior Research Fellows
Chairs
Directors (Counselling, Research and BERC)
Deputy Librarian
Institute Directors (CHMI, ILCI)
Assistant Directors (Counselling and Research)
Coordinator, Exuma Campus
Examinations Officer
Clinical Preceptors
Lab Instructors (Bachelor degree holders)
Legal Assistant, Library Services

Note: The College and the Union agree that the College shall not create a new position or expand a current position within the Bargaining Unit without prior consultation with the Union.

APPENDIX 2**MEMORANDUM OF AGREEMENT**

COMMONWEALTH OF THE BAHAMAS

New Providence

THIS AGREEMENT MADE THIS 22nd DAY OF September A.D. 1998 BETWEEN THE COLLEGE OF THE BAHAMAS (hereinafter called "The College") ON THE ONE PART AND THE UNION OF TERTIARY EDUCATORS OF THE BAHAMAS (hereinafter called "The Union") ON THE OTHER PART.

WHEREBY IT IS AGREED AND DECALARED as follows:

Clause 1

- 1.1 Subject to the provisions of Section 42, Subsection 1, Chapter 296 of the Industrial Relations Act 1970 as amended, The College recognizes The Union as the Sole Bargaining Agent for all matters affecting the Industrial Relations of all employees who are members of the Bargaining Unit.

Clause 2

- 2.1 This Agreement seeks to develop, to promote and secure harmonious Industrial Relations between the parties hereto. The parties recognize that without mutual understanding and cooperation amongst the Faculty and other designated professionals, The Union and The College none of their respective aspirations and rewards will be achieved.

Clause 3

- 3.1 The Union recognizes that it is the exclusive right of The College as Employer to manage its business and to conduct and direct its work force in the best interest of The College and in a manner that is not inconsistent with the terms of this Agreement. The Union further recognizes that it is also the exclusive right of an Employer to hire, fire, layoff, rotate, promote, transfer, increase and decrease its work force provided however that in the exercise of such rights the terms and conditions of this Agreement, and of the Industrial Relations Laws for the time being in force are not violated.

Clause 4

- 4.1 The Union shall forthwith, upon the execution of this Agreement, notify The College in writing of the names of its Chief Officers and its Executive Board and the names of its elected Union Representatives and all changes and additions thereto. No person other than those notified shall be recognized by The College as representing the Union in any matter at the various campus locations at the College. The Union shall furnish The College with a registered copy of its Rules, Bye-laws and Constitution.
- 4.2 The College shall notify the Union in writing within thirty (30) days of any changes which may take place from time to time in the personnel of its representatives, so that only authorized representatives, shall act for and on behalf of The College.
- 4.3 The Union shall notify The College in writing within thirty (30) days of any changes, which may take place from time to time in Union Representatives or other elected officers of the Union, so that only authorized representatives shall act for and on behalf of The Union.

Clause 5

- 5.1 The Union undertakes to procure the full observance of the provisions of this Agreement by its representatives and all employees in the Bargaining Unit covered by this Agreement whom it represents and in respect of whom recognition is hereby given.
- 5.1 The College likewise undertakes to procure the full observance of the provisions of this Agreement by its management and/or representatives.

Clause 6

- 6.1 The College agrees to allow Union representatives time off during working hours to deal with complaints and disputes.
- 6.2 The Union shall have the right to represent members of the Bargaining Unit in disputes arising out of their Terms and Conditions of Employment.
- 6.3 The Union shall name Union Representatives for the various Divisions/Departments of The College and shall notify The College in writing of said representatives.
- 6.4 Union Representatives assisting members of the Bargaining Unit with specific disputes arising out of their Terms and Conditions of Employment will work to bring about an amicable settlement of such disputes. Union Officials or their designated representatives, in the discharge of their responsibilities will notify their Department Head of their absence and make arrangements to cover the absence if necessary.
- 6.1 Union representatives will, in the discharge of their responsibilities, ensure in a reasonable way, that their professional obligations to The College are met.

Clause 7

- 7.1 All correspondence from The College to the Union shall be addressed either to the President of the Union or to the Secretary of the Union and shall be signed by the President of The College or such other person or persons as The College may from time to time appoint in writing and any such communication not so signed shall not be recognised by the Union.
- 7.2 All correspondence from the Union to The College shall be addressed either to the President of The College or the Vice President of Administration of The College and shall be signed by the President of the Union or the Secretary of the Union and any such communication not so signed shall not be recognized by the College.
- 7.3 If posted, the agreed postal addresses are as follows:
 The address of The College is:
 Oakes Field, Thompson Boulevard
 P. O. Box N-4912
 Nassau, N.P., The Bahamas
 The address of the Union is:
 Workers House
 P. O. Box CB-13742
 Nassau, N.P., The Bahamas
- 7.1 All hand delivered correspondence will be delivered to the office of the Secretary for the Union and to the office of the President or the Vice President of Administration of The College, which must be acknowledged by the signing, by both parties for the delivery.

Clause 8

- 8.1 The total number of Union and College representatives at any negotiations shall not exceed seven (7) persons on each side, inclusive of Consultants. Both the Union and The College shall notify the other in writing of the names of their representatives for any negotiations prior to the date of the commencement of negotiations.

Clause 9

- 9.1 A grievance, by definition, shall be a complaint or disagreement of a member of the Bargaining Unit regarding the application of his/her Terms and Conditions of Employment.

PROCEDURE:

- 9.1.1 Employees desiring to raise questions or make complaints concerning the terms and conditions of their employment may discuss the matter with their immediate supervisors as to the specific cause of complaint. Any employee shall be entitled, if they so desire, to be represented by their union representative(s) in the aforesaid discussion.
- 9.1.2 Failing satisfaction or solution of the complaint or grievance, the employee(s) concerned and the Union Representative may approach the next higher supervisor or official to discuss the matter and if possible to settle the said grievance.
- 9.1.3 In cases under this stage where circumstances so warrant, the complaint or grievance shall be discussed between the Union representative and the designated representative of management, and the results be documented.
- 9.1.4 9.1.1, 9.1.2, 9.1.3 shall be concluded within 14 days.
- 9.1.5 Failing satisfactory solution, the aggrieved employee(s), after 5 working days of becoming aware of the complaint or grievance, may submit the cause for complaint to the Head Office of the Union, which may arrange an interview between the College and a chief officer of the Union.
- 9.1.6 If a solution of the specific cause for complaint or dispute is not forthcoming The College or the Union may refer the whole matter at issue to the Department of Labour within 21 days under the provisions of the Trade Union and Industrial Conciliation Laws for the time being in force. The matter will then be documented in personnel records.
- 9.1.7 Any matter in dispute which has been dealt with through the grievance procedures but which has not been resolved by the conciliation process of the Department of Labour, shall be referred to the Industrial Tribunal unless otherwise agreed by the two parties concerned.
- 9.1.8 At the conclusion of the procedure and prior to permanent documentation in the personnel file the aggrieved party will have an opportunity to view documentation.

Clause 10

- 10.1 The College shall consult the Union prior to the implementation of policies affecting members of the Bargaining Unit and The College community.
- 10.2 Decisions affecting such changes should be given to the Union prior to implementation. The Union may make representation to the College in the interest of the Union and/or its members affected by new revised policies.
- 10.3 The College shall furnish the Union and all employees with copies of all said Policies, Rules and Regulations shall be furnished to the Union and all employees 30 working days prior to implementation.
- 10.4 With respect to new policies affecting the terms and conditions of employment of members of the Bargaining Unit, The College will consult and mutually agree with the Union prior to their implementation.

Clause 11

- 11.1 In the event that either party alleges that the other party has broken or not complied with any terms or conditions of this Agreement and failing an amicable settlement after joint discussion, the matter may be referred by either party to the Ministry of Labour as a dispute under the provisions of Trade Union and Industrial Conciliation Laws for the time being in force.
- 11.2 The Agreement shall be deemed to have commenced as from the 6th day of December, 1995 and shall continue in force until amended by mutual agreement or until terminated by either party giving to the other three (3) months notice in writing of the intention to terminate the same.

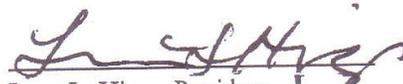
Clause 12

- 12.1 Upon determination of the Bargaining Unit and the Definition of Management it is agreed that the above clauses along with the schedule of the Bargaining Unit and the definition of Management will constitute a Recognition Agreement.

SIGNED ON BEHALF OF THE
COLLEGE OF THE BAHAMAS



Hugh G. Sands, Chairman

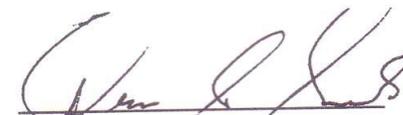


Leon L. Higgs, President

SIGNED ON BEHALF OF THE UNION
OF TERTIARY EDUCATORS OF THE
BAHAMAS



Zondal P. Forbes, President



Demise Samuels, Secretary

Witness: A. Albury (USA)

DATED THIS DAY:

APPENDIX 3

Salary Scales 2012 - 2016

SALARY SCALES 2012 - 2016

INSTRUCTOR		LECTURER				ASSISTANT PROFESSOR				ASSOCIATE PROFESSOR				PROFESSOR			
Step	Bachelor	Step	Bachelor	Step	Master	Step	Master	Step	Doctor	Step	Master	Step	Doctor	Step	Master	Step	Doctor
0	27,110	0	29,710	0	32,710			0	42,160								
1	27,810	1	30,510	1	33,535			1	43,135								
2	28,510	2	31,310	2	34,360			2	44,110								
3	29,210	3	32,110	3	35,185	3	37,660	3	45,085			3	48,060				
4	29,910	4	32,910	4	36,010	4	38,610	4	46,060			4	49,235				
5	30,610	5	33,710	5	36,835	5	39,560	5	47,035			5	50,410				
6	31,310	6	34,510	6	37,660	6	40,510	6	48,010	6	43,560	6	51,585			6	59,760
7	32,010	7	35,310	7	38,485	7	41,460	7	48,985	7	44,710	7	52,760			7	61,085
8	32,710	8	36,110	8	39,310	8	42,410	8	49,960	8	45,860	8	53,935			8	62,410
9	33,410	9	36,910	9	40,135	9	43,360	9	50,935	9	47,010	9	55,110	9	53,385	9	63,735
10	34,110	10	37,710	10	40,960	10	44,310	10	51,910	10	48,160	10	56,285	10	54,635	10	65,060
11	34,810	11	38,510	11	41,785	11	45,260	11	52,885	11	49,310	11	57,460	11	55,885	11	66,385
12	35,510	12	39,310	12	42,610	12	46,210	12	53,860	12	50,460	12	58,635	12	57,135	12	67,710
13	36,210	13	40,110	13	43,435	13	47,160	13	54,835	13	51,610	13	59,810	13	58,385	13	69,035
14	36,910	14	40,910	14	44,260	14	48,110	14	55,810	14	52,760	14	60,985	14	59,635	14	70,360
15	37,610	15	41,710	15	45,085	15	49,060	15	56,785	15	53,910	15	62,160	15	60,885	15	71,685
16	38,310	16	42,510	16	45,910	16	50,010	16	57,760	16	55,060	16	63,335	16	62,135	16	73,010
17	39,010	17	43,310	17	46,735	17	50,960	17	58,735	17	56,210	17	64,510	17	63,385	17	74,335
18	39,710	18	44,110	18	47,560	18	51,910	18	59,710	18	57,360	18	65,685	18	64,635	18	75,660
19	40,410	19	44,910	19	48,385	19	52,860	19	60,685	19	58,510	19	66,860	19	65,885	19	76,985
20	41,110	20	45,710	20	49,210	20	53,810	20	61,660	20	59,660	20	68,035	20	67,135	20	78,310
								21	62,635	21	60,810	21	69,210	21	68,385	21	79,635
								22	63,610	22	61,960	22	70,385	22	69,635	22	80,960
								23	64,585	23	63,110	23	71,560	23	70,885	23	82,285
								24	65,560	24	64,260	24	72,735	24	72,135	24	83,610
								25	66,535	25	65,410	25	73,910	25	73,385	25	84,935
								26	67,510	26	66,560	26	75,085	26	74,635	26	86,260
								27	68,485	27	67,710	27	76,260	27	75,885	27	87,585
								28	69,460	28	68,860	28	77,435	28	77,135	28	88,910
								29	70,435	29	70,010	29	78,610	29	78,385	29	90,235
								30	71,410	30	71,160	30	79,785	30	79,635	30	91,560
Increments	700		800		825		950		975		1150		1175		1250		1325

Salary Scales 2016 - 2017

SALARY SCALES 2016 - 2017																	
INSTRUCTOR		LECTURER				ASSISTANT PROFESSOR				ASSOCIATE PROFESSOR				PROFESSOR			
Step	Bachelor	Step	Bachelor	Step	Master	Step	Master	Step	Doctor	Step	Master	Step	Doctor	Step	Master	Step	Doctor
0	28,710	0	31,310	0	34,310			0	43,760								
1	29,510	1	32,210	1	35,260			1	44,885								
2	30,310	2	33,110	2	36,210			2	46,010								
3	31,110	3	34,010	3	37,160			3	47,135			3	49,660				
4	31,910	4	34,910	4	38,110			4	48,260			4	50,985				
5	32,710	5	35,810	5	39,060			5	49,385			5	52,310				
6	33,510	6	36,710	6	40,010			6	50,510	6	45,160	6	53,635			6	61,360
7	34,310	7	37,610	7	40,960			7	51,635	7	46,435	7	54,960			7	62,910
8	35,110	8	38,510	8	41,910			8	52,760	8	47,710	8	56,285			8	64,460
9	35,910	9	39,410	9	42,860			9	53,885	9	48,985	9	57,610	9	54,985	9	66,010
10	36,710	10	40,310	10	43,810			10	55,010	10	50,260	10	58,935	10	56,410	10	67,560
11	37,510	11	41,210	11	44,760			11	56,135	11	51,535	11	60,260	11	57,835	11	69,110
12	38,310	12	42,110	12	45,710			12	57,260	12	52,810	12	61,585	12	59,260	12	70,660
13	39,110	13	43,010	13	46,660			13	58,385	13	54,085	13	62,910	13	60,685	13	72,210
14	39,910	14	43,910	14	47,610			14	59,510	14	55,360	14	64,235	14	62,110	14	73,760
15	40,710	15	44,810	15	48,560			15	60,635	15	56,635	15	65,560	15	63,535	15	75,310
16	41,510	16	45,710	16	49,510			16	61,760	16	57,910	16	66,885	16	64,960	16	76,860
17	42,310	17	46,610	17	50,460			17	62,885	17	59,185	17	68,210	17	66,385	17	78,410
18	43,110	18	47,510	18	51,410			18	64,010	18	60,460	18	69,535	18	67,810	18	79,960
19	43,910	19	48,410	19	52,360			19	65,135	19	61,735	19	70,860	19	69,235	19	81,510
20	44,710	20	49,310	20	53,310			20	66,260	20	63,010	20	72,185	20	70,660	20	83,060
								21	67,385	21	64,285	21	73,510	21	72,085	21	84,610
								22	68,510	22	65,560	22	74,835	22	73,510	22	86,160
								23	69,635	23	66,835	23	76,160	23	74,935	23	87,710
								24	70,760	24	68,110	24	77,485	24	76,360	24	89,260
								25	71,885	25	69,385	25	78,810	25	77,785	25	90,810
								26	73,010	26	70,660	26	80,135	26	79,210	26	92,360
								27	74,135	27	71,935	27	81,460	27	80,635	27	93,910
								28	75,260	28	73,210	28	82,785	28	82,060	28	95,460
								29	76,385	29	74,485	29	84,110	29	83,485	29	97,010
								30	77,510	30	75,760	30	85,435	30	84,910	30	98,560
Increments	800		900		950			1075	1125			1275	1325			1425	1550

Table of Faculty Salary Scale Equivalencies

Instructional Faculty	Counsellors	Librarians	Researchers
Instructor	NA	Assistant Librarian	Research Assistant
Lecturer	Counsellor I	Librarian I	Researcher I
Assistant Professor	Counsellor II	Librarian II	Researcher II
Associate Professor	Counsellor III	Librarian III	Research Fellow
Professor	Senior Counsellor	Librarian IV	Senior Research Fellow

APPENDIX 4

**THE COLLEGE OF THE BAHAMAS
APPLICATION FOR PROFESSIONAL LEAVE**

1. Normally, applications for Professional Leave should be submitted to the Dean/Vice President through the Chair/Director at least 3 months prior to the leave.
2. Faculty should explain, in at least 3 paragraphs double-spaced (one page maximum), the relevance of the event/activity to the School/Unit and The College.
3. Faculty applying for financial support from the Professional Leave Committee should attach the completed Professional Leave Projected Expenses Form.
4. Faculty who are presenting should attach a copy of the abstract, a copy of their acceptance letter, and documentary evidence of the registration fees, if applicable, with the application.
5. Faculty granted Professional Leave must submit a report, inclusive of the completed Faculty Expense Report, detailing their participation to the Chair/Director, copied to the Dean and Associate Vice President, Human Resources, **within four (4) weeks of their return.**

NAME: _____ RANK/POSITION: _____

SCHOOL/UNIT: _____

CAMPUS: _____

NAME OF CONFERENCE(S) ALREADY ATTENDED THIS ACADEMIC YEAR (This period will normally run for one (1) year beginning one (1) week prior to the start of the Fall Semester classes.):

NAME OF CONFERENCE APPLYING FOR: _____

SPONSORED BY: _____

VENUE: _____

NUMBER OF DAYS: _____ DATES: FROM: _____ 20____ To: _____ 20____

ARRANGEMENT FOR RESPONSIBILITIES: _____

NATURE OF PARTICIPATION:

- (a) ATTENDEE
 (b) DISCUSSANT
 (c) MODERATOR
 (d) PRESENTER
 (e) OTHER (SPECIFY) _____

IF (b, c, d) STATE TITLE OF SESSION/PRESENTATION: _____

AMOUNT OF FINANCIAL SUPPORT REQUESTED: _____

DO YOU WISH TO ATTEND ANY OTHER CONFERENCES THIS ACADEMIC YEAR ?

YES No UNCERTAIN

APPLICANT'S SIGNATURE: _____ DATE: _____

CHAIR'S/DIRECTOR'S COMMENTS & RECOMMENDATION:

RECOMMENDED FOR LEAVE: YES No

CHAIR'S/DIRECTOR'S SIGNATURE: _____ DATE: _____

FOR USE BY DEAN/RELEVANT VICE PRESIDENT ONLY

APPROVED FOR LEAVE: YES No

COMMENTS:

SIGNATURE OF DEAN/
VICE PRESIDENT: _____ DATE: _____

FOR USE BY HUMAN RESOURCES DEPARTMENT ONLY

FINANCIAL SUPPORT APPROVED YES NO

AMOUNT APPROVED: _____ DATE: _____

INITIALS OF RESEARCHER: _____ DATE: _____

**THE COLLEGE OF THE BAHAMAS
PROFESSIONAL LEAVE PROJECTED EXPENSES FORM**

The completed Professional Leave Projected Expenses Form *must*:

- accompany the Professional Leave Application Form, and
- include evidence of the likely cost for airfare, accommodation and fees.

NAME OF APPLICANT: _____
Please Print

NAME OF EVENT/ACTIVITY: _____

VENUE: _____

DATE: _____

Item (Attach supporting documentation)	Projected Expenses
Conference/Seminar/Workshop/Institute Fees	
Airfare	
Accommodation	
Ground Transportation	
Meals	
Miscellaneous (Specify)	
TOTAL	

SIGNATURE OF APPLICANT

DATE

NOTE: THIS FORM IS SUBJECT TO CHANGE

**THE COLLEGE OF THE BAHAMAS
EXPENSE REPORT**

Return completed form to Business Office within 14 days of completion of trip. Airline ticket or mode of transportation receipt must be attached evidencing travel.

NAME: _____ SCHOOL/ UNIT/ DEPARTMENT: _____

EXPENSE REPORT FOR TRAVEL TO: _____

PURPOSE OF TRAVEL: _____

DATE OF DEPARTURE: _____ DATE OF RETURN: _____

	ACCOUNT NOS. (Leave Blank)	AMOUNT
Hotel Bills (please attach receipts)		
Meals (please indicate per diem received; receipts are not required)		
Airline Tickets (please attach ticket stub)		
Taxis, Limousines (please attach receipts)		
Boat Transportation (please attach receipts)		
Car Rental (please attach receipts)		
Conference Fees (attach receipts)		
Miscellaneous Expenses		
Total Expenses Incurred		
Total Amount Advanced	Cheque #	
Amount Owed to Claimant		
Amount to be Refunded to College		

BUSINESS OFFICE AUTHORIZATION

Amount Refunded by Claimant		Amount Approved	
Refund to Claimant		Acct. Number	
Cheque Number		Deposit to Account No.	

SIGNATURES

CLAIMANT _____ DATE: _____

DEPARTMENT HEAD _____ DATE: _____

DEAN/VICE PRESIDENT _____ DATE: _____

VP FINANCIAL AFFAIRS _____ DATE: _____

BUSINESS OFFICE _____ DATE: _____

THE COLLEGE OF THE BAHAMAS
APPLICATION FOR RESIDENT, ONLINE, PART-TIME STUDY (FACULTY)

Resident, Online and Part-Time Study provides Faculty an opportunity to pursue a graduate degree programme that is offered locally or via distance learning without taking Study Leave (Paid, Unpaid, or Special) or a leave of absence from their normal duties and responsibilities. Applications must be submitted to the Chair/Director along with (i) a copy of the intended programme of study and its duration; (ii) a brief narrative that speaks to the relevance of the programme to the School/Unit and the College; and (iii) upon receipt, a letter of acceptance into the desired programme from an accredited institution.

NAME: _____
Please Print

SCHOOL/UNIT: _____ DATE OF EMPLOYMENT: _____

DEGREE PURSUED: _____

NAME OF UNIVERSITY: _____

ADDRESS OF UNIVERSITY: _____

NAME OF PROGRAMME OF STUDY: _____

DURATION OF PROGRAMME: _____

EXPECTED START DATE: _____ EXPECTED END DATE: _____

SIGNATURE: _____ DATE: _____
APPLICANT

TO BE COMPLETED BY CHAIR/DIRECTOR

RECOMMENDED: YES NO

COMMENTS: _____

SIGNATURE: _____ DATE: _____
CHAIR/DIRECTOR

**THE COLLEGE OF THE BAHAMAS
APPLICATION FOR SABBATICAL LEAVE**

Bahamian Nationals or Permanent Residents with the right to work who been employed at the College for at least 6 years are eligible for Sabbatical Leave every 6 years. Applications must be submitted at least 6 months prior to the anticipated Leave and must include a proposal inclusive of goals for the project(s) to be undertaken during the Leave. Faculty must submit a written final report within 90 days of return from the Leave to the Associate Vice President, Human Resources.

NAME: _____
Please Print

SCHOOL/UNIT: _____ DATE OF EMPLOYMENT: _____

SCHOLARLY/PROFESSIONAL/CREATIVE ACTIVITY/STUDY/PROJECT: _____

LENGTH OF TIME REQUESTED: _____

EXPECTED START DATE: _____ EXPECTED END DATE: _____

SIGNATURE: _____ DATE: _____
APPLICANT

TO BE COMPLETED BY CHAIR/DIRECTOR

RECOMMENDED FOR LEAVE: YES NO

COMMENTS: _____

SIGNATURE: _____ DATE: _____
CHAIR/DIRECTOR

**THE COLLEGE OF THE BAHAMAS
APPLICATION FOR STUDY LEAVE (PAID)**

Faculty on Permanent Establishment who have completed 3 years of full-time service are eligible for Paid Study Leave. Normally, Faculty with less than 5 years of full-time service before the mandatory retirement age are not eligible for this leave. Applications must include (i) a copy of the intended programme of study and its duration; (ii) a brief narrative that speaks to the relevance of the programme to the School/Unit and the College; and (iii) upon receipt, a letter of acceptance into the desired programme from an accredited institution.

NAME: _____ DATE OF BIRTH: _____

Please Print

SCHOOL/UNIT: _____ DATE OF EMPLOYMENT: _____

TYPE OF DEGREE PURSUED: _____

NAME OF UNIVERSITY: _____

ADDRESS OF UNIVERSITY: _____

NAME OF PROGRAMME OF STUDY: _____

LENGTH OF TIME REQUESTED: _____

EXPECTED START DATE: _____ EXPECTED END DATE: _____

SIGNATURE: _____ DATE: _____

APPLICANT

TO BE COMPLETED BY CHAIR/DIRECTOR

RECOMMENDED FOR LEAVE: YES NO

COMMENTS: _____

SIGNATURE: _____ DATE: _____

CHAIR/DIRECTOR

TO BE COMPLETED BY DEAN/VICE PRESIDENT

RECOMMENDED FOR LEAVE: YES NO

COMMENTS: _____

SIGNATURE: _____ DATE: _____
DEAN/VICE PRESIDENT

FOR OFFICIAL USE ONLY

COPY OF INTENDED PROGRAMME & DURATION: YES NO

BRIEF NARRATIVE RE RELEVANCE TO SCHOOL/UNIT & COLLEGE: YES NO

LETTER OF ACCEPTANCE FROM ACCREDITED INSTITUTION: YES NO

FDC APPROVAL GRANTED: YES NO

LENGTH OF TIME APPROVED: _____

AMOUNT APPROVED: BOOKS _____ WARM CLOTHING: _____

START DATE: _____ END DATE: _____

INITIALS OF RESEARCHER: _____ DATE: _____

**THE COLLEGE OF THE BAHAMAS
APPLICATION FOR STUDY LEAVE (SPECIAL)**

Bahamian Nationals or Permanent Residents with the right to work who have been employed at the College for at least 3 years are eligible for up to 6 months Special Study Leave at half pay. Applications must be submitted at least 6 months prior to the anticipated Leave and must include a proposal inclusive of goals for the project(s) to be undertaken during the Leave. Faculty must submit a written final report within 90 days of return from the Leave to the Associate Vice President, Human Resources.

NAME: _____
Please Print

SCHOOL/UNIT: _____ DATE OF EMPLOYMENT: _____

SCHOLARLY/PROFESSIONAL/CREATIVE ACTIVITY/STUDY/PROJECT: _____

LENGTH OF TIME REQUESTED: _____

EXPECTED START DATE: _____ EXPECTED END DATE: _____

SIGNATURE: _____ DATE: _____
APPLICANT

TO BE COMPLETED BY CHAIR/DIRECTOR

RECOMMENDED FOR LEAVE: YES NO

COMMENTS: _____

SIGNATURE: _____ DATE: _____
CHAIR/DIRECTOR

**THE COLLEGE OF THE BAHAMAS
APPLICATION FOR STUDY LEAVE (UNPAID)**

Except in unforeseen circumstances, applications for 6 months or more of Unpaid Study Leave must be submitted 6 months in advance of the Leave; applications for less than 6 months must be submitted 3 months in advance of the Leave. Applications must include (i) a proposal (with goals) for the course of study/project(s) to be undertaken; (ii) a brief narrative that speaks to the relevance of the goals to the mission of the institution; and (iii) upon receipt, a letter of acceptance from an accredited institution, if appropriate.

NAME: _____
Please Print

SCHOOL/UNIT: _____ DATE OF EMPLOYMENT: _____

PURPOSE FOR LEAVE: _____

NAME OF UNIVERSITY/INSTITUTION: _____

ADDRESS OF UNIVERSITY/ INSTITUTION: _____

LENGTH OF TIME REQUESTED: _____

EXPECTED START DATE: _____ EXPECTED END DATE: _____

SIGNATURE: _____ DATE: _____
APPLICANT

TO BE COMPLETED BY CHAIR/DIRECTOR

RECOMMENDED FOR LEAVE: YES NO

COMMENTS: _____

SIGNATURE: _____ DATE: _____
CHAIR/DIRECTOR

TO BE COMPLETED BY DEAN/VICE PRESIDENT

RECOMMENDED FOR LEAVE: YES NO

COMMENTS: _____

SIGNATURE: _____ DATE: _____
DEAN/VICE PRESIDENT

FOR OFFICIAL USE ONLY

PROPOSAL WITH GOALS: YES NO

BRIEF NARRATIVE RE RELEVANCE TO SCHOOL/UNIT & COLLEGE: YES NO

LETTER OF ACCEPTANCE FROM ACCREDITED INSTITUTION: YES NO NA

FDC APPROVAL GRANTED: YES NO

LENGTH OF TIME APPROVED: _____

START DATE: _____ END DATE: _____

INITIALS OF RESEARCHER: _____ DATE: _____

APPENDIX 5

**THE COLLEGE OF THE BAHAMAS
FACULTY DEVELOPMENT PLAN (INSTRUCTIONAL FACULTY)**

Academic Year 20__ to 20__

Using the Faculty Plan, Faculty identify goals and objectives for the coming year, inclusive of professional development activities to be undertaken during the summer, and the means by which they may be achieved based on their duties and responsibilities, talents, gifts and interests. These goals and objectives should be aligned with and support the goals and mission of the School/Unit and College.

To be completed by Faculty and submitted to the Chair for review by the end of the second week in September. This plan may be modified as needed.

Name: _____
 Rank: _____ Date of Employment: _____
 School: _____ Department: _____

Goals/Objectives/Proposed Activities

- A. Teaching

- B. Research/Scholarship/Creative Work

- C. Service

- D. Summer Professional Activities

Faculty Member	Date
Chair	Date

THE COLLEGE OF THE BAHAMAS
FACULTY DEVELOPMENT PLAN (COUNSELLORS/NURSE COUNSELLORS)

Academic Year 20__ to 20__

Using the Faculty Plan, Faculty identify goals and objectives for the coming year, inclusive of professional development activities to be undertaken during the summer, and the means by which they may be achieved based on their duties and responsibilities, talents, gifts and interests. These goals and objectives should be aligned with and support the goals and mission of the School/Unit and College.

To be completed by Faculty and submitted to the Director for review by the end of the second week in September. This plan may be modified as needed.

Name: _____

Rank: _____ Date of Employment: _____

Goals/Objectives/Proposed Activities

A. Counselling/Nursing

B. Research/Scholarship/Creative Work

C. Service

D. Summer Professional Activities

 Faculty Member

 Date

 Director

 Date

**THE COLLEGE OF THE BAHAMAS
FACULTY DEVELOPMENT PLAN (LIBRARIANS)**

Academic Year 20__ to 20__

Using the Faculty Plan, Faculty identify goals and objectives for the coming year, inclusive of professional development activities to be undertaken during the summer, and the means by which they may be achieved based on their duties and responsibilities, talents, gifts and interests. These goals and objectives should be aligned with and support the goals and mission of the School/Unit and College.

To be completed by Faculty and submitted to the Deputy Librarian/College Librarian for review by the end of the second week in September. This plan may be modified as needed.

Name: _____

Rank: _____ Date of Employment: _____

Goals/Objectives/Proposed Activities

A. Librarianship

B. Research/Scholarship/Creative Work

C. Service

D. Summer Professional Activities

Faculty Member

Date

Deputy Librarian/College Librarian

Date

**THE COLLEGE OF THE BAHAMAS
FACULTY DEVELOPMENT PLAN (RESEARCHERS)**

Academic Year 20__ to 20__

Using the Faculty Plan, Faculty identify goals and objectives for the coming year, inclusive of professional development activities to be undertaken during the summer, and the means by which they may be achieved based on their duties and responsibilities, talents, gifts and interests. These goals and objectives should be aligned with and support the goals and mission of the School/Unit and College.

To be completed by Faculty and submitted to the Director for review by the end of the second week in September. This plan may be modified as needed.

Name: _____

Rank: _____ Date of Employment: _____

Goals/Objectives/Proposed Activities

A. Professional Activities

B. Research/Scholarship/Creative Work

C. Service

D. Summer Professional Activities

Faculty Member

Date

Director

Date

Criteria for Assessment and Evaluation of Instructional Faculty Teaching, Research/Scholarship/Creative Work and Service

In each of the categories, Faculty performance should be rated as Outstanding, Above Average and Satisfactory. Unless there are extenuating circumstances (as detailed in the Annual Faculty Self Report), Faculty are expected to achieve a rating of Satisfactory in each of the three (3) categories. Given the College's commitment to excellence in teaching, research & scholarship and service, as professionals all Faculty should aspire to the highest rating of all categories.

A Teaching

Satisfactory: predicated on the ability to plan, organise and deliver lessons incorporating current knowledge in their teaching and to meet their articulated goals and objectives; involves the ability to facilitate, monitor and assess student learning and structure positive environments that are conducive to learning. The following examples are evidence that may be used to support performance rated as satisfactory

- 1 Making available Academic Board course outlines during the first week of classes.
- 2 Generating assignments, lesson notes, handouts and other relevant materials.
- 3 Meeting the class at scheduled times unless there are extenuating circumstances.
- 4 Being prepared for class and/or practicum activities.
- 5 Participating in cross-moderation activities.
- 6 Adhering to assessment policies/procedures as identified on the Academic Board approved course outline.
- 7 Incorporating library and computer resources into instructional activities.
- 8 Preparing, submitting and invigilating final examinations, where applicable.
- 9 Preparing and submitting final grades in a timely manner.
- 10 Advising students, where applicable.
- 11 Attending a seminar, colloquium or workshop.
- 12 Having Student Feedback Reports rated as satisfactory.
- 13 Having classroom observations, where applicable, rated as satisfactory.

Above Average: predicated on fulfillment of satisfactory requirements; Faculty are expected to demonstrate and document at least two (2) of the following or equivalent criteria

- 1 Preparing current, thorough and challenging course materials, assignments and/or examinations.
- 2 Teaching a course for the first time.
- 3 Teaching a variety of subject areas within the discipline.
- 4 Teaching in a complex environment (for example, team taught, interdisciplinary, distance).
- 5 Designing materials and using strategies to stimulate and engage students of varying abilities and/or learning styles.
- 6 Serving as a designated teaching mentor to other Faculty.
- 7 Evidence of the integrating of current thinking from the discipline into classroom/practicum instruction.
- 8 Participating in interdisciplinary/interdepartmental curriculum development.
- 9 Participating in at least one seminar/colloquium, workshop, etc. for the improvement of teaching and learning.
- 10 Supporting students' original exhibitions, installations, productions, publications of original works.
- 11 Teaching courses of mixed modalities
- 12 Having Student Feedback Reports rated as above average.
- 13 Having classroom observations, where applicable, rated as above average.

Outstanding: predicated on fulfillment of satisfactory requirements; Faculty should document at least two (2) of the following or equivalent criteria

- 1 Using and documenting new pedagogical methods and technologies in the classroom.
- 2 Working with colleagues to improve pedagogy via workshops, seminars, digital technology, etc.
- 3 Developing and sharing new course materials with colleagues.
- 4 Sharing successful teaching techniques with colleagues via workshops, CD-ROMS, etc.
- 5 Developing and successfully delivering a new course.
- 6 Leading/chairing interdisciplinary/interdepartmental curriculum development.
- 7 Presenting at seminars or colloquia for the improvement of teaching and learning.
- 8 Serving as a Peer Reviewer.
- 9 Serving as a mentor to a new Faculty member.
- 10 Active participation on the School's programme review committee.
- 11 Participation in the teaching of interdisciplinary programmes and/or courses.
- 12 Having Student Feedback Reports rated as outstanding.
- 13 Having classroom observations, where applicable rated as outstanding.

B Research/Scholarship/Creative Work

Satisfactory: demonstrated by at least two (2) of the following or equivalent criteria

- 1 Revising courses and/or participating in curriculum development.
- 2 Invitation to publish a paper.
- 3 Assisting with the preparation and conduct of research training workshops and seminars.
- 4 Participating in a research project.
- 5 Having a manuscript and/or paper (individual or co-authored) accepted at an academic, professional or pedagogical meeting.
- 6 Participating in a seminar, workshop, or other project (for example, job or career fair) that promotes the work of the School/Department.
- 7 Documented progress on or completion of a manuscript/working paper or other research and/or projects.
- 8 Collecting data for the purpose of managing classes/portfolios/ projects.
- 9 Developing a seminar, workshop or other project that promotes the work of the School/Department.
- 10 Developing a research proposal for funding.
- 11 Assisting with the development and implementation of research conferences, exhibits and/or production.
- 12 Submission of a manuscript to peer-reviewed, instructional software to publisher or editorial board reviewed journal.
- 13 Submission of a paper to peer-reviewed academic, professional, or pedagogical meeting.

Above Average: Faculty who perform at this level have established a pattern of scholarly activity and should achieve at least two (2) of the following or equivalent criteria

- 1 Supervising students in research projects.
- 2 Productions/exhibits emphasising scholarly, creative or innovative work.
- 3 Submission of an external grant proposal for funding and support.
- 4 Revision of two (2) or more courses within a discipline.
- 5 Participation in programme revision.
- 6 Development of interdisciplinary courses.
- 7 Articles published in popular press and/or articles appearing in in-house organs.
- 8 Preparing and presenting a grant proposal for funding a project.
- 9 Peer review of 'works' of other Faculty.

- 10 Completion of research and/or grant proposal.
- 11 Conducting workshops.
- 12 Designing and administering research projects.
- 13 Serving as a referee for an academic journal.
- 14 Presenting a paper (poster, etc.) at an academic, professional or pedagogical meeting.
- 15 Having a manuscript, paper or instructional software (individual or co-authored) accepted by a peer-reviewed journal or conference proceedings.
- 16 Securing a contract for the publication of a professional book or textbook.
- 17 Contributing a chapter to a professional book or textbook.
- 18 Publishing a book review, critique.
- 19 Participating in Faculty exchange programmes involving scholarship/research.
- 20 Designing and implementing new assessment measures (i.e., forms, surveys, etc.).
- 21 Producing scholarly work that informs and/or impacts campus policy.

Outstanding: Faculty who perform at this level should have established a significant pattern of research and scholarly activities that have a demonstrated impact on their discipline/field or a recognisable impact in The Bahamas and/or the region that includes any one (1) of the following or equivalent criteria

- 1 Successful procurement of a research grant.
- 2 Preparation and negotiation of contracts for research and/or other projects.
- 3 Conducting research projects.
- 4 Serving as an editor for an academic/scholarly journal.
- 5 Publishing at least one scholarly paper in peer-reviewed journals.
- 6 Publishing a research report, monograph, etc.
- 7 Publishing a professional book, textbook, or instructional software.
- 8 Securing funding for and executing a research grant.
- 9 Serving as a presenter at a discipline related conference/workshop.
- 10 Contributing a chapter to a professional book or textbook.
- 11 Publishing a book review, critique.
- 12 Publishing a case or paper in peer-reviewed meeting/conference proceedings or monograph.
- 13 Conducting discipline specific continuing education workshops/seminars.
- 14 Developing interdisciplinary programmes and/or courses.
- 15 Serving as consultant on discipline-related matters.
- 16 Completion of programme revision.
- 17 Documentation of performances of original works, dance, literary, musical, visual arts.
- 18 Critiques of performances and creative works.
- 19 Reports of projects, grants, commissions and contracts (whether in process or complete).

C Service to the College and/or Community

Satisfactory: in addition to attendance at Unit and Departmental meetings and functions Faculty are expected to engage in at least two (2) of the following or equivalent criteria

- 1 Attendance at College functions.
- 2 Serving as a guest lecturer.
- 3 Conducting a student development seminar section (COUN100).
- 4 Serving on a College committee or board (for example, Appointments/Disciplinary Board, Student Disciplinary Board etc.).
- 5 Serving on a school board or the board of a professional organisation, a committee, etc.

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- 6 Assisting with recruitment of students.
 - 7 Assisting with orientation of students.
 - 8 Mentoring students.
 - 9 Participating in a community organisation in work relevant to area/discipline or in work that enhances or promotes the College.
 - 10 Serving as a session chair/moderator at a conference.
 - 11 Participates in graduation events (other than as a committee member).
 - 12 Serving as an academic advisor to one to five (1-5) students.

Above Average: predicated on fulfillment of satisfactory requirements; Faculty engage in at least two (2) of the following or equivalent criteria

- 1 Serving as a discussant at a conference.
- 2 Serving as the chair of an ad hoc or sub-committee.
- 3 Delivering a training programme or continuing adult education module.
- 4 Serving as a COB representative to a meeting, conference, task force.
- 5 Serving as a UTEB representative on a board, committee or task force.
- 6 Serving as a consultant/advisor to government ministries, departments, units and/or other agencies.
- 7 Serving as a School/Department/Unit representative for UTEB.
- 8 Serving as academic advisor for six to fifteen (6-15) students.
- 9 Serving as an officer in an active community or professional organisation.
- 10 Serving on an editorial board.
- 11 Assuming temporary (more than 7 working days) responsibility in the absence of another Faculty Member.
- 12 Conducting training workshops.
- 13 Serving as an advisor to student clubs and organisations.
- 14 Participating development committees within the College and/or community.
- 15 Participation in CEES work/work enhancement activities.
- 16 Serving on Peer Review Advisory Committees.

Outstanding: predicated on fulfillment of satisfactory requirements; Faculty engage in at least one (1) of the following or equivalent criteria

- 1 Chairing a college-wide committee, task force, or special project.
- 2 Chairing development committees within the College and/or community.
- 3 Leading a national discussion in media.
- 4 Leading a national delegation to a regional or international event.
- 5 Developing and delivering a training programme or continuing adult education module.
- 6 Serving as an adviser for national groups and/or committees.
- 7 Serving as a member of the negotiating team for UTEB.
- 8 Serving as the President of UTEB or a professional organisation.
- 9 Serving on UTEB's executive board.
- 10 Chairing a conference committee.
- 11 Serving on a government or non-government board/commission and/or an advisory board.
- 12 Serving as academic advisor for sixteen (16) or more students.
- 13 Serving as a consultant/advisor to government ministries, departments, units and/or other agencies.
- 14 Significant contributions toward the development, operation and improvement to the school/department, in particular, and the Faculty/College generally.

Criteria for Assessment and Evaluation of Counsellors/Nurse Counsellors Counselling, Research/Scholarship/Creative Work and Service

In each of the categories, Faculty performance should be rated as Outstanding, Above Average and Satisfactory. Unless there are extenuating circumstances (as detailed in the Annual Faculty Self Report), Faculty are expected to achieve a rating of Satisfactory in each of the three (3) categories. Given the College's commitment to excellence in counselling/nursing, research, scholarship & creative work and service, as professionals all Faculty should aspire to the highest rating of all categories.

A Counselling/Nursing

Satisfactory: predicated on the ability to plan and deliver counselling/nursing sessions incorporating current knowledge, research and scholarship to meet clearly articulated goals and objectives. Satisfactory counselling/nursing involves the ability to interact effectively with clients, to monitor and assess client behaviours and to structure positive environments that are conducive to learning. Satisfactory counselling/nursing is demonstrated through the following or equivalent criteria

- 1 Providing individual/group sessions for clients.
- 2 Teaching one (1) additional student development class per semester.
- 3 Managing assigned portfolio.
- 4 Meeting with clients at assigned times and conducting follow-up sessions.
- 5 Administering and interpreting appropriate assessment instruments.
- 6 Maintaining session records.
- 7 Preparing monthly statistics.
- 8 Participating in the development of departmental goals.
- 9 Collaborating with Faculty, staff, and community agencies.
- 10 Attending at least one (1) seminar, colloquium or workshop for the enhancement of services.
- 11 Conducting/Teaching developmental seminars.
- 12 Attending departmental meetings.

Above-average: predicated on fulfilment of satisfactory requirements and documentation of at least two (2) of the following or equivalent criteria

- 1 Implementing creative therapeutic interventions.
- 2 Teaching two (2) additional developmental seminars per semester.
- 3 Creating new ways of improving the delivery of the portfolio.
- 4 Developing and conducting seminars for Faculty/staff/students.
- 5 Participating in a crisis intervention.
- 6 Collaborating in the development of counselling/nursing techniques.
- 7 Serving as a designated mentor to other counselling/nursing professionals, staff, and students.
- 8 Developing training and/or teaching materials that enhance counselling practice(s).
- 9 Participating in at least one (1) personal development activity (i.e., seminars, colloquia, workshops, etc.) for the enhancement of services.

Outstanding: predicated on fulfilment of satisfactory requirements; Counsellors/Nurse Counsellors document at least two (2) of the following or equivalent criteria

- 1 Leading or managing a crisis intervention team.
- 2 Creating a campus-wide initiative related to portfolio.
- 3 Using new techniques or strategies and sharing these with colleagues via workshops, seminars, etc.
- 4 Developing and sharing materials with colleagues via workshops, seminars, etc.

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- 5 Collaborating with other Faculty on developing and successfully delivering training/a new course/or revising an existing one.
 - 6 Leading/chairing interdisciplinary/interdepartmental committee focused on addressing an institutional need.
 - 7 Presenting at seminars or colloquia for the improvement of counselling.
 - 8 Serving as a mentor to new Counsellors and Nurse Counsellors.
 - 9 Serving as a Peer Reviewer.

B Research/Scholarship/Creative Work

Satisfactory: demonstrated by at least two (2) of the following or equivalent criteria

- 1 Revising courses and/or participating in curriculum development.
- 2 Invitation to publish a paper.
- 3 Assisting with the preparation and conduct of research training workshops and seminars.
- 4 Participating in a research project.
- 5 Having a manuscript and/or paper (individual or co-authored) accepted at an academic, professional or pedagogical meeting.
- 6 Participating in a seminar, workshop, or other project (for example, job or career fair) that promotes the work of the School/Department.
- 7 Documented progress on or completion of a manuscript/working paper or other research and/or projects.
- 8 Collecting data for the purpose of managing classes/portfolios/ projects.
- 9 Developing a seminar, workshop or other project that promotes the work of the School/Department.
- 10 Developing a research proposal for funding.
- 11 Assisting with the development and implementation of research conferences, exhibits and/or production.
- 12 Submission of a manuscript to peer-reviewed, instructional software to publisher or editorial board reviewed journal.
- 13 Submission of a paper to peer-reviewed academic, professional, or pedagogical meeting.

Above Average: Faculty who perform at this level have established a pattern of scholarly activity and should achieve at least two (2) of the following or equivalent criteria

- 1 Supervising students in research projects.
- 2 Productions/exhibits emphasising scholarly, creative or innovative work.
- 3 Submission of an external grant proposal for funding and support.
- 4 Revision of two (2) or more courses within a discipline.
- 5 Participation in programme revision.
- 6 Development of interdisciplinary courses.
- 7 Articles published in popular press and/or articles appearing in in-house organs.
- 8 Preparing and presenting a grant proposal for funding a project.
- 9 Peer review of 'works' of other Faculty.
- 10 Completion of research and/or grant proposal.
- 11 Conducting workshops.
- 12 Designing and administering research projects.
- 13 Serving as a referee for an academic journal.
- 14 Presenting a paper (poster, etc.) at an academic, professional or pedagogical meeting.
- 15 Having a manuscript, paper or instructional software (individual or co-authored) accepted by a peer-reviewed journal or conference proceedings.
- 16 Securing a contract for the publication of a professional book or textbook.

- 17 Contributing a chapter to a professional book or textbook.
- 18 Publishing a book review, critique.
- 19 Participating in Faculty exchange programmes involving scholarship/research.
- 20 Designing and implementing new assessment measures (i.e., forms, surveys, etc.).
- 21 Producing scholarly work that informs and/or impacts campus policy.

Outstanding: Faculty who perform at this level should have established a significant pattern of research and scholarly activities that have a demonstrated impact on their discipline/field or a recognisable impact in The Bahamas and/or the region that includes any one (1) of the following or equivalent criteria

- 1 Successful procurement of a research grant.
- 2 Preparation and negotiation of contracts for research and/or other projects.
- 3 Conducting research projects.
- 4 Serving as an editor for an academic/scholarly journal.
- 5 Publishing at least one scholarly paper in peer-reviewed journals.
- 6 Publishing a research report, monograph, etc.
- 7 Publishing a professional book, textbook, or instructional software.
- 8 Securing funding for and executing a research grant.
- 9 Serving as a presenter at a discipline related conference/workshop.
- 10 Contributing a chapter to a professional book or textbook.
- 11 Publishing a book review, critique.
- 12 Publishing a case or paper in peer-reviewed meeting/conference proceedings or monograph.
- 13 Conducting discipline specific continuing education workshops/seminars.
- 14 Developing interdisciplinary programmes and/or courses.
- 15 Serving as consultant on discipline-related matters.
- 16 Completion of programme revision.
- 17 Documentation of performances of original works, dance, literary, musical, visual arts.
- 18 Critiques of performances and creative works.
- 19 Reports of projects, grants, commissions and contracts (whether in process or complete).

C Service to the College and/or Community

Satisfactory: in addition to attendance at Unit and Departmental meetings and functions Faculty are expected to engage in at least two (2) of the following or equivalent criteria

- 1 Attendance at College functions.
- 2 Serving as a guest lecturer.
- 3 Teaching a student development seminar section (Nurse Counsellors only).
- 4 Serving on a College committee or board (for example, Appointments/Disciplinary Board, Student Disciplinary Board etc.).
- 5 Serving on a school board or the board of a professional organisation, a committee, etc.
- 6 Assisting with recruitment of students.
- 7 Assisting with orientation of students.
- 8 Mentoring students.
- 9 Participating in a community organisation in work relevant to area/discipline or in work that enhances or promotes the College.
- 10 Serving as a session chair/moderator at a conference.
- 11 Participates in graduation events (other than as a committee member).
- 12 Serving as an academic advisor to one to five (1-5) students.

Above Average: predicated on fulfillment of satisfactory requirements; Faculty engage in at least two (2) of the following or equivalent criteria

- 1 Serving as a discussant at a conference.
- 2 Serving as the chair of an ad hoc or sub-committee.
- 3 Delivering a training programme or continuing adult education module.
- 4 Serving as a COB representative to a meeting, conference, task force.
- 5 Serving as a UTEB representative on a board, committee or task force.
- 6 Serving as a consultant/advisor to government ministries, departments, units and/or other agencies.
- 7 Serving as a School/Department/Unit representative for UTEB.
- 8 Serving as academic advisor for six to fifteen (6-15) students.
- 9 Serving as an officer in an active community or professional organisation.
- 10 Serving on an editorial board.
- 11 Assuming temporary (more than 7 working days) responsibility in the absence of another Faculty Member.
- 12 Conducting training workshops.
- 13 Serving as an advisor to student clubs and organisations.
- 14 Participating in development committees within the College and/or community.
- 15 Participation in CEES work/work enhancement activities.
- 16 Serving on Peer Review Advisory Committees.

Outstanding: predicated on fulfillment of satisfactory requirements; Faculty engage in at least one (1) of the following or equivalent criteria

- 1 Chairing a college-wide committee, task force, or special project.
- 2 Chairing development committees within the College and/or community.
- 3 Leading a national discussion in media.
- 4 Leading a national delegation to a regional or international event.
- 5 Developing and delivering a training programme or continuing adult education module.
- 6 Serving as an adviser for national groups and/or committees.
- 7 Serving as a member of the negotiating team for UTEB.
- 8 Serving as the President of UTEB or a professional organisation.
- 9 Serving on UTEB's executive board.
- 10 Chairing a conference committee.
- 11 Serving on a government or non-government board/commission and/or an advisory board.
- 12 Serving as academic advisor for sixteen (16) or more students.
- 13 Serving as a consultant/advisor to government ministries, departments, units and/or other agencies.
- 14 Significant contributions toward the development, operation and improvement to the school/department, in particular, and the Faculty/College generally.

**Criteria for Assessment and Evaluation of Librarians
Librarianship, Research/Scholarship/Creative Work and Service**

In each of the categories, Faculty performance should be rated as Outstanding, Above Average and Satisfactory. Unless there are extenuating circumstances (as detailed in the Annual Faculty Self Report), Faculty are expected to achieve a rating of satisfactory in each of the three (3) categories. Given the College's commitment to excellence in librarianship, research & scholarship and service, as professionals all Faculty should aspire to the highest rating of all categories.

A Librarianship

Satisfactory is predicated on the ability to plan, manage and enhance services incorporating current knowledge, research and scholarship to meet clearly articulated goals and objectives; involves the ability to interact effectively with colleagues and patrons, monitor and assess current services and resources and structure positive environments that are conducive to enhanced working environment. Such traits are demonstrated through, but not limited to the following or equivalent criteria:

- 1 Preparing monthly reports.
- 2 Participating in budgetary exercises.
- 3 Participating in the development of branch and/or unit and departmental goals.
- 4 Collaborating with Librarians in other units and branches and with other Faculty.
- 5 Adhering to unit and departmental policies, procedures and guidelines.
- 6 Collaborating in the development of training programmes.
- 7 Demonstrating flexibility/adaptability given the demands of the job.
- 8 Fulfils assigned responsibilities & duties.
- 9 Attends Department meetings.

Above Average: predicated on fulfillment of satisfactory requirements; Librarians demonstrate and document at least two (2) of the following or equivalent criteria

- 1 Preparing and submitting annual unit/branch budgets.
- 2 Effectively supervising and evaluating support staff/student assistants.
- 3 Designing materials and using strategies to stimulate and engage patrons of varying abilities and/or learning styles.
- 4 Developing training and/or teaching materials that enhance LIMS.
- 5 Serving as a designated library mentor to new Librarian(s).
- 6 Integrating current trends into library practice.
- 7 Participating in at least one (1) seminar, colloquium or workshop for the enhancement of services.

Outstanding: predicated on fulfillment of satisfactory requirements; Librarians document at least two (2) of the following or equivalent criteria

- 1 Using and documenting new pedagogical methods and technologies in the library.
- 2 Working with colleagues to improve pedagogy via workshops, seminars, digital technology, etc.
- 3 Developing and sharing new course materials with colleagues.
- 4 Adapting and implementing new methods and technologies to provide improved services to users.
- 5 Presenting at seminars or colloquia for the improvement of library and information services.
- 6 Participating in exchange programmes involving libraries.
- 7 Designing and implementing improvement strategies related to job functions and Interrelationships.
- 8 Development/revision of Library policies.
- 9 Serving as a mentor to new librarians.

10 Serving as a Peer Reviewer.

B Research/Scholarship/Creative Work

Satisfactory: demonstrated by at least two (2) of the following or equivalent criteria

- 1 Revising courses and/or participating in curriculum development.
- 2 Invitation to publish a paper.
- 3 Assisting with the preparation and conduct of research training workshops and seminars.
- 4 Participating in a research project.
- 5 Having a manuscript and/or paper (individual or co-authored) accepted at an academic, professional or pedagogical meeting.
- 6 Participating in a seminar, workshop, or other project (for example, job or career fair) that promotes the work of the School/Department.
- 7 Documented progress on or completion of a manuscript/working paper or other research and/or projects.
- 8 Collecting data for the purpose of managing classes/portfolios/ projects.
- 9 Developing a seminar, workshop or other project that promotes the work of the School/Department.
- 10 Developing a research proposal for funding.
- 11 Assisting with the development and implementation of research conferences, exhibits and/or production.
- 12 Submission of a manuscript to peer-reviewed, instructional software to publisher or editorial board reviewed journal.
- 13 Submission of a paper to peer-reviewed academic, professional, or pedagogical meeting.

Above Average: Faculty who perform at this level have established a pattern of scholarly activity and should achieve at least two (2) of the following or equivalent criteria

- 1 Supervising students in research projects.
- 2 Productions/exhibits emphasising scholarly, creative or innovative work.
- 3 Submission of an external grant proposal for funding and support.
- 4 Revision of two (2) or more courses within a discipline.
- 5 Participation in programme revision.
- 6 Development of interdisciplinary courses.
- 7 Articles published in popular press and/or articles appearing in in-house organs.
- 8 Preparing and presenting a grant proposal for funding a project.
- 9 Peer review of 'works' of other Faculty.
- 10 Completion of research and/or grant proposal.
- 11 Conducting workshops.
- 12 Designing and administering research projects.
- 13 Serving as a referee for an academic journal.
- 14 Presenting a paper (poster, etc.) at an academic, professional or pedagogical meeting.
- 15 Having a manuscript, paper or instructional software (individual or co-authored) accepted by a peer-reviewed journal or conference proceedings.
- 16 Securing a contract for the publication of a professional book or textbook.
- 17 Contributing a chapter to a professional book or textbook.
- 18 Publishing a book review, critique.
- 19 Participating in Faculty exchange programmes involving scholarship/research.
- 20 Designing and implementing new assessment measures (i.e., forms, surveys, etc.).
- 21 Producing scholarly work that informs and/or impacts campus policy.

Outstanding: Faculty who perform at this level should have established a significant pattern of research and scholarly activities that have a demonstrated impact on their discipline/field or a recognisable impact in The Bahamas and/or the region that includes any one (1) of the following or equivalent criteria

- 1 Successful procurement of a research grant.
- 2 Preparation and negotiation of contracts for research and/or other projects.
- 3 Conducting research projects.
- 4 Serving as an editor for an academic/scholarly journal.
- 5 Publishing at least one scholarly paper in peer-reviewed journals.
- 6 Publishing a research report, monograph, etc.
- 7 Publishing a professional book, textbook, or instructional software.
- 8 Securing funding for and executing a research grant.
- 9 Serving as a presenter at a discipline related conference/workshop.
- 10 Contributing a chapter to a professional book or textbook.
- 11 Publishing a book review, critique.
- 12 Publishing a case or paper in peer-reviewed meeting/conference proceedings or monograph.
- 13 Conducting discipline specific continuing education workshops/seminars.
- 14 Developing interdisciplinary programmes and/or courses.
- 15 Serving as consultant on discipline-related matters.
- 16 Completion of programme revision.
- 17 Documentation of performances of original works, dance, literary, musical, visual arts.
- 18 Critiques of performances and creative works.
- 19 Reports of projects, grants, commissions and contracts (whether in process or complete).

C Service to the College and/or Community

Satisfactory: in addition to attendance at Unit and Departmental meetings and functions, Faculty are expected to engage in at least two (2) of the following or equivalent criteria

- 1 Attendance at College functions.
- 2 Serving as a guest lecturer.
- 3 Conducting a student development seminar section (COUN100).
- 4 Serving on a College committee or board (for example, Appointments/Disciplinary Board, Student Disciplinary Board etc.).
- 5 Serving on a school board or the board of a professional organisation, a committee, etc.
- 6 Assisting with recruitment of students.
- 7 Assisting with orientation of students.
- 8 Mentoring students.
- 9 Participating in a community organisation in work relevant to area/discipline or in work that enhances or promotes the College.
- 10 Serving as a session chair/moderator at a conference.
- 11 Participates in graduation events (other than as a committee member).
- 12 Serving as an academic advisor to one to five (1-5) students.

Above Average: predicated on fulfillment of satisfactory requirements; Faculty engage in at least two (2) of the following or equivalent criteria

- 1 Serving as a discussant at a conference.
- 2 Serving as the chair of an ad hoc or sub-committee.
- 3 Delivering a training programme or continuing adult education module.
- 4 Serving as a COB representative to a meeting, conference, task force.

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- 5 Serving as a UTEB representative on a board, committee or task force.
 - 6 Serving as a consultant/advisor to government ministries, departments, units and/or other agencies.
 - 7 Serving as a School/Department/Unit representative for UTEB.
 - 8 Serving as academic advisor for six to fifteen (6-15) students.
 - 9 Serving as an officer in an active community or professional organisation.
 - 10 Serving on an editorial board.
 - 11 Assuming temporary (more than 7 working days) responsibility in the absence of another Faculty Member.
 - 12 Conducting training workshops.
 - 13 Serving as an advisor to student clubs and organisations.
 - 14 Participating in development committees within the College and/or community.
 - 15 Participation in CEES work/work enhancement activities.
 - 16 Serving on Peer Review Advisory Committees.

Outstanding: predicated on fulfillment of satisfactory requirements; Faculty engage in at least one (1) of the following or equivalent criteria

- 1 Chairing a college-wide committee, task force, or special project.
- 2 Chairing development committees within the College and/or community.
- 3 Leading a national discussion in media.
- 4 Leading a national delegation to a regional or international event.
- 5 Developing and delivering a training programme or continuing adult education module.
- 6 Serving as an adviser for national groups and/or committees.
- 7 Serving as a member of the negotiating team for UTEB.
- 8 Serving as the President of UTEB or a professional organisation.
- 9 Serving on UTEB's executive board.
- 10 Chairing a conference committee.
- 11 Serving on a government or non-government board/commission and/or an advisory board.
- 12 Serving as academic advisor for sixteen (16) or more students.
- 13 Serving as a consultant/advisor to government ministries, departments, units and/or other agencies.
- 14 Significant contributions toward the development, operation and improvement to the school/department, in particular, and the Faculty/College generally.

Criteria for Assessment and Evaluation of Researchers
Professional Activities, Research/Scholarship/Creative Work and Service

In each of the categories, Faculty performance should be rated as Outstanding, Above Average and Satisfactory. Unless there are extenuating circumstances (as detailed in the Annual Faculty Self Report), Faculty are expected to achieve a rating of Satisfactory in each of the three (3) categories. Given the College's commitment to excellence in professional activities, research & scholarship and service, as professionals all Faculty should aspire to the highest rating of all categories.

A Professional Activities

Satisfactory: demonstrated by at least two (2) of the following or equivalent criteria

- 1 Participating in scholarly research.
- 2 Participating in a research project.
- 3 Developing a research proposal.
- 4 Assisting with the development and implementation of research conferences, fora and production.
- 5 Assisting with the preparation and conduct of research training workshops and seminars.

Above Average: predicated on fulfillment of satisfactory requirements Researchers who perform at this level have established a pattern of scholarly activity and should achieve at least two (2) of the following or equivalent criteria

- 1 Solicitation of research projects and grants.
- 2 Preparation and negotiation of contracts for research and/or other projects.
- 3 Conducting research workshops.
- 4 Designing and administering research projects.
- 5 Serving as a referee for an academic journal.
- 6 Presenting a paper (poster, etc.) at an academic, professional or pedagogical meeting.
- 7 Submitting manuscript, paper or instructional software (individual or co-authored) accepted to peer-reviewed journal or publisher.
- 8 Securing a contract for the publication of a professional book or textbook.
- 9 Contributing a chapter to a professional book or textbook.
- 10 Publishing a book review, critique.
- 11 Publishing a case or paper in peer-reviewed meeting/conference proceedings or monograph.

Outstanding: predicated on fulfillment of satisfactory requirements, Researchers document at least two (2) of the following or equivalent criteria

- 1 Successful procurement of a research grant.
- 2 Having a manuscript and/or paper (individual or co-authored) accepted at an academic, professional or pedagogical meeting.
- 3 Serving as an editor for an academic/scholarly journal.
- 4 Producing work that informs public policy.
- 5 Publishing two or more scholarly papers in peer-reviewed journals.
- 6 Publishing research report, monograph, etc.
- 7 Publishing professional book, textbook, or instructional software.
- 8 Securing funding for and executing a research grant.
- 9 Serving as a mentor to new researchers.
- 10 Serving as a Peer Reviewer.

B Research/Scholarship/Creative Work

Satisfactory: demonstrated by at least two (2) of the following or equivalent criteria

- 1 Revising courses and/or participating in curriculum development.
- 2 Invitation to publish a paper.
- 3 Assisting with the preparation and conduct of research training workshops and seminars.
- 4 Participating in a research project.
- 5 Having a manuscript and/or paper (individual or co-authored) accepted at an academic, professional or pedagogical meeting.
- 6 Participating in a seminar, workshop, or other project (for example, job or career fair) that promotes the work of the School/Department.
- 7 Documented progress on or completion of a manuscript/working paper or other research and/or projects.
- 8 Collecting data for the purpose of managing classes/portfolios/ projects.
- 9 Developing a seminar, workshop or other project that promotes the work of the School/Department.
- 10 Developing a research proposal for funding.
- 11 Assisting with the development and implementation of research conferences, exhibits and/or production.
- 12 Submission of a manuscript to peer-reviewed, instructional software to publisher or editorial board reviewed journal.
- 13 Submission of a paper to peer-reviewed academic, professional, or pedagogical meeting.

Above Average: Faculty who perform at this level have established a pattern of scholarly activity and should achieve at least two (2) of the following or equivalent criteria

- 1 Supervising students in research projects.
- 2 Productions/exhibits emphasising scholarly, creative or innovative work.
- 3 Submission of an external grant proposal for funding and support.
- 4 Revision of two (2) or more courses within a discipline.
- 5 Participation in programme revision.
- 6 Development of interdisciplinary courses.
- 7 Articles published in popular press and/or articles appearing in in-house organs.
- 8 Preparing and presenting a grant proposal for funding a project.
- 9 Peer review of 'works' of other Faculty.
- 10 Completion of research and/or grant proposal.
- 11 Conducting workshops.
- 12 Designing and administering research projects.
- 13 Serving as a referee for an academic journal.
- 14 Presenting a paper (poster, etc.) at an academic, professional or pedagogical meeting.
- 15 Having a manuscript, paper or instructional software (individual or co-authored) accepted by a peer-reviewed journal or conference proceedings.
- 16 Securing a contract for the publication of a professional book or textbook.
- 17 Contributing a chapter to a professional book or textbook.
- 18 Publishing a book review, critique.
- 19 Participating in Faculty exchange programmes involving scholarship/research.
- 20 Designing and implementing new assessment measures (i.e., forms, surveys, etc.).
- 21 Producing scholarly work that informs and/or impacts campus policy.

Outstanding: Faculty who perform at this level should have established a significant pattern of research and scholarly activities that have a demonstrated impact on their discipline/field or a recognisable impact in The Bahamas and/or the region that includes any one (1) of the following or equivalent criteria

- 1 Successful procurement of a research grant.
- 2 Preparation and negotiation of contracts for research and/or other projects.
- 3 Conducting research projects.
- 4 Serving as an editor for an academic/scholarly journal.
- 5 Publishing at least one scholarly paper in peer-reviewed journals.
- 6 Publishing a research report, monograph, etc.
- 7 Publishing a professional book, textbook, or instructional software.
- 8 Securing funding for and executing a research grant.
- 9 Serving as a presenter at a discipline related conference/workshop.
- 10 Contributing a chapter to a professional book or textbook.
- 11 Publishing a book review, critique.
- 12 Publishing a case or paper in peer-reviewed meeting/conference proceedings or monograph.
- 13 Conducting discipline specific continuing education workshops/seminars.
- 14 Developing interdisciplinary programmes and/or courses.
- 15 Serving as consultant on discipline-related matters.
- 16 Completion of programme revision.
- 17 Documentation of performances of original works, dance, literary, musical, visual arts.
- 18 Critiques of performances and creative works.
- 19 Reports of projects, grants, commissions and contracts (whether in process or complete).

C Service to the College and/or Community

Satisfactory: in addition to attendance at Unit and Departmental meetings and functions Faculty are expected to engage in at least two (2) of the following or equivalent criteria

- 1 Attendance at College functions.
- 2 Serving as a guest lecturer.
- 3 Conducting a student development seminar section (COUN100).
- 4 Serving on a College committee or board (for example, Appointments/Disciplinary Board, Student Disciplinary Board etc.).
- 5 Serving on a school board or the board of a professional organisation, a committee, etc.
- 6 Assisting with recruitment of students.
- 7 Assisting with orientation of students.
- 8 Mentoring students.
- 9 Participating in a community organisation in work relevant to area/discipline or in work that enhances or promotes the College.
- 10 Serving as a session chair/moderator at a conference.
- 11 Participates in graduation events (other than as a committee member).
- 12 Serving as an academic advisor to one to five (1-5) students.

Above Average: predicated on fulfillment of satisfactory requirements; Faculty engage in at least two (2) of the following or equivalent criteria

- 1 Serving as a discussant at a conference.
- 2 Serving as the chair of an ad hoc or sub-committee.
- 3 Delivering a training programme or continuing adult education module.
- 4 Serving as a COB representative to a meeting, conference, task force.

-
- 5 Serving as a UTEB representative on a board, committee or task force.
 - 6 Serving as a consultant/advisor to government ministries, departments, units and/or other agencies.
 - 7 Serving as a School/Department/Unit representative for UTEB.
 - 8 Serving as academic advisor for six to fifteen (6-15) students.
 - 9 Serving as an officer in an active community or professional organisation.
 - 10 Serving on an editorial board.
 - 11 Assuming temporary (more than 7 working days) responsibility in the absence of another Faculty Member.
 - 12 Conducting training workshops.
 - 13 Serving as an advisor to student clubs and organisations.
 - 14 Participating in development committees within the College and/or community.
 - 15 Participation in CEES work/work enhancement activities.
 - 16 Serving on Peer Review Advisory Committees.

Outstanding: predicated on fulfillment of satisfactory requirements; Faculty engage in at least one (1) of the following or equivalent criteria

- 1 Chairing a college-wide committee, task force, or special project.
- 2 Chairing development committees within the College and/or community.
- 3 Leading a national discussion in media.
- 4 Leading a national delegation to a regional or international event.
- 5 Developing and delivering a training programme or continuing adult education module.
- 6 Serving as an adviser for national groups and/or committees.
- 7 Serving as a member of the negotiating team for UTEB.
- 8 Serving as the President of UTEB or a professional organisation.
- 9 Serving on UTEB's executive board.
- 10 Chairing a conference committee.
- 11 Serving on a government or non-government board/commission and/or an advisory board.
- 12 Serving as academic advisor for sixteen (16) or more students.
- 13 Serving as a consultant/advisor to government ministries, departments, units and/or other agencies.
- 14 Significant contributions toward the development, operation and improvement to the school/department, in particular, and the Faculty/College generally.

**THE COLLEGE OF THE BAHAMAS
CLASSROOM OBSERVATION FORM
CLINICAL/PRACTICUM SUPERVISION/FIELDWORK**

To be completed by the observation team comprising at least 3 of the following: 1. Chair; 2. Head of Department and/or Programme Coordinator; 3. Faculty Member holding the rank of Associate Professor or higher. In those instances where there is no Faculty Member holding the rank of Associate Professor or higher, an Assistant Professor with at least 5 years above average tertiary-level teaching experience may be asked to participate.

Name of Faculty: _____ Rank: _____

School: _____ Department: _____

Course Observed: _____

Date of Observation: _____ Announced Unannounced

The lesson was rated using the following analysis scale:

- | | |
|---|--|
| <p>OCCURRENCE</p> <p>1. Not evident</p> <p>2. Slightly evident</p> <p>3. Moderately evident</p> <p>4. Quite evident</p> <p>N. Not applicable</p> | <p>EFFECTIVENESS</p> <p>1. Not effective</p> <p>2. Slightly effective</p> <p>3. Moderately effective</p> <p>4. Quite effective</p> <p>N. Not applicable</p> |
|---|--|

CATEGORIES	OCCURRENCE	EFFECTIVENESS
1. Arrived prepared for clinical supervision		
2. Identified objectives for students' clinical allocation		
3. Developed a plan of action for clinical teaching/supervision		
4. Communicated expected student behaviours		
5. Selected appropriate learning experiences/skills for students' level of learning		
6. Provided individual clinical guidance as necessary		
7. Helped students gain confidence and competence		
8. Helped students discriminate between appropriate and inappropriate actions for client/patient care		
9. Intervened, when necessary, in the learning experience		
10. Helped students move towards increasing level of independence for assigned situation		
11. Used appropriate questioning techniques		
12. Provided opportunity for students to discuss relationship between theory and practice		
13. Evaluated students performance on the basis of learning objectives		
14. Provided feedback on students' performance		
15. Supported students' relationship with staff		
16. Fostered respect for persons in the environment		
17. Modelled the role of a professional		
18. Conducted pre- and post-conferences		

The lesson was (check one):

_____ Outstanding _____ Above Average _____ Satisfactory _____ Unsatisfactory

Additional comments/remarks:

Observers' recommendations:

Faculty Member's comments:

Observer

Date

Observer

Date

Chair

Date

Faculty Member

Date

**THE COLLEGE OF THE BAHAMAS
CLASSROOM OBSERVATION FORM
DISCUSSION METHOD**

To be completed by the observation team comprising at least 3 of the following: 1. Chair; 2. Head of Department and/or Programme Coordinator; 3. Faculty Member holding the rank of Associate Professor or higher. In those instances where there is no Faculty Member holding the rank of Associate Professor or higher, an Assistant Professor with at least 5 years above average tertiary-level teaching experience may be asked to participate.

Name of Faculty: _____ Rank: _____

School: _____ Department: _____

Course Observed: _____

Date of Observation: _____ _____ Announced _____ Unannounced

The lesson was rated using the following analysis scale:

OCCURRENCE

- 1. Not evident
- 2. Slightly evident
- 3. Moderately evident
- 4. Quite evident
- N. Not applicable

EFFECTIVENESS

- 1. Not effective
- 2. Slightly effective
- 3. Moderately effective
- 4. Quite effective
- N. Not applicable

CATEGORIES	OCCURRENCE	EFFECTIVENESS
1. Used springboard and/or attention getter		
2. Identified problem, issue or topic		
3. Identified objectives and rationale		
4. Established procedures		
5. Defined key terms and/or concepts		
6. Used different levels of questions to achieve desired levels of student thinking		
7. Used questioning techniques to maintain discussion and stimulate student involvement		
8. Encouraged students to support their opinions		
9. Responded to students' questions		
10. Ensured sufficient coverage of problem, issue or topic		
11. Used teaching aids, materials, handouts, technology, etc		
12. Summarised insights achieved in relation to topic, issue or problem		
13. Applied lesson to real-life context		
14. Used class time appropriately		
15. Created and maintained an effective learning environment		

The lesson was (check one):

_____ Outstanding _____ Above Average _____ Satisfactory _____ Unsatisfactory

Additional comments/remarks:

Observers' recommendations:

Faculty Member's comments:

Observer

Date

Observer

Date

Chair

Date

Faculty Member

Date

**THE COLLEGE OF THE BAHAMAS
CLASSROOM OBSERVATION FORM
FOREIGN LANGUAGE TEACHING**

To be completed by the observation team comprising at least 3 of the following: 1. Chair; 2. Head of Department and/or Programme Coordinator; 3. Faculty Member holding the rank of Associate Professor or higher. In those instances where there is no Faculty Member holding the rank of Associate Professor or higher, an Assistant Professor with at least 5 years above average tertiary-level teaching experience may be asked to participate.

Name of Faculty: _____ Rank: _____

School: _____ Department: _____

Course Observed: _____

Date of Observation: _____ Announced _____ Unannounced

The lesson was rated using the following analysis scale:

- | | |
|-----------------------|-------------------------|
| OCCURRENCE | EFFECTIVENESS |
| 1. Not evident | 1. Not effective |
| 2. Slightly evident | 2. Slightly effective |
| 3. Moderately evident | 3. Moderately effective |
| 4. Quite evident | 4. Quite effective |
| N. Not applicable | N. Not applicable |

CATEGORIES	OCCURRENCE	EFFECTIVENESS
1. Identified lesson goals and objectives		
2. Sequenced material from simple to complex		
3. Geared lesson towards authentic language use		
4. Contextualised exercises and activities		
5. Used the target language in the classroom		
6. Used English appropriate to students needs		
7. Facilitated student use of the target language		
8. Used a variety of teaching strategies, aids, materials, handouts, technology, etc.		
9. Varied tasks to respond to different learner needs and preferences		
10. Facilitated students' responses and provided corrective feedback as applicable		
11. Used questions/discussion techniques appropriate to the students' proficiency levels		
12. Used class time effectively		
13. Established a warm, open and accepting atmosphere in the class		
14. Where appropriate, integrated cultural instruction into class activities		
15. Created and maintained an effective learning environment		

The lesson was (check one):

_____ Outstanding _____ Above Average _____ Satisfactory _____ Unsatisfactory

Additional comments/remarks:

Observers' recommendations:

Faculty Member's comments:

Observer

Date

Observer

Date

Chair

Date

Faculty Member

Date

**THE COLLEGE OF THE BAHAMAS
CLASSROOM OBSERVATION FORM
KITCHEN CLASSES**

To be completed by the observation team comprising at least 3 of the following: 1. Chair; 2. Head of Department and/or Programme Coordinator; 3. Faculty Member holding the rank of Associate Professor or higher. In those instances where there is no Faculty Member holding the rank of Associate Professor or higher, an Assistant Professor with at least 5 years above average tertiary-level teaching experience may be asked to participate.

Name of Faculty: _____ Rank: _____

School: _____ Department: _____

Course Observed: _____

Date of Observation: _____ Announced _____ Unannounced

The lesson was rated using the following analysis scale:

- | | |
|-----------------------|-------------------------|
| OCCURRENCE | EFFECTIVENESS |
| 1. Not evident | 1. Not effective |
| 2. Slightly evident | 2. Slightly effective |
| 3. Moderately evident | 3. Moderately effective |
| 4. Quite evident | 4. Quite effective |
| N. Not applicable | N. Not applicable |

CATEGORIES	OCCURRENCE	EFFECTIVENESS
1. Identified session goals and objectives		
2. Defined key terms and/or concepts		
3. Communicated expected student behaviours		
4. Monitored safety and health issues		
5. Helped students discriminate between appropriate and inappropriate procedures		
6. Helped students gain confidence and competence		
7. Demonstrated techniques/skills to be learned		
8. Provided opportunities for discussions of the relationship between theory and practice.		
9. Used appropriate interventions when necessary		
10. Used a variety of teaching strategies, aids, materials, handouts, technology, etc.		
11. Applied standards for competent real world performance		
12. Used appropriate questioning technique		
13. Encouraged respect for persons in the work environment		
14. Modelled the role of a professional		
15. Used class time appropriately		
16. Created and maintained an effective learning environment		

The lesson was (check one):

_____ Outstanding _____ Above Average _____ Satisfactory _____ Unsatisfactory

Additional comments/remarks:

Observers' recommendations:

Faculty Member's comments:

Observer

Date

Observer

Date

Chair

Date

Faculty Member

Date

**THE COLLEGE OF THE BAHAMAS
CLASSROOM OBSERVATION FORM
LECTURE METHOD**

To be completed by the observation team comprising at least 3 of the following: 1. Chair; 2. Head of Department and/or Programme Coordinator; 3. Faculty Member holding the rank of Associate Professor or higher. In those instances where there is no Faculty Member holding the rank of Associate Professor or higher, an Assistant Professor with at least 5 years above average tertiary-level teaching experience may be asked to participate.

Name of Faculty: _____ Rank: _____

School: _____ Department: _____

Course Observed: _____

Date of Observation: _____ Announced ___ Unannounced

The lesson was rated using the following analysis scale:

OCCURRENCE

1. Not evident
2. Slightly evident
3. Moderately evident
4. Quite evident
- N. Not applicable

EFFECTIVENESS

1. Not effective
2. Slightly effective
3. Moderately effective
4. Quite effective
- N. Not applicable

CATEGORIES	OCCURRENCE	EFFECTIVENESS
1. Identified objectives and rationale		
2. Provided a context for the new material being presented		
3. Focused attention on key concept/principle		
4. Defined key terms and/or concepts		
5. Sequenced content from simple to complex		
6. Enhanced presentation with teaching aids, materials, handouts, technology, etc.		
7. Monitored student understanding of topic		
8. Integrated content with students' knowledge and experiences		
9. Responded to students' questions and concerns		
10. Applied lesson to course content and real-life experiences as applicable		
11. Used class time appropriately		
12. Created and maintained an effective learning environment		

The lesson was (check one):

_____ Outstanding _____ Above Average _____ Satisfactory _____ Unsatisfactory

Additional comments/remarks:

Observers' recommendations:

Faculty Member's comments:

Observer

Date

Observer

Date

Chair

Date

Faculty Member

Date

**THE COLLEGE OF THE BAHAMAS
CLASSROOM OBSERVATION FORM
PRACTICAL CLASSES**

To be completed by the observation team comprising at least 3 of the following: 1. Chair; 2. Head of Department and/or Programme Coordinator; 3. Faculty Member holding the rank of Associate Professor or higher. In those instances where there is no Faculty Member holding the rank of Associate Professor or higher, an Assistant Professor with at least 5 years above average tertiary-level teaching experience may be asked to participate.

Name of Faculty: _____ Rank: _____

School: _____ Department: _____

Course Observed: _____

Date of Observation: _____ Announced ___ Unannounced

The lesson was rated using the following analysis scale:

OCCURRENCE

1. Not evident
2. Slightly evident
3. Moderately evident
4. Quite evident
- N. Not applicable

EFFECTIVENESS

1. Not effective
2. Slightly effective
3. Moderately effective
4. Quite effective
- N. Not applicable

CATEGORIES	OCCURRENCE	EFFECTIVENESS
1. Ensured that materials and environment for practical lesson was adequate and safe		
2. Identified session goals/objectives		
3. Demonstrated proper use of safety equipment and procedures		
4. Defined key terms and/or concepts through practical experience		
5. Provided context for the new material/technique		
6. Evaluated students' strengths and weaknesses		
7. Addressed problems arising from students' practice/work		
8. Demonstrated or provided examples of techniques/skills to be learned		
9. Responded to student's questions/concerns		
10. Facilitated student input, initiative, etc.		
11. Created and maintained a safe learning environment		
12. Integrated content with students' knowledge and/or experiences		
13. Integrated session goals with goals of course		
14. Used class time appropriately		

The lesson was (check one):

_____ Outstanding _____ Above Average _____ Satisfactory _____ Unsatisfactory

Additional comments/remarks:

Observers' recommendations:

Faculty Member's comments:

Observer

Date

Observer

Date

Chair

Date

Faculty Member

Date

**THE COLLEGE OF THE BAHAMAS
CLASSROOM OBSERVATION FORM
PRACTICUM SUPERVISION/FIELDWORK**

To be completed by the observation team comprising at least 3 of the following: 1. Chair; 2. Head of Department and/or Programme Coordinator; 3. Faculty Member holding the rank of Associate Professor or higher. In those instances where there is no Faculty Member holding the rank of Associate Professor or higher, an Assistant Professor with at least 5 years above average tertiary-level teaching experience may be asked to participate.

Name of Faculty: _____ Rank: _____

School: _____ Department: _____

Course Observed: _____

Date of Observation: _____ Announced _____ Unannounced

The lesson was rated using the following analysis scale:

OCCURRENCE	EFFECTIVENESS
1. Not evident	1. Not effective
2. Slightly evident	2. Slightly effective
3. Moderately evident	3. Moderately effective
4. Quite evident	4. Quite effective
N. Not applicable	N. Not applicable

NOTE: Reference to Student denotes College of The Bahamas Student

CATEGORIES	OCCURRENCE	EFFECTIVENESS
1. Arrived prepared for the practicum experience		
2. Collected accurate and thorough observational data		
3. Developed a plan of action for student conference that included identifying specific: <ul style="list-style-type: none"> a. examples from the observation b. areas of focus c. areas of strength d. areas of concern 		
4. Use an intervention appropriately to assist student where necessary		
5. Was readily available as a resource person		
6. Used appropriate levels of questioning to: <ul style="list-style-type: none"> a. probe for student understanding b. clarify and/or expand needed information c. encourage student development and learning 		
7. Provided opportunity(ies) to discuss the relationship between theory and practice		
8. Helped student discriminate between appropriate and inappropriate actions		
9. Indicated how to problem solve when theoretical information and/or previous experience was insufficient		
10. Applied standards for competent real world performance.		
11. Discussed real-life challenges		

The lesson was (check one):

_____ Outstanding _____ Above Average _____ Satisfactory _____ Unsatisfactory

Additional comments/remarks:

Observers' recommendations:

Faculty Member's comments:

Observer

Date

Observer

Date

Chair

Date

Faculty Member

Date

**THE COLLEGE OF THE BAHAMAS
CLASSROOM OBSERVATION FORM
SMALL GROUP/COOPERATIVE LEARNING**

To be completed by the observation team comprising at least 3 of the following: 1. Chair; 2. Head of Department and/or Programme Coordinator; 3. Faculty Member holding the rank of Associate Professor or higher. In those instances where there is no Faculty Member holding the rank of Associate Professor or higher, an Assistant Professor with at least 5 years above average tertiary-level teaching experience may be asked to participate.

Name of Faculty: _____ Rank: _____

School: _____ Department: _____

Course Observed: _____

Date of Observation: _____ Announced ___ Unannounced

The lesson was rated using the following analysis scale:

- | | |
|-----------------------|-------------------------|
| OCCURRENCE | EFFECTIVENESS |
| 1. Not evident | 1. Not effective |
| 2. Slightly evident | 2. Slightly effective |
| 3. Moderately evident | 3. Moderately effective |
| 4. Quite evident | 4. Quite effective |
| N. Not applicable | N. Not applicable |

CATEGORIES	OCCURRENCE	EFFECTIVENESS
1. Identified objectives and rationale		
2. Defined key terms and/or concepts		
3. Structured the lesson into segments for small group activities/ cooperative learning		
4. Established procedures for group process and communication		
5. Facilitated smooth transition into groups		
6. Encouraged students to work with and learn from each other		
7. Was available but not invasive in the group/ cooperative process		
8. Encouraged: a) positive interdependence b) cooperative learning skills c) individual accountability d) respect for views and input of others		
9. Provided feedback on student progress		
10. Encouraged students to evaluate individual and group success		
11. Summarised key elements at the end of the lesson		
12. Applied lesson to course content		
13. Used class time appropriately		
14. Created and maintained an effective learning environment		

The lesson was (check one):

_____ Outstanding _____ Above Average _____ Satisfactory _____ Unsatisfactory

Additional comments/remarks:

Observers' recommendations:

Faculty Member's comments:

Observer

Date

Observer

Date

Chair

Date

Faculty Member

Date

THE COLLEGE OF THE BAHAMAS
ANNUAL FACULTY SELF REPORT (INSTRUCTIONAL FACULTY)

Academic Year 20__ to 20__

Should be completed by Faculty and submitted to the Chair by the end of May. Faculty should provide a self-assessment of their performance in each major category below and evidence of their activities and accomplishments.

Name: _____

Rank: _____ Date of Employment: _____

School: _____ Department: _____

Workload

Number of Hours: _____ Number of Courses: _____

Number of Classes: _____ Number of Students: _____

Other Teaching: _____ Number of Advisees: _____

A. Teaching

Note key aspects of your teaching and other contributions to the curriculum this year: innovations, strengths, accomplishments, changes, concerns, challenges and so forth.

B. Research/Scholarship/Creative Work

List your activities/achievements and briefly indicate the ways in which you have engaged in your scholarly discipline and work you have competed this year (see Appendices for examples). Where appropriate, describe long-term projects on which you have made progress this past year (not already mentioned above) and aspects of your work that merit particular mention.

C. Service to the College and/or Community

Identify the ways in which you have offered service this year to your profession/discipline, School, College and/or wider community (see Appendices for guidance and samples) and comment on aspects of your service that merit particular mention.

Signature of Faculty Member

Date

THE COLLEGE OF THE BAHAMAS
ANNUAL FACULTY SELF REPORT (COUNSELLORS/NURSE COUNSELLORS)

Academic Year 20__ to 20__

Should be completed by Faculty and submitted to the Director by the end of May. Faculty should provide a self-assessment of their performance in each major category below and evidence of their activities and accomplishments.

Name: _____

Rank: _____ Date of Employment: _____

A. Counselling/Nursing

Note specific projects, portfolios, programmes and/or other professional activities: innovations, strengths, accomplishments, changes, concerns, challenges and so forth.

B. Research/Scholarship/Creative Work

List your activities/achievements and briefly indicate the ways in which you have engaged in your scholarly discipline and work you have completed this year (see Appendices for examples). Where appropriate, describe long-term projects on which you have made progress this past year (not already mentioned above) and aspects of your work that merit particular mention.

C. Service to the College and/or Community

Identify the ways in which you have offered service this year to your profession/discipline, School, College and/or wider community (see Appendices for guidance and samples) and comment on aspects of your service that merit particular mention.

Signature of Faculty Member

Date

THE COLLEGE OF THE BAHAMAS
ANNUAL FACULTY SELF REPORT (LIBRARIANS)

Academic Year 20__ to 20__

Should be completed by Faculty and submitted to the Deputy Librarian/College Librarian by the end of May. Faculty should provide a self-assessment of their performance in each major category below and evidence of their activities and accomplishments.

Name: _____

Rank: _____ Date of Employment: _____

A. Librarianship

Note specific projects, portfolios, programmes and/or other professional activities: innovations, strengths, accomplishments, changes, concerns, challenges and so forth.

B. Research/Scholarship/Creative Work

List your activities/achievements and briefly indicate the ways in which you have engaged in your scholarly discipline and work you have completed this year (see Appendices for examples). Where appropriate, describe long-term projects on which you have made progress this past year (not already mentioned above) and aspects of your work that merit particular mention.

C. Service to the College and/or Community

Identify the ways in which you have offered service this year to your profession/discipline, School, College and/or wider community (see Appendices for guidance and samples) and comment on aspects of your service that merit particular mention.

Signature of Faculty Member

Date

THE COLLEGE OF THE BAHAMAS
ANNUAL FACULTY SELF REPORT (RESEARCHERS)

Academic Year 20__ to 20__

Should be completed by Faculty and submitted to the Director by the end of May. Faculty should provide a self-assessment of their performance in each major category below and evidence of their activities and accomplishments.

Name: _____

Rank: _____ Date of Employment: _____

A. Professional Activities

Note specific projects, portfolios, programmes and/or other professional activities: innovations, strengths, accomplishments, changes, concerns, challenges and so forth.

B. Research/Scholarship/Creative Work

List your activities/achievements and briefly indicate the ways in which you have engaged in your scholarly discipline and work you have completed this year (see Appendices for examples). Where appropriate, describe long-term projects on which you have made progress this past year (not already mentioned above) and aspects of your work that merit particular mention.

C. Service to the College and/or Community

Identify the ways in which you have offered service this year to your profession/discipline, School, College and/or wider community (see Appendices for guidance and samples) and comment on aspects of your service that merit particular mention.

Signature of Faculty Member

Date

THE COLLEGE OF THE BAHAMAS
ANNUAL PERFORMANCE REVIEW (INSTRUCTIONAL FACULTY)

Academic Year 20 ____ to 20 ____

To be completed by the Chair in consultation with the Head of Department and/or Programme Coordinator.

Name: _____

Rank: _____ Date of Employment: _____

School: _____ Department: _____

Workload

Number of Hours: _____ Number of Courses: _____

Number of Classes: _____ Number of Students: _____

Other Teaching: _____ Number of Advisees: _____

Overall Rating of Student Feedback Report Forms: (_____) + (_____) = _____
(Fall) (Spring) (Total)

Performance Rating: (Check the appropriate cell in each line.)

	Outstanding 3-5 - 4.0	Above Average 2.5 - 3.4	Satisfactory 1.5 - 2.4	Unsatisfactory 0 - 1.4
Teaching				
Research & Scholarship				
Service				

Overall Performance Rating (Total of the 3 categories ÷ 3): _____

Increment Recommended: Yes No

Summary Statement of Chair, HOD and/or Programme Coordinator:

For each of the three categories: comment on the Faculty Member's strengths and accomplishments and identify those challenges and/or shortcomings along with suggestions for improvement. If applicable attach written reports on classroom observations and/or student comments from feedback forms.

Comments/Recommendations:

Chair

Date

Head of Department

Date

Programme Coordinator (if applicable)

Date

Faculty Member's Remarks:

Use the space below to make comments regarding your performance evaluation or attach a separate comment sheet. Remarks may be in response to evaluation and/or ways in which the Chair/School/Dean/ College could be more helpful.

Faculty Member's Signature

Date

(Note: The Faculty Member's signature indicates that he/she has seen the Report; it does not necessarily indicate agreement with the completed Report.)

Comments/Recommendations of Dean:

Dean

Date

**THE COLLEGE OF THE BAHAMAS
ANNUAL PERFORMANCE REVIEW (COUNSELLORS/NURSE COUNSELLORS)**

Academic Year 20__ to 20__

To be completed by the Director in consultation with the Assistant Director.

Name: _____

Rank: _____ Date of Employment: _____

Performance Rating: (Check the appropriate cell in each line.)

	Outstanding 3-5 - 4.0	Above Average 2.5 - 3.4	Satisfactory 1.5 - 2.4	Unsatisfactory 0 - 1.4
Counselling/Nursing				
Research & Scholarship				
Service				

Overall Performance Rating (Total of the 3 categories ÷ 3): _____

Increment Recommended: Yes No

Summary Statement of Director and Assistant Director:

For each of the three categories: comment on the Faculty Member’s strengths and accomplishments and identify those challenges and/or shortcomings along with suggestions for improvement. If applicable attach written reports on classroom observations and/or student comments from feedback forms.

Comments/Recommendations:

Director

Date

Assistant Director

Date

Faculty Member’s Remarks:

Use the space below to make comments regarding your performance evaluation or attach a separate comment sheet. Remarks may be in response to evaluation and/or ways in which the Director/ Vice President Student Services/College could be more helpful.

Faculty Member's Signature

Date

(Note: The Faculty Member's signature indicates that he/she has seen the Report; it does not necessarily indicate agreement with the completed Report.)

Comments/Recommendations of Vice President Student Affairs:

Vice President Student Affairs

Date

**THE COLLEGE OF THE BAHAMAS
ANNUAL PERFORMANCE REVIEW (LIBRARIANS)**

Academic Year 20 ____ to 20 ____

To be completed by the Deputy Librarian/Branch Librarian in consultation with the College Librarian.

Name: _____

Rank: _____ Date of Employment: _____

Performance Rating: (Check the appropriate cell in each line.)

	Outstanding 3-5 - 4.0	Above Average 2.5 - 3.4	Satisfactory 1.5 - 2.4	Unsatisfactory 0 - 1.4
Librarianship				
Research & Scholarship				
Service				

Overall Performance Rating (Total of the 3 categories ÷ 3): _____

Increment Recommended: Yes No

Summary Statement of Deputy/Branch Librarian and College Librarian:

For each of the three categories: comment on the Faculty Member's strengths and accomplishments and identify those challenges and/or shortcomings along with suggestions for improvement. If applicable attach written reports on classroom observations and/or student comments from feedback forms.

Comments/Recommendations:

Deputy Librarian/Branch Librarian

Date

College Librarian

Date

Faculty Member's Remarks:

Use the space below to make comments regarding your performance evaluation or attach a separate comment sheet. Remarks may be in response to evaluation and/or ways in which the Deputy/Branch Librarian/College Librarian/Vice President Academic Affairs/College could be more helpful.

Faculty Member's Signature

Date

(Note: The Faculty Member's signature indicates that he/she has seen the Report; it does not necessarily indicate agreement with the completed Report.)

Comments/Recommendations of Vice President Academic Affairs:

Vice President Academic Affairs

Date

**THE COLLEGE OF THE BAHAMAS
ANNUAL PERFORMANCE REVIEW (RESEARCHERS)**

Academic Year 20__ to 20__

To be completed by the Director in consultation with the Assistant Director.

Name: _____

Rank: _____ Date of Employment: _____

Performance Rating: (Check the appropriate cell in each line.)

	Outstanding 3-5 - 4.0	Above Average 2.5 - 3.4	Satisfactory 1.5 - 2.4	Unsatisfactory 0 - 1.4
Professional Activities				
Research & Scholarship				
Service				

Overall Performance Rating (Total of the 3 categories ÷ 3): _____

Increment Recommended: Yes No

Summary Statement of Director and Assistant Director:

For each of the three categories: comment on the Faculty Member's strengths and accomplishments and identify those challenges and/or shortcomings along with suggestions for improvement. If applicable attach written reports on classroom observations and/or student comments from feedback forms.

Comments/Recommendations:

Director

Date

Assistant Director

Date

Faculty Member's Remarks:

Use the space below to make comments regarding your performance evaluation or attach a separate comment sheet. Remarks may be in response to evaluation and/or ways in which the Director/Department/ Vice President Research, Graduate Programmes & International Relations (VP-RGPIR) /College could be more helpful.

Faculty Member's Signature

Date

(Note: The Faculty Member's signature indicates that he/she has seen the Report; it does not necessarily indicate agreement with the completed Report.)

Comments/Recommendations of VP-RGPIR:

VP-RGPIR

Date

**THE COLLEGE OF THE BAHAMAS
FILE CERTIFICATION FORM**

To be completed by the Chair and submitted with the Faculty Member's Performance Assessment File to the Dean.

Academic Year 20____ to 20____

Name: _____

Rank: _____ Date of Employment: _____

School/Unit: _____

This is to certify that the file of the above-named Faculty Member contains the following documents (check where appropriate):

	Included	Not Included
Faculty Development Plan	<input type="checkbox"/>	<input type="checkbox"/>
Completed Faculty Self Report including	<input type="checkbox"/>	<input type="checkbox"/>
Self-assessment	<input type="checkbox"/>	<input type="checkbox"/>
Supporting Documentation	<input type="checkbox"/>	<input type="checkbox"/>
Completed Faculty Performance Review	<input type="checkbox"/>	<input type="checkbox"/>
Analysis of Student Feedback Report Forms (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
Student Feedback Report Forms (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
Classroom Observation Forms (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>

Other _____

Chair/Director

Date

Faculty Member

Date

APPENDIX 6

Promotions Weightings and Ratings - Guidelines

Weightings for 2008 Promotions Exercise and Onwards

Promotion to Associate Professor/Counsellor III/Librarian III/Research Fellow

Performance in each of the categories should be rated as Outstanding, Above Average, Satisfactory or Unsatisfactory. Using a 4 point scale, the ratings should be as follows:

Outstanding	3.5 - 4.0
Above Average	2.5 - 3.4
Satisfactory	1.5 - 2.4
Unsatisfactory	0.0 - 1.4

Teaching/Professional Activities Option

	Teaching/ Professional Activities	Scholarship	Service	Total
Maximum	4	4	4	12
Minimum	2.75	2.5	2	7.5

Research Option

	Teaching/ Professional Activities	Scholarship	Service	Total
Maximum	4	4	4	12
Minimum	2.5	2.75	2	7.5

Combined Option

	Teaching/ Professional Activities	Scholarship	Service	Total
Maximum	4	4	4	12
Minimum	2.5	2.5	2.5	7.5

Note: In accordance with Clause on Promotions the minimum overall total score is 7.5.

Promotion to Professor/Senior Counsellor/Librarian IV/Senior Research Fellow

The rank of Professor may be attained by fulfilling any one of the following sets of criteria, or under any of the following conditions:

Teaching that is recognised as superior/outstanding for a minimum of three (3) years since attaining the rank of Associate Professor, together with above average/satisfactory (as may be applicable) Scholarly/Creative Work and Service, which has been demonstrated over the candidate's career.

Teaching/Professional Activities Option

	Teaching/ Professional Activities	Scholarship	Service	Total
Maximum	4	4	4	12
Minimum	3.5	2.5	2.5	9

Research/Scholarship/Creative Work that is recognised as superior/outstanding for a minimum of three (3) years since attaining the rank of Associate Professor, together with above average college teaching and service.

Research Option

	Teaching/ Professional Activities	Scholarship	Service	Total
Maximum	4	4	4	12
Minimum	2.5	3.5	2.5	9

Teaching and Research/Scholarship/Creative Work that is recognised as outstanding for a minimum of three (3) years since attaining the rank of Associate Professor together with satisfactory Service.

Combined Option

	Teaching/ Professional Activities	Scholarship	Service	Total
Maximum	4	4	4	12
Minimum	3.5	3.5	1.5	9

Note: The Faculty Member should indicate preferred option (if applicable) on the Dossier Certification Checklist. If no option is indicated, the Promotions Board shall determine the appropriate option.

**THE COLLEGE OF THE BAHAMAS
PROMOTION DOSSIER CERTIFICATION CHECKLIST**

To be completed by the Faculty Member and submitted with the promotion dossier to the Associate Vice President (AVP), Human Resources by 1 March (or at least 6 weeks prior to each of the backdated promotions exercises).

NAME: _____
Please Print

SCHOOL/UNIT: _____

CURRENT RANK: _____ RANK APPLIED FOR: _____

SELECT ONE OPTION TEACHING RESEARCH COMBINED

This is to certify that the promotion dossier of the above-named Faculty Member contains the following documents (check where appropriate):

		Included	Not Included
1	Up-to-date Curriculum Vitae	<input type="checkbox"/>	<input type="checkbox"/>
2	Summary Evaluation Statement on		
	2.1 Professional duties and responsibilities, inclusive of Professional Activities (Teaching/Counselling/Librarianship/Research)	<input type="checkbox"/>	<input type="checkbox"/>
	2.2 Research/Scholarship/ Creative Work	<input type="checkbox"/>	<input type="checkbox"/>
	2.3 Service	<input type="checkbox"/>	<input type="checkbox"/>
3	Documentary Evidence on		
	3.1 Professional Activities (Teaching/Counselling/Nurse Counselling/ Librarianship/Research)	<input type="checkbox"/>	<input type="checkbox"/>
	3.2 Research/Scholarship/Creative Work	<input type="checkbox"/>	<input type="checkbox"/>
	3.3 Service to the College and/or Community	<input type="checkbox"/>	<input type="checkbox"/>
4	End-of-year Evaluations	<input type="checkbox"/>	<input type="checkbox"/>

SIGNATURE: _____
Faculty Member

DATE: _____

SIGNATURE: _____
Human Resources

DATE: _____

Promotion Dossiers of Instructional Faculty

Documentary Evidence in Support of Teaching, Research/Scholarship/Creative Work and Service

The items listed below may support the criteria for promotions. These items can also be used as evidence to support annual performance reviews. In addition to the types of evidence listed below, documentary evidence can include newspaper articles, photographs, official documents or anything which reflects the contributions of the candidate.

Documentary evidence of teaching and pedagogical work may include but is not limited to

- 1 list of courses taught or parts of courses taught as a member of a team, including the course number and title, credit value, and enrolment.
- 2 sample syllabi, lecture notes, assignments with directions/guidelines, handouts, tests, quizzes, examinations, projects, etc.
- 3 sample teaching materials incorporating important/significant new developments in the field.
- 4 instructional innovations and evaluating their effectiveness.
- 5 curriculum innovations or curriculum development projects, including development of significant college or school-based course material.
- 6 honours received as a result of teaching excellence.
- 7 reports from internal or external peer reviewers who have, at the Faculty Member's invitation, observed the Faculty Member's teaching.
- 8 statistical summaries of student feedback reports.
- 9 analysis of previous five (5) years annual performance reviews.
- 10 student publications, exhibitions or presentations of course-related work and other items of outstanding achievement by one's students.
- 11 summary of special efforts made to accommodate students with disabilities, where applicable.
- 12 individual student projects supervised or mentored, if any (e.g., special achievements, including supervision of master's or doctoral theses), whether completed or in progress, and indication of the nature of the Faculty Member's involvement (principal advisor, second reader, external examiner, etc.).
- 13 unsolicited thank you cards, notations, letters from students, alumni or employers of students.

Documentary evidence of Research/Scholarship/Creative Work may include but is not limited to

- 1 abstracts, drafts, posters and/or handouts for papers presented at national, regional or international professional conferences, seminars and other forums.
- 2 letters indicating current research projects involved with as project manager/administrator of sample modules for a training programme.
- 3 sample surveys/questionnaires.
- 4 executive summary of a grant proposal, with listing of principal investigators, budget.
- 5 letters confirming acceptance of research proposals or securing funding for research proposals or artistic/creative activities.
- 6 letters acknowledging fellowships, grants, patents, commissions, prizes or commendations for research, scholarship or creative professional work.

- 7 letters confirming that an article, monograph, book, etc. has been accepted for publication.
- 8 invitation to serve as a reader or editor for an academic/scholarly journal, translate a work for publication, write an article/chapter, design a case study, participate in a performance, be involved in a scholarly expedition or exploration, exhibit original work, etc. (or acknowledgement of the same).
- 9 unsolicited thank you cards, notations, letters from research partners, clients, agencies, organizations, etc.
- 10 scholarly reviews of articles, chapters, publications or critical reviews of creative/artistic works or performances.
- 11 citations of research in scholarly publications or written acknowledgement of artistic/creative works by peers.
- 12 articles in refereed journals, chapters in books, translations, books (full-length monographs).
- 13 reviews of articles, chapters, books and other publications or critical reviews of creative/artistic works or performances.
- 14 unpublished works such as substantial bibliographies, syllabus, case studies; articles in non-refereed publications.
- 15 brochures, flyers, planning documents, project reports, manuals, outreach materials that involve substantial, original intellectual or creative effort.
- 16 research in progress and/or submitted/accepted for publication.
- 17 original works such as recordings of music that has been composed or orchestrated, poetry/short stories/novellas, paintings/sculptures/pottery/photographs and so forth.
- 18 reviews of articles, theses, textbooks and other instructional materials.
- 19 Academic Board approved course outlines of new courses that have been developed.
- 20 contributions to course, programme, project or general curriculum development.

Documentary evidence of Service to the College and/or Community may include but is not limited to

- 1 letters to serve on committees, task forces or boards (or thank you letters for the same).
- 2 leading a national discussion (for example, town meetings, radio talk shows, series of newspaper articles).
- 3 letter or other documentation that reflects serving as a UTEB executive officer, school representative or member of the negotiating team.
- 4 letters of invitation to serve as Faculty advisor to student clubs, organisations or assist with special events, with student conferences and exchanges, or with off-campus trips.
- 5 letters or invitations to chair national, regional or international committees/organisations.
- 6 letters of invitation to serve on editorial boards, chair panels, moderate conference sessions, be a discussant, conduct workshops, adjudicate competitions.
- 7 letters of commendation, appreciation or certificates of recognition.
- 8 posters, flyers, programmes reflecting involvement in the planning, implementing and execution of College, community and/or national/international exhibits, performances, conferences and/or seminars.
- 9 abstracts, flyers, programmes, handouts, PowerPoint printouts and related materials for presentations/papers delivered at workshops, institutes, seminars or colloquia.
- 10 thank you letters for serving as a guest lecturer.
- 11 nomination/candidacy for or election to an office in a professional association.

- 12 correspondence concerning consultancies in a professional capacity and other activities of a professional nature.
- 13 notes, minutes, reports or other communications reflecting development of outreach programmes, community liaison activities and projects including those which involve students and Faculty.

Note: Candidates for promotion to the rank of Professor/Senior Counsellor/Senior Nurse Counsellor/Librarian IV/Senior Research Fellow may include as part of their complete Dossier, the names of individuals who may act as references.

Promotion Dossiers of Counselling Faculty

Documentary Evidence in Support of Counselling, Research/Scholarship/Creative Work and Service

The items listed below may support the criteria for promotions. These items can also be used as evidence to support annual performance reviews. In addition to the types of evidence listed below, documentary evidence can include newspaper articles, photographs, official documents or anything which reflects the contributions of the candidate.

Documentary evidence of Counselling may include but is not limited to

- 1 descriptions of materials/strategies used to effect changes in client behavior.
- 2 descriptions and analyses of counselling methods, techniques or strategies.
- 3 sample training/instructional materials, pamphlets, etc.
- 4 sample materials incorporating important/significant developments in the field.
- 5 invitations to demonstrate effective counselling methods, techniques (or thank you letters for the same).
- 6 abstracts of papers presented at seminars, workshops or colloquia.
- 7 slides of PowerPoint presentations delivered at workshops, training sessions, etc, for the improvement of counselling services and activities.

Documentary evidence of Research/Scholarship/Creative Work may include but is not limited to

- 1 abstracts, drafts, posters and/or handouts for papers presented at national, regional or international professional conferences, seminars and other forums.
- 2 letters indicating current research projects involved with as project manager/administrator of sample modules for a training programme.
- 3 sample surveys/questionnaires.
- 4 executive summary of a grant proposal, with listing of principal investigators, budget.
- 5 letters confirming acceptance of research proposals or securing funding for research proposals or artistic/creative activities.
- 6 letters acknowledging fellowships, grants, patents, commissions, prizes or commendations for research, scholarship or creative professional work.
- 7 letters confirming that an article, monograph, book, etc. has been accepted for publication.
- 8 invitation to serve as a reader or editor for an academic/scholarly journal, translate a work for publication, write an article/chapter, design a case study, participate in a performance, be involved in a scholarly expedition or exploration, exhibit original work, etc. (or acknowledgement of the same).
- 9 unsolicited thank you cards, notations, letters from research partners, clients, agencies, organizations, etc.
- 10 scholarly reviews of articles, chapters, publications or critical reviews of creative/artistic works or performances.
- 11 citations of research in scholarly publications or written acknowledgement of artistic/creative works by peers.
- 12 articles in refereed journals, chapters in books, translations, books (full-length monographs).

- 13 reviews of articles, chapters, books and other publications or critical reviews of creative/artistic works or performances.
- 14 unpublished works such as substantial bibliographies, syllabus, case studies; articles in non-refereed publications.
- 15 brochures, flyers, planning documents, project reports, manuals, outreach materials that involve substantial, original intellectual or creative effort.
- 16 research in progress and/or submitted/accepted for publication.
- 17 original works such as recordings of music that has been composed or orchestrated, poetry/short stories/novellas, paintings/sculptures/pottery/photographs and so forth.
- 18 reviews of articles, theses, textbooks and other instructional materials.
- 19 Academic Board approved course outlines of new courses that have been developed.
- 20 contributions to course, programme, project or general curriculum development.

Documentary evidence of Service to the College and/or Community may include but is not limited to

- 1 letters to serve on committees, task forces or boards (or thank you letters for the same).
- 2 leading a national discussion (for example, town meetings, radio talk shows, series of newspaper articles).
- 3 letter or other documentation that reflects serving as a UTEB executive officer, school representative or member of the negotiating team.
- 4 letters of invitation to serve as Faculty advisor to student clubs, organisations or assist with special events, with student conferences and exchanges, or with off-campus trips.
- 5 letters or invitations to chair national, regional or international committees/organisations.
- 6 letters of invitation to serve on editorial boards, chair panels, moderate conference sessions, be a discussant, conduct workshops, adjudicate competitions.
- 7 letters of commendation, appreciation or certificates of recognition.
- 8 posters, flyers, programmes reflecting involvement in the planning, implementing and execution of College, community and/or national/international exhibits, performances, conferences and/or seminars.
- 9 abstracts, flyers, programmes, handouts, PowerPoint printouts and related materials for presentations/papers delivered at workshops, institutes, seminars or colloquia.
- 10 thank you letters for serving as a guest lecturer.
- 11 nomination/candidacy for or election to an office in a professional association.
- 12 correspondence concerning consultancies in a professional capacity and other activities of a professional nature.
- 13 notes, minutes, reports or other communications reflecting development of outreach programmes, community liaison activities and projects including those which involve students and Faculty.

Note: Candidates for promotion to the rank of Professor/Senior Counsellor/Senior Nurse Counsellor/Librarian IV/Senior Research Fellow may include as part of their complete Dossier, the names of individuals who may act as references.

Promotion Dossiers of Nurse Counselling Faculty

Documentary Evidence in Support of Nursing, Research/Scholarship/Creative Work and Service

The items listed below may support the criteria for promotions. These items can also be used as evidence to support annual performance reviews. In addition to the types of evidence listed below, documentary evidence can include newspaper articles, photographs, official documents or anything which reflects the contributions of the candidate.

Documentary evidence of Nursing may include but is not limited to

- 1 explanations of how nursing strategies, techniques and/or materials incorporate important/significant new developments in the field.
- 2 descriptions of materials/strategies used to effect changes in client behavior.
- 3 descriptions and analyses of nursing methods, techniques or strategies.
- 4 sample training/instructional materials, pamphlets, etc.
- 5 sample materials incorporating important/significant developments in the field.
- 6 abstracts of papers presented at seminars, workshops or colloquia for the improvement of health services and activities.
- 7 slides of PowerPoint presentations delivered at workshops, training sessions, etc, for the improvement of health services and activities.

Documentary evidence of Research/Scholarship/Creative Work may include but is not limited to

- 1 abstracts, drafts, posters and/or handouts for papers presented at national, regional or international professional conferences, seminars and other forums.
- 2 letters indicating current research projects involved with as project manager/administrator of sample modules for a training programme.
- 3 sample surveys/questionnaires.
- 4 executive summary of a grant proposal, with listing of principal investigators, budget.
- 5 letters confirming acceptance of research proposals or securing funding for research proposals or artistic/creative activities.
- 6 letters acknowledging fellowships, grants, patents, commissions, prizes or commendations for research, scholarship or creative professional work.
- 7 letters confirming that an article, monograph, book, etc. has been accepted for publication.
- 8 invitation to serve as a reader or editor for an academic/scholarly journal, translate a work for publication, write an article/chapter, design a case study, participate in a performance, be involved in a scholarly expedition or exploration, exhibit original work, etc. (or acknowledgement of the same).
- 9 unsolicited thank you cards, notations, letters from research partners, clients, agencies, organizations, etc.
- 10 scholarly reviews of articles, chapters, publications or critical reviews of creative/artistic works or performances.
- 11 citations of research in scholarly publications or written acknowledgement of artistic/creative works by peers.
- 12 articles in refereed journals, chapters in books, translations, books (full-length monographs).

- 13 reviews of articles, chapters, books and other publications or critical reviews of creative/artistic works or performances.
- 14 unpublished works such as substantial bibliographies, syllabus, case studies; articles in non-refereed publications.
- 15 brochures, flyers, planning documents, project reports, manuals, outreach materials that involve substantial, original intellectual or creative effort.
- 16 research in progress and/or submitted/accepted for publication.
- 17 original works such as recordings of music that has been composed or orchestrated, poetry/short stories/novellas, paintings/sculptures/pottery/photographs and so forth.
- 18 reviews of articles, theses, textbooks and other instructional materials.
- 19 Academic Board approved course outlines of new courses that have been developed.
- 20 contributions to course, programme, project or general curriculum development.

Documentary evidence of Service to the College and/or Community may include but is not limited to

- 1 letters to serve on committees, task forces or boards (or thank you letters for the same).
- 2 leading a national discussion (for example, town meetings, radio talk shows, series of newspaper articles).
- 3 letter or other documentation that reflects serving as a UTEB executive officer, school representative or member of the negotiating team.
- 4 letters of invitation to serve as Faculty advisor to student clubs, organisations or assist with special events, with student conferences and exchanges, or with off-campus trips.
- 5 letters or invitations to chair national, regional or international committees/organisations.
- 6 letters of invitation to serve on editorial boards, chair panels, moderate conference sessions, be a discussant, conduct workshops, adjudicate competitions.
- 7 letters of commendation, appreciation or certificates of recognition.
- 8 posters, flyers, programmes reflecting involvement in the planning, implementing and execution of College, community and/or national/international exhibits, performances, conferences and/or seminars.
- 9 abstracts, flyers, programmes, handouts, PowerPoint printouts and related materials for presentations/papers delivered at workshops, institutes, seminars or colloquia.
- 10 thank you letters for serving as a guest lecturer.
- 11 nomination/candidacy for or election to an office in a professional association.
- 12 correspondence concerning consultancies in a professional capacity and other activities of a professional nature.
- 13 notes, minutes, reports or other communications reflecting development of outreach programmes, community liaison activities and projects including those which involve students and Faculty.

Note: Candidates for promotion to the rank of Professor/Senior Counsellor/Senior Nurse Counsellor/Librarian IV/Senior Research Fellow may include as part of their complete Dossier, the names of individuals who may act as references.

Promotion Dossiers of Librarian Faculty

Documentary Evidence in Support of Professional Activities, Research/Scholarship/ Creative Work and Service

The items listed below may support the criteria for promotions. These items can also be used as evidence to support annual performance reviews. In addition to the types of evidence listed below, documentary evidence can include newspaper articles, photographs, official documents or anything which reflects the contributions of the candidate.

Documentary Evidence of Professional Activities may include but is not limited to

- 1 sample training notes, assignments, handouts, guidelines, posters, etc.
- 2 sample training syllabi and materials.
- 3 evidence of publications, exhibitions or presentations.
- 4 invitations to present on the profession or conduct bibliographic instruction (or thank you letters for the same).
- 5 abstracts of papers presented at seminars or colloquia relevant to the profession.
- 6 slides of PowerPoint presentations delivered at workshops, training sessions, etc.
- 7 evidence of serving as library mentor.
- 8 participating in exchange programmes.
- 9 support for other branches.

Documentary evidence of Research/Scholarship/Creative Work may include but is not limited to

- 1 abstracts, drafts, posters and/or handouts for papers presented at national, regional or international professional conferences, seminars and other forums.
- 2 letters indicating current research projects involved with as project manager/administrator of sample modules for a training programme.
- 3 sample surveys/questionnaires.
- 4 executive summary of a grant proposal, with listing of principal investigators, budget.
- 5 letters confirming acceptance of research proposals or securing funding for research proposals or artistic/creative activities.
- 6 letters acknowledging fellowships, grants, patents, commissions, prizes or commendations for research, scholarship or creative professional work.
- 7 letters confirming that an article, monograph, book, etc. has been accepted for publication.
- 8 invitation to serve as a reader or editor for an academic/scholarly journal, translate a work for publication, write an article/chapter, design a case study, participate in a performance, be involved in a scholarly expedition or exploration, exhibit original work, etc. (or acknowledgement of the same).
- 9 unsolicited thank you cards, notations, letters from research partners, clients, agencies, organizations, etc.
- 10 scholarly reviews of articles, chapters, publications or critical reviews of creative/artistic works or performances.
- 11 citations of research in scholarly publications or written acknowledgement of artistic/creative works by peers.
- 12 articles in refereed journals, chapters in books, translations, books (full-length monographs).

- 13 reviews of articles, chapters, books and other publications or critical reviews of creative/artistic works or performances.
- 14 unpublished works such as substantial bibliographies, syllabus, case studies; articles in non-refereed publications.
- 15 brochures, flyers, planning documents, project reports, manuals, outreach materials that involve substantial, original intellectual or creative effort.
- 16 research in progress and/or submitted/accepted for publication.
- 17 original works such as recordings of music that has been composed or orchestrated, poetry/short stories/novellas, paintings/sculptures/pottery/photographs and so forth.
- 18 reviews of articles, theses, textbooks and other instructional materials.
- 19 Academic Board approved course outlines of new courses that have been developed.
- 20 contributions to course, programme, project or general curriculum development.

Documentary evidence of Service to the College and/or Community may include but is not limited to

- 1 letters to serve on committees, task forces or boards (or thank you letters for the same).
- 2 leading a national discussion (for example, town meetings, radio talk shows, series of newspaper articles).
- 3 letter or other documentation that reflects serving as a UTEB executive officer, school representative or member of the negotiating team.
- 4 letters of invitation to serve as Faculty advisor to student clubs, organisations or assist with special events, with student conferences and exchanges, or with off-campus trips.
- 5 letters or invitations to chair national, regional or international committees/organisations.
- 6 letters of invitation to serve on editorial boards, chair panels, moderate conference sessions, be a discussant, conduct workshops, adjudicate competitions.
- 7 letters of commendation, appreciation or certificates of recognition.
- 8 posters, flyers, programmes reflecting involvement in the planning, implementing and execution of College, community and/or national/international exhibits, performances, conferences and/or seminars.
- 9 abstracts, flyers, programmes, handouts, PowerPoint printouts and related materials for presentations/papers delivered at workshops, institutes, seminars or colloquia.
- 10 thank you letters for serving as a guest lecturer.
- 11 nomination/candidacy for or election to an office in a professional association.
- 12 correspondence concerning consultancies in a professional capacity and other activities of a professional nature.
- 13 notes, minutes, reports or other communications reflecting development of outreach programmes, community liaison activities and projects including those which involve students and Faculty.

Note: Candidates for promotion to the rank of Professor/Senior Counsellor/Senior Nurse Counsellor/Librarian IV/Senior Research Fellow may include as part of their complete Dossier, the names of individuals who may act as references.

Promotion Dossiers of Research Faculty

Documentary Evidence in Support of Professional Activities, Research/Scholarship/ Creative Work and Service

The items listed below may support the criteria for promotions. These items can also be used as evidence to support annual performance reviews. In addition to the types of evidence listed below, documentary evidence can include newspaper articles, photographs, official documents or anything which reflects the contributions of the candidate.

Documentary Evidence of Professional Activities may include but is not limited to

- 1 materials reflecting involvement in a variety of research projects.
- 2 samples of research proposals.
- 3 sample training notes, syllabi and materials.
- 4 sample evidence of presentations, workshops, fora, etc.
- 5 abstracts of papers presented at seminars or colloquia relevant to the profession.
- 6 slides of PowerPoint presentations delivered at workshops, training sessions, etc.
- 7 invitation to publish research papers.
- 8 evidence of serving as a research mentor.

Documentary evidence of Research/Scholarship/Creative Work may include but is not limited to

- 1 abstracts, drafts, posters and/or handouts for papers presented at national, regional or international professional conferences, seminars and other forums.
- 2 letters indicating current research projects involved with as project manager/administrator of sample modules for a training programme.
- 3 sample surveys/questionnaires.
- 4 executive summary of a grant proposal, with listing of principal investigators, budget.
- 5 letters confirming acceptance of research proposals or securing funding for research proposals or artistic/creative activities.
- 6 letters acknowledging fellowships, grants, patents, commissions, prizes or commendations for research, scholarship or creative professional work.
- 7 letters confirming that an article, monograph, book, etc. has been accepted for publication.
- 8 invitation to serve as a reader or editor for an academic/scholarly journal, translate a work for publication, write an article/chapter, design a case study, participate in a performance, be involved in a scholarly expedition or exploration, exhibit original work, etc. (or acknowledgement of the same).
- 9 unsolicited thank you cards, notations, letters from research partners, clients, agencies, organizations, etc.
- 10 scholarly reviews of articles, chapters, publications or critical reviews of creative/artistic works or performances.
- 11 citations of research in scholarly publications or written acknowledgement of artistic/creative works by peers.
- 12 articles in refereed journals, chapters in books, translations, books (full-length monographs).
- 13 reviews of articles, chapters, books and other publications or critical reviews of creative/artistic works or performances.

- 14 unpublished works such as substantial bibliographies, syllabus, case studies; articles in non-refereed publications.
- 15 brochures, flyers, planning documents, project reports, manuals, outreach materials that involve substantial, original intellectual or creative effort.
- 16 research in progress and/or submitted/accepted for publication.
- 17 original works such as recordings of music that has been composed or orchestrated, poetry/short stories/novellas, paintings/sculptures/pottery/photographs and so forth.
- 18 reviews of articles, theses, textbooks and other instructional materials.
- 19 Academic Board approved course outlines of new courses that have been developed.
- 20 contributions to course, programme, project or general curriculum development.

Documentary evidence of Service to the College and/or Community may include but is not limited to

- 1 letters to serve on committees, task forces or boards (or thank you letters for the same).
- 2 leading a national discussion (for example, town meetings, radio talk shows, series of newspaper articles).
- 3 letter or other documentation that reflects serving as a UTEB executive officer, school representative or member of the negotiating team.
- 4 letters of invitation to serve as Faculty advisor to student clubs, organisations or assist with special events, with student conferences and exchanges, or with off-campus trips.
- 5 letters or invitations to chair national, regional or international committees/organisations.
- 6 letters of invitation to serve on editorial boards, chair panels, moderate conference sessions, be a discussant, conduct workshops, adjudicate competitions.
- 7 letters of commendation, appreciation or certificates of recognition.
- 8 posters, flyers, programmes reflecting involvement in the planning, implementing and execution of College, community and/or national/international exhibits, performances, conferences and/or seminars.
- 9 abstracts, flyers, programmes, handouts, PowerPoint printouts and related materials for presentations/papers delivered at workshops, institutes, seminars or colloquia.
- 10 thank you letters for serving as a guest lecturer.
- 11 nomination/candidacy for or election to an office in a professional association.
- 12 correspondence concerning consultancies in a professional capacity and other activities of a professional nature.
- 13 notes, minutes, reports or other communications reflecting development of outreach programmes, community liaison activities and projects including those which involve students and Faculty.

Note: Candidates for promotion to the rank of Professor/Senior Counsellor/Senior Nurse Counsellor/Librarian IV/Senior Research Fellow may include as part of their complete Dossier, the names of individuals who may act as references.

APPENDIX 7

THE COLLEGE OF THE BAHAMAS
ABSENTEE REPORT FORM (FACULTY)

NAME: _____
Please Print

SCHOOL/UNIT: _____

PERIOD OF ABSENCE: TOTAL NUMBER OF DAYS: _____

FIRST DAY: _____ LAST DAY: _____

DATE EXPECTED TO RETURN: _____ DATE OF RETURN: _____

CHAIR/DIRECTOR NOTIFIED: YES NO

REASON(S) FOR ABSENCE: _____

MEDICAL CERTIFICATE ATTACHED: YES NO

ARRANGEMENTS FOR TIME TO BE MADE UP: YES NO

IF YES, STATE DATE (S) AND TIME(S): _____

SIGNATURE: _____ DATE: _____
CHAIR/DIRECTOR

DEAN/VICE-PRESIDENT NOTIFIED: YES NO DATE: _____

FOR OFFICIAL USE ONLY

SICK LEAVE ENTITLEMENT: _____ DAYS TAKEN TO DATE: _____

BALANCE REMAINING: _____

SALARY TO BE DEDUCTED: YES NO

PERMISSION GIVEN FOR TIME TO BE MADE UP: YES NO

COMMENTS: _____

SIGNATURE: _____ DATE: _____
HUMAN RESOURCES

INITIALS OF RESEARCHER: _____ DATE: _____

**THE COLLEGE OF THE BAHAMAS
APPLICATION FOR ADOPTION LEAVE (FACULTY)**

Faculty are eligible for up to six (6) weeks paid Adoption Leave upon completion of one (1) year (12 months) of full-time service. Normally, Adoption Leave at full pay will not be granted more than once every two (2) years. Applications must be accompanied by documentary proof of the adoption.

NAME: _____
Please Print

SCHOOL/UNIT: _____ DATE OF EMPLOYMENT: _____

NUMBER OF WEEKS REQUESTED: _____

DATES REQUESTED: FIRST DAY: _____ LAST DAY: _____

SIGNATURE: _____ DATE: _____
APPLICANT

SIGNATURE: _____ DATE: _____
CHAIR/DIRECTOR

DEAN/VICE-PRESIDENT NOTIFIED: YES NO DATE: _____

FOR OFFICIAL USE ONLY

PREVIOUS ADOPTION LEAVE APPROVED: YES NO DATE: _____

DOCUMENTARY PROOF OF ADOPTION: YES NO

TYPE OF PROOF: _____

ADOPTION LEAVE: APPROVED NOT APPROVED

FIRST DAY: _____ LAST DAY: _____

COMMENTS: _____

SIGNATURE: _____ DATE: _____
HUMAN RESOURCES

INITIALS OF RESEARCHER: _____ DATE: _____

**THE COLLEGE OF THE BAHAMAS
APPLICATION FOR CASUAL LEAVE (FACULTY)**

Faculty who are not eligible for overtime pay are eligible for Casual Leave. Faculty may request up to three (3) days Casual Leave, exclusive of weekends, and up to twelve (12) days per calendar year. Casual Leave cannot be added to any other type of leave. Notification for Casual Leave must be given in advance of the Leave. No more than one application will be considered in any month.

NAME: _____ POSITION: _____
Please Print

SCHOOL: _____

PROJECT/DUTIES BEING COMPENSATED: _____

NUMBER OF DAYS REQUESTED: _____

DATES REQUESTED: FIRST DAY: _____ LAST DAY: _____

ARRANGEMENTS FOR DUTIES/RESPONSIBILITIES: _____

SIGNATURE: _____ DATE: _____
APPLICANT

SIGNATURE: _____ DATE: _____
CHAIR/DIRECTOR

SIGNATURE: _____ DATE: _____
DEAN/VICE PRESIDENT

FOR OFFICIAL USE ONLY

AMOUNT OF LEAVE TAKEN: _____ NUMBER OF DAYS REMAINING: _____

SIGNATURE: _____ DATE: _____
HUMAN RESOURCES

INITIALS OF RESEARCHER: _____ DATE: _____

**THE COLLEGE OF THE BAHAMAS
APPLICATION FOR COMPASSIONATE LEAVE (FACULTY)**

Compassionate Leave shall be taken following the death or prior to the burial of the deceased. In the case of the death of a parent, grandparent, foster parent, step-parent, spouse/life partner, child, grandchild, sibling or legal dependent, Faculty are eligible for up to six (6) days paid Leave. In the case of the death of a parent-in-law, daughter-in-law, son-in-law, sister-in-law, brother-in-law, aunt, uncle, niece or nephew, Faculty are eligible for up to three (3) days paid Leave. Relationships not identified above will be dealt with on a case-by-case basis.

NAME: _____
Please Print

SCHOOL/UNIT: _____

NAME OF DECEASED: _____ RELATIONSHIP: _____

DATE OF BURIAL: _____ PLACE OF BURIAL: _____
City, Country

NUMBER OF DAYS REQUESTED: _____

DATES REQUESTED: FIRST DAY: _____ LAST DAY: _____

SIGNATURE: _____ DATE: _____
APPLICANT

SIGNATURE: _____ DATE: _____
CHAIR/DIRECTOR

DEAN/VICE-PRESIDENT NOTIFIED: YES NO DATE: _____

FOR OFFICIAL USE ONLY

COMPASSIONATE LEAVE APPROVED: APPROVED NOT APPROVED

NUMBER OF DAYS APPROVED: _____

FIRST DAY: _____ LAST DAY: _____

COMMENTS: _____

SIGNATURE: _____ DATE: _____
HUMAN RESOURCES

INITIALS OF RESEARCHER: _____ DATE: _____

**THE COLLEGE OF THE BAHAMAS
APPLICATION FOR MATERNITY LEAVE (FACULTY)**

Female Faculty are eligible for fourteen (14) weeks paid Maternity Leave after one (1) year (12 months) of full-time service. Maternity Leave at full pay will not be granted more than once every two (2) years. Applications must include a doctor's statement confirming the expected date of confinement. At the end of the Leave, Faculty must submit a medical certificate of fitness to Human Resources.

NAME: _____
Please Print

SCHOOL/UNIT: _____ DATE OF EMPLOYMENT: _____

EXPECTED DATE OF CONFINEMENT: _____
(Attach Doctor's Certificate)

SIGNATURE: _____ DATE: _____
APPLICANT

SIGNATURE: _____ DATE: _____
CHAIR/DIRECTOR

DEAN/VICE-PRESIDENT NOTIFIED: YES NO DATE: _____

FOR OFFICIAL USE ONLY

PREVIOUS MATERNITY LEAVE APPROVED: YES NO DATE: _____

DOCTOR'S CERTIFICATE: YES NO

MATERNITY LEAVE: APPROVED WITH PAY APPROVED WITHOUT PAY

NUMBER OF WEEKS APPROVED: _____

DATES OF LEAVE: FIRST DAY: _____ LAST DAY: _____

EXPECTED DATE OF RETURN TO WORK: _____

COMMENTS: _____

SIGNATURE: _____ DATE: _____
HUMAN RESOURCES

INITIALS OF RESEARCHER: _____ DATE: _____

**THE COLLEGE OF THE BAHAMAS
APPLICATION FOR PATERNITY LEAVE (FACULTY)**

Male Faculty are eligible for up to four (4) weeks paid Paternity Leave after one (1) year (12 months) of full-time service. Normally, Paternity Leave at full pay will not be granted more than once every two (2) years. Applications must include (i) a letter requesting Paternity Leave acknowledging paternity; and (ii) a doctor's report confirming the pregnancy and the expected date of birth. After the birth, the Faculty Member must forward a copy of the birth certificate to Human Resources.

NAME: _____
Please Print

SCHOOL/UNIT: _____ DATE OF EMPLOYMENT: _____

NUMBER OF WEEKS REQUESTED: _____

DATES REQUESTED: FIRST DAY: _____ LAST DAY: _____

SIGNATURE: _____ DATE: _____
APPLICANT

SIGNATURE: _____ DATE: _____
CHAIR/DIRECTOR

DEAN/VICE-PRESIDENT NOTIFIED: YES NO DATE: _____

FOR OFFICIAL USE ONLY

PREVIOUS PATERNITY LEAVE APPROVED: YES NO DATE: _____

LETTER REQUESTING LEAVE: YES NO

DOCTOR'S REPORT: YES NO

PATERNITY LEAVE: APPROVED NOT APPROVED

NUMBER OF WEEKS APPROVED: _____

DATES OF LEAVE: FIRST DAY: _____ LAST DAY: _____

COMMENTS: _____

SIGNATURE: _____ DATE: _____
HUMAN RESOURCES

INITIALS OF RESEARCHER: _____ DATE: _____

