



**UNIVERSITY OF THE BAHAMAS  
ACADEMIC SENATE**

**STATUTES and BYE-LAWS**

Approved: 8 June, 2020  
Revised: 12 May, 2022  
Revised: 8 April 2024  
Revised: 11 November 2025  
Revised: 9 June 2026

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# UNIVERSITY OF THE BAHAMAS ACADEMIC SENATE

## STATUTES and BYE-LAWS

### 1. RESPONSIBILITIES AND POWERS OF THE ACADEMIC SENATE

The responsibilities and powers shall be as defined in Article 7 of the University of The Bahamas Act, 2016.

### 2. COMPOSITION OF THE ACADEMIC SENATE

The composition of the Academic Senate shall be as defined in Statue X of the University of The Bahamas Act, 2016.

### 3. APPOINTMENTS TO THE ACADEMIC SENATE

#### 3.1. University President

The University President shall serve (*Ex Officio*) by virtue of his/her position within the institution for so long as he/she continues to hold the position of President.

#### 3.2. Officers of the University

Officers of the University carrying out administrative duties who shall be appointed by the President to serve for an initial two years may be reappointed.

### 4. ELECTION OF ACADEMIC SENATORS

#### 4.1. Elections

4.1.1. Academic Senate Officers and the Committee on Committees shall ensure that the Academic Senate and all of its committees are duly constituted.

4.1.2. Elections for faculty and staff senators should be held at least two months before the end of the Spring Semester.

4.1.3. Elections for student senators should be held at least one month before the end of the Spring Semester each year.

4.1.4. The Academic Senate Chair shall announce the date for elections at least one month in advance of the elections.

4.1.5. Election results shall be read into the minutes of the first Academic Senate meeting immediately following the elections.

#### 4.2. Full-time Faculty

4.2.1. Full-time faculty may be elected to the Academic Senate if they:

4.2.1.1. Have been employed by the University for three or more consecutive years;

4.2.1.2. Do not hold office in any bargaining unit of the University; and

4.2.1.3. Do not serve on the University Board of Trustees.

4.2.2. Full-time Faculty Senators shall serve for an initial term of two years and should not normally serve for more than three consecutive terms.

4.2.3. In those instances where an eligible successor has not been identified for an academic unit, a full-time Faculty Senator may be re-elected to serve for longer than three consecutive terms.

#### 4.3. Adjunct or Part-time Faculty

4.3.1. Adjunct or Part-time Faculty may be elected to the Academic Senate if they:

- 4.3.1.1. Have been employed as an Adjunct or Part-time Faculty by the University for a minimum of five academic years;
- 4.3.1.2. Have been employed to teach at least one course for academic credit in the Fall or Spring Semester;
- 4.3.1.3. Do not hold office in any bargaining unit; and
- 4.3.1.4. Do not serve on the University Board of Trustees.

4.3.2. Adjunct or Part-time Faculty Senators are eligible to serve as long as they are expected to be assigned to teach at least one course for academic credit in either the Fall or Spring Semester during their elected term.

4.3.3. Adjunct or Part-time Faculty Senators may serve for an initial term of two years and should not normally serve for more than three consecutive terms.

4.3.4. In those instances, where no eligible successor is identified, an Adjunct or Part-time Faculty Senator may be re-elected to serve for longer than three consecutive terms provided he/she continues to be assigned to teach at least one course for academic credit during either the Fall or Spring Semester during their elected term.

#### 4.4. Staff

4.4.1. Staff members may be elected to the Academic Senate if they:

- 4.4.1.1. Have been employed by the University for three or more consecutive years;
- 4.4.1.2. Do not hold office in any bargaining unit of the University; and
- 4.4.1.3. Do not serve on the University Board of Trustees.

4.4.2. Staff Senators shall serve for an initial term of two years and should not normally serve for more than three consecutive terms.

4.4.3. In those instances, where no eligible successor has been identified, Staff Senators may be re-elected to serve for longer than three consecutive terms.

#### 4.5. Students

4.5.1. University of The Bahamas students may be elected to the Academic Senate if they:

- 4.5.1.1. Are enrolled full-time in an undergraduate degree programme and have an overall cumulative grade point average (GPA) of 2.50 or above having completed a minimum of thirty (30) credits at the University;
- 4.5.1.2. Are enrolled in a graduate degree programme with an overall GPA of 3.00 or above having completed a minimum of fifteen (15) credits at the University;
- 4.5.1.3. Do not serve as an executive on the Student Government Association or serve on the University Board of Trustees, and

4.5.2. Student Senators shall serve for one year as long as they maintain the eligibility GPA as outlined in 4.5.1.

#### 4.6. Bye-Elections

4.6.1. In the event that a Senator resigns or is unable to fulfil his/her duties for a period of at least two consecutive months, the Academic Senate seat may be considered vacant and may be filled by a bye-election.

4.6.2. Bye-elections may be held at the beginning of each semester or as vacancies arise.

4.6.3. The eligibility requirements hereinbefore expressly set out for Faculty, Staff and Student Senators shall apply during a bye-election.

4.6.4. Senators elected in bye-elections shall serve out the term of the vacated Academic Senate

seat.

#### 4.7 Early end of a senator's term

If a senator's term of employment by the University should end before the expiration of their senate term, the senator's term will end on their last day of employment.

#### 4.8 Representatives from UB North

When possible, the Academic Senate would prefer to have at least one UB North representative elected from its full-time faculty and at least one representative from UB North staff. The Academic Senate would prefer to have at least one of the student representatives elected from students enrolled at UB-North.

#### 4.9 Exceptions

Under exceptional circumstances or in specific cases, the Academic Senate may vote to vary these rules in 4.6.

## 5. RIGHTS AND RESPONSIBILITIES OF SENATORS

### 5.1. Attendance

Senators shall

- 5.1.1.1. Attend all Ordinary Academic Senate meetings.
- 5.1.1.2. Attend all Extraordinary Meetings.
- 5.1.1.3. Student senators shall not be penalised for non-attendance at any Ordinary or Extraordinary Meetings in which student graduation awards are proposed.
- 5.1.1.4. Senators-elect shall attend at least one Ordinary Meeting during the semester preceding the year in which they have been elected to serve.

### 5.2. Service

Senators shall

- 5.2.1. Participate in the work of the Academic Senate as defined in Article 7, Clause 7.3 of the University of The Bahamas Act, 2016.
- 5.2.2. Serve on a minimum of one and a maximum of two Academic Senate Committees (with the exception stated in 5.2.5).
- 5.2.3. Represent the needs and concerns of their constituents and convey information from the Academic Senate to their constituents.
- 5.2.4. Declare all conflicts of interest to the Academic Senate Chair.
- 5.2.5. The Chief Academic Officer of the University shall not sit on an Academic Senate Committee unless specifically requested by the Chair.

### 5.3. Voting

- 5.3.1. All senators may vote on all senate matters, apart from the exceptions listed at 5.3.3.
- 5.3.2. Senators shall normally be able to review matters one ordinary Senate meeting before voting, excepting graduation, curriculum papers and urgent matters.
- 5.3.3. Exceptions:
  - 5.3.3.1. Staff and student senators shall not vote on matters relating to faculty including, but not limited to, faculty personnel, promotions, tenure, tenure review, and professional development.

- 5.3.3.2. Student senators shall not vote on graduation papers and awards.
- 5.3.3.3. The Chair of the Academic Senate may vote when a round robin vote is taken.
- 5.3.4 Voting on matters pertaining to graduation, policies and curriculum papers, or other urgent votes may be conducted by round robin.
- 5.3.5 Voting on new and revised policies shall usually be as follows:
  - 5.3.5.1 Policies are circulated by the Academic Senate Secretary to Senators for review and input about one week before being tabled in the Academic Senate for an initial discussion;
  - 5.3.5.2 Recommendations, comments and adjustments emanating from that discussion are reviewed by the Academic Policies Committee which shall forward a revised version of policies to the Secretary;
  - 5.3.5.3 Revised policies are circulated to Senators for final review about one week before being tabled in the Senate for a second reading and vote.

#### 5.4 Removal from the Academic Senate

- 5.4.1 Senators shall be removed from office and their seat declared vacant if:
  - 5.4.1.1 They fail to attend two consecutive Ordinary Meetings without due cause.
    - 5.4.1.1.1 "Due cause" referred to in 5.4.1.1. shall include the non-attendance of Student Senators at any and all Ordinary Meetings in which graduand awards are proposed.
  - 5.4.1.2 They fail to declare a conflict of interest if elected or appointed to a position within or outside of the University that represents a conflict of interest and or function.
  - 5.4.1.3 Contravene or breach Academic Senate confidentiality.

#### 5.5 Senators who have been removed from office

- 5.5.4 Must sit out the remainder of their term.
- 5.5.5 May be re-elected to the Academic Senate.

## 6. ACADEMIC SENATE OFFICERS

The Academic Senate shall elect a Chair, Vice-Chair, Secretary, Assistant Secretary and two Parliamentarians.

#### 6.1. The Academic Senate Chair shall

- 6.1.1. Hold full-time faculty status at the University;
- 6.1.2. Be elected from amongst the elected Senators;
- 6.1.3. Serve for an initial term of two years and may be re-elected as Chair for one additional term;
- 6.1.4. Convene and preside over all Academic Senate meetings;
- 6.1.5. Establish and maintain orderly meeting proceedings;
- 6.1.6. Cast a vote on a motion before the Academic Senate only in the event of a tie (see exception 5.3.3.3);
- 6.1.7. Serve as an ex-officio member of all Academic Senate committees; Communicate the work of the Academic Senate to the University community; and
- 6.1.8. Be eligible for a reduction of one course per semester in consultation with the Academic Dean.

6.2. The Vice Chair shall

- 6.2.1. Hold full-time faculty status at the University;
- 6.2.2. Be elected from amongst the elected Senators;
- 6.2.3. Serve for an initial term of two years and may be re-elected as Vice-Chair for one additional term;
- 6.2.4. Perform the duties of the Chair in the absence of the Chair;
- 6.2.5. Serve as Chair until a successor is elected in the event of the resignation or removal of the Chair.

6.3. The Secretary shall

- 6.3.1. Hold full-time faculty or full-time staff status at the University;
- 6.3.2. Be elected from amongst the Senators;
- 6.3.3. Serve for an initial term of two years and may be re-elected as Secretary for one additional term;
- 6.3.4. Record and distribute minutes of Ordinary and Extraordinary Meetings to all Senators along with copies of documents shared at meetings;
- 6.3.5. Ensure that the list of current Senators is posted to the University's website as well as Academic Senate committees and membership on committees;
- 6.3.6. Serve as an ex-officio member of all Academic Senate committees;
- 6.3.7. Maintain a current list of Senators documenting their attendance;
- 6.3.8. Locate and share institutional documents relevant to the functioning of the Academic Senate;
- 6.3.9. Reserve and prepare the room for Academic Senate meetings; and
- 6.3.10. Be eligible for a reduction of one course per semester in consultation with their Academic Dean, if a full-time member of faculty or eligible for a reduced workload in consultation with the Administrative Council member responsible for their area, if a full-time member of staff.

6.4. The Assistant Secretary shall:

- 6.4.1. Hold full-time faculty or full-time staff status at the University;
- 6.4.2. Be elected from amongst the Senators;
- 6.4.3. Serve for an initial term of two years and may be re-elected as Assistant Secretary for a period of one additional term;
- 6.4.4. Perform the duties of the Secretary in the absence of the Secretary; and
- 6.4.5. Serve as Secretary until a successor is elected in the event of the resignation or removal of the Secretary.

6.5. There shall be two Parliamentarians who shall:

- 6.5.1. Hold full-time faculty or full-time staff status at the University;
- 6.5.2. Be elected from amongst the Senators;
- 6.5.3. Serve for an initial term of two years and may be re-elected as Parliamentarians for a period of one additional term;
- 6.5.4. Assist the Academic Senate Chair with orderly meeting proceedings as needed; ensure Senators adhere to all statutes, bye-laws, rules and regulations established by the Academic Senate in accordance with the University of The Bahamas Act, 2016; and
- 6.5.5. Enforce Robert's Rules of Order.

## 6.6. Removal of Academic Senate Officers

### 6.6.1. Academic Senate Officers may be removed from office if they:

- 6.6.1.1. Are no longer eligible to serve as Senator.
- 6.6.1.2. Are found negligent in the performance of their duties.
- 6.6.1.3. Are found to have an undeclared conflict of interest.

### 6.6.2. Academic Senate Officers who have been removed:

- 6.6.2.1. May continue to serve as Senators for the remainder of their term as long as the removal from office was not based on their ineligibility to serve on the Academic Senate.
- 6.6.2.2. May be re-elected to the Academic Senate.
- 6.6.2.3. May not hold any other Academic Senate Office for no fewer than two years.

## 7. MEETINGS

### 7.1. Ordinary Meetings

#### 7.1.1. Ordinary Meetings shall be held on the second Tuesday of every month and may be held on the following Tuesday in the event of:

- 7.1.1.1. A national holiday;
- 7.1.1.2. An academic break; or
- 7.1.1.3. Force majeure.

#### 7.1.2. There shall be no fewer than seven Ordinary Meetings per academic year:

- 7.1.2.1. Three meetings in the Fall Semester;
- 7.1.2.2. Three meetings in the Spring Semester; and
- 7.1.2.3. One meeting in the Summer Session.

#### 7.1.3. Ordinary Meetings shall have a quorum of fifty percent (50%) plus one of the total membership, inclusive of:

- 7.1.3.1. Fifty percent (50%) plus one of Faculty Senators; and the
- 7.1.3.2. Academic Senate Chair (or Vice Chair), Secretary (or Assistant Secretary) and one Parliamentarian.

### 7.2 Extraordinary Meetings

#### 7.2.1 An Extraordinary Meeting shall be any meeting other than an Ordinary Meeting and may be convened by the Academic Senate Chair on the following basis:

- 7.2.1.1 A majority vote of the Academic Senate, or
- 7.2.1.2 A request by twenty-five percent (25%) plus one member of the Academic Senate, or
- 7.2.1.3 The academic needs of the University. Extraordinary Meetings shall have a quorum of fifty percent (50%) plus one of the total membership, inclusive of:
  - 7.2.1.4 Fifty percent (50%) plus one of Faculty Senators; and the
  - 7.2.1.5 Academic Senate Chair (or Vice Chair), Secretary (or Assistant Secretary) and one Parliamentarian.

### 7.3 Open meetings shall be quorate and accessible to all members of the University community

- 7.3.1 Non-Senators, unless invited to do so by the Academic Senate Chair, shall not participate in meeting discussions.
- 7.3.2 Non-Senators shall not be eligible to vote on matters before the Academic Senate.
- 7.3.3 Non-Senators shall be seated in designated areas.

- 7.4 Closed meetings shall be quorate, convened by the Academic Senate Chair and shall be:
- 7.4.1 Open to Senators only and to those guests who have been invited by the Academic Senate Chair to speak on a matter on the agenda.
  - 7.4.2 Strictly confidential: minutes shall not be circulated or copied, and matters shall not be discussed outside of the meeting.

7.5 The following are examples of Closed Meetings:

- 7.5.1 Meetings at which awards are discussed, which are closed to Student Senators
- 7.5.2 Meetings at which Faculty matters such as promotions, tenure, tenure review and professional development are discussed.

7.6 All Academic Senate Meetings shall be closed to artificial intelligence (AI) bots and similar aids.

## 8. COMMITTEES

The Academic Senate shall establish committees to execute the business of the Academic Senate and help fulfil its mandate.

### 8.1. Executive Committee

The Executive Committee is a standing committee of the Academic Senate. The Executive Committee assists the Chair in the day-to-day running of the Academic Senate. It helps set the agenda of the Chair for the Academic Senate. It also assists with planning Ordinary and Extraordinary meetings, and with organising Senate retreats.

8.1.1. The membership of the Executive Committee shall consist of the following:

The Chair of the Academic Senate,  
The Vice Chair of the Senate,  
The Secretary of the Academic Senate and,  
The Assistant Secretary of the Academic Senate

8.1.2. The Chair of the Academic Senate shall serve as the Chair of the Executive Committee

8.1.3. The Executive Committee may, from time to time, invite persons to attend meetings to share their expertise on specific matters

8.1.4. The Executive Committee shall meet at least twice a month during each semester and shall hold additional meetings as required

8.2. A Standing Committee is a permanent committee of the Academic Senate governed by its terms of reference and with the authority to exercise certain powers and perform specific duties as delegated.

8.3. A Special Committee is any other committee convened by the Academic Senate to carry out a specific function or task for a specific period.

8.4. Standing Committees of the Academic Senate may include:

- 8.4.1. Committee on Committees
- 8.4.2. Statutes, Bye-Laws and Rules Committee
- 8.4.3. Academic Policies Committee
- 8.4.4. College Boards
- 8.4.5. Committee on Research and Creative Works

- 8.4.6. Curriculum/Academic Programmes Committee
  - 8.4.7. Faculty Development Committee
  - 8.4.8. Faculty Handbook Committee
  - 8.4.9. Promotion, Tenure and Post-Tenure Review Committee
  - 8.4.10. Student Affairs Committee
  - 8.4.11. University Libraries Committee
- 8.5. At the discretion of the Chair of the Academic Senate, an ad hoc committee may be convened to consider urgent matters, and present the matters to the Academic Senate for approval.
- 8.6. There may be Ex Officio members of all Committees. Ex Officio members shall serve in the capacity of their office, but will not contribute to quorum nor vote on committee matters. Ex Officio members are not required to attend any meetings but may attend at their or the Committee's pleasure. Committee Ex Officio members shall be:
- 8.6.1. Academic Senate Chair
  - 8.6.2. Academic Senate Secretary
  - 8.6.3. The Chief Academic Officer
- 8.7. With the exception of Ex Officio members, all members of Committees are eligible to vote by virtue of being a committee member.
- 8.8. The Chair of each Committee, Standing or Special, shall be a member of the Academic Senate.
- 8.9. Committees shall be seated once quorate.
- 8.10. Committee meetings shall have a quorum of fifty percent (50%) plus one of the total membership, inclusive of the Committee Chair and Secretary.
- 8.11. Each Committee shall elect a Chair and Secretary.
- 8.12. The Committee Chair shall:
- 8.12.1. Hold full-time faculty or full-time staff status at the University;
  - 8.12.2. Be elected from amongst the Senators on the Committee;
  - 8.12.3. Convene and preside over all Committee meetings;
  - 8.12.4. Establish and maintain orderly meeting proceedings;
  - 8.12.5. Communicate the work of the Committee to the Academic Senate.
- 8.13. The Committee Secretary shall:
- 8.13.1. Hold full-time faculty or full-time staff status at the University;
  - 8.13.2. Be elected from amongst the Committee;
  - 8.13.3. Record and distribute minutes of meetings to all Committee members and also the Secretary of the Academic Senate;
  - 8.13.4. Ensure that the list of current Committee members is shared with the Committee on Committees and the Secretary of the Academic Senate;
  - 8.13.5. Maintain a current list of Senators documenting their attendance;
  - 8.13.6. Locate and share documents relevant to the functioning of the Committee;
  - 8.13.7. Reserve and prepare the room for committee meetings.

#### 8.14. Removal of Committee Officers

8.14.1. Committee Officers may be removed from office if they:

8.14.1.1. Are no longer eligible to serve as Senator;

8.14.1.2. Are found negligent in the performance of their duties; or

8.14.1.3. Are found to have an undeclared conflict of interest.

8.14.2. Committee Officers who have been removed may continue to serve as Committee members for the remainder of their term as long as the removal from office was not based on their ineligibility to serve on the Academic Senate.

#### 8.15. Rights and responsibilities of Senate Committee Members

8.15.1. Committee members shall attend all committee meetings

8.15.2. Committee members shall participate in the work of the committee(s) on which they serve as defined in the committee(s) Terms of Reference.

8.15.3. Voting shall be determined by a simple majority of members present at a committee meeting

8.15.4. Committee members shall be removed from their committee if:

8.15.4.1. They fail to attend two committee meetings without due cause;

8.15.4.2. Contravene or breach Academic Senate confidentiality; or

8.15.4.3. They are a Senator who has been removed from office.

### 9. AMENDMENTS

9.1. Ordinarily, a request for an amendment to the bye-laws shall be made in writing to the Statutes, Bye-Laws and Rules Committee Chair through the Academic Senate Secretary by:

9.1.1. Twenty-five percent (25%) of Senate membership plus one Senator.

9.1.2. The Board of Trustees.

9.1.3. The Office of Academic Affairs.

9.1.4. The University community with signatures of no less than twenty-five percent (25%) plus one of either currently enrolled students or currently employed faculty and/ or staff.

9.1.5. The Statutes, Bye-Laws and Rules Committee may also propose amendments to the bye-laws to the Academic Senate.

9.2. Requests shall be reviewed by the Statutes, Bye-Laws and Rules Committee which shall forward any recommendations for approval by the Academic Senate.

9.2. Ordinarily, discussion on proposed amendments shall be as follows:

9.2.1.1. Amendments are circulated by the Academic Senate Secretary to Senators for review and input about one week before being tabled in the Academic Senate for an initial discussion;

9.2.1.2. Recommendations, comments and adjustments emanating from that discussion are reviewed by the Statutes, Bye-Laws and Rules Committee who shall forward a revised version of the amendments to the Secretary;

9.2.1.3. Revised amendments are circulated to Senators for further review and input about one week before being tabled in the Senate for a second reading and vote.

### 10. EXISTING POLICIES AND PRACTICES

These byelaws revoke and repeal all previous practices, rules, policies and regulations, whether conventional or nonconventional, with effect from the date of passage/approval of these byelaws.