
Policy on Full-time Faculty

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| Title: | Full-time Faculty |
| Policy number: | POL 066 |
| Approval(s) required | Academic Senate <input type="checkbox"/> Board of Trustees <input checked="" type="checkbox"/> Both <input type="checkbox"/> |
| Date of Senate approval if required | |
| Date of Board approval if required | 13/03/2024 |
| Effective date of implementation | 14/04/2024 |
| Frequency of review required | Every 3 years |
| Replacing or superseding information | New |
| Revision number | |
| Responsible Office | Office of Academic Affairs |
| Accountable Officer | Provost/Vice President Academic Affairs |
| Related legislation, regulation, policy, or policies | Policy on Faculty Workload; Policy on Instructor of Record; Policy on Responsibilities and Functions of Full-time Faculty |
| Appendix/Appendices | None |

1. **Authority**

This policy is established under the authority of the Board of Trustees.

2. **Purpose**

The purpose of this policy is to define what constitutes full-time employment for faculty at University of The Bahamas.

3. **Scope**

This policy applies to University of The Bahamas faculty.

4. **Definitions**

N/A

5. **Policy Statement**

- 5.1. Full-time employment for faculty is designated as forty (40) hours per week.
- 5.2. Full-time faculty members are mandated to dedicate a minimum of forty (40) hours per week to the institution or school, with a requirement to maintain at least four (4) office hours weekly.
 - 5.2.1. Typical office hours are scheduled between 9:00 a.m. to 5:00 p.m., although adjustments may be necessary to accommodate night, Saturday and Sunday, summer and off-campus class offerings.
- 5.3. Faculty members are allocated up to twelve (12) hours for instruction, while the remaining hours should be dedicated to research/creative works and community service.
- 5.4. Full-time faculty campus activities encompass various responsibilities such as classroom and laboratory teaching, student office hours, advising, committee meetings, and other professional obligations (see Policy on Responsibilities and Functions of Full-time Faculty).
- 5.5. The remainder of the workweek allows for the engagement of on or off-campus research and public service activities.
- 5.6. Any deviations from the standard schedule described in this policy require prior approval from the Academic Dean.