

Policy on Responsibilities and Functions of Full-time Faculty

Title:	Responsibilities and Functions of Full-time Faculty
Policy number:	POL 067
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
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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 Full-time Faculty; Policy on the Role of Faculty

Appendix/Appendices

1. **Authority**

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

2. **Purpose**

The purpose of this policy is to establish guidelines relating to the responsibilities and functions of full-time faculty.

3. **Scope**

This policy applies to all full-time faculty at University of The Bahamas.

4. **Definitions**

N/A

5. **Policy Statement**

5.1. The duties and responsibilities of faculty include three (3) categories: Teaching, Scholarship/Research/Creative Work and Service.

5.1.1. **Teaching includes, but is not limited to, the following:**

5.1.1.1. Creating, preparing and organising materials to facilitate student learning

5.1.1.2. Delivering instruction (for example, conducting seminars, guiding tutorials, laboratories, studio work and supervising fieldwork, research projects and Directed Independent Study)

5.1.1.3. Preparing, administering and evaluating student work

5.1.1.4. Supervising students (e.g., theses, teaching, internship and other practica)

5.1.1.5. Being available to students outside of class and scheduled office hours

5.1.1.6. Developing and maintaining scholarly competence within one's discipline

5.1.1.6.1. Faculty members are expected to provide students with a course outline which includes

5.1.1.6.1.1. the subject matter to be covered in a course;

5.1.1.6.1.2. a listing of assignments and/or reports;

5.1.1.6.1.3. approximate dates of examinations;

5.1.1.6.1.4. grading standards;

5.1.1.6.1.5. attendance requirements; and

5.1.1.6.1.6. other pertinent details pertaining to the conduct of the class.

5.1.2. **Scholarship includes, but is not limited to, the following:**

5.1.2.1. Research, scholarly and critical or creative work within the member's field that contributes to the expansion and application of knowledge and enhances teaching and learning

5.1.2.2. Dissemination of work through publishing in respected publications

5.1.2.3. Presentation of scholarly papers and exhibition

5.1.2.4. On-going and major curriculum development, inclusive of course revision

5.1.3. **Service to the University and/or Community includes a minimum of four (4) hours per week of administrative and committee work which includes, but is not limited, the following:**

5.1.3.1. Serving on University-wide committees or boards

- 5.1.3.2. Advising students
- 5.1.3.3. Participating in University-related activities, student activities, and/or special programmes
- 5.1.3.4. Sharing of the administrative work of the School/Institute/Department, University and UTEB
- 5.2. Faculty shall maintain a minimum of four (4) office hours per week at a time appropriate for students enrolled in their courses.
- 5.3. During the registration periods, faculty who are responsible for advisement shall be available to students as needed.
- 5.4. It is expected that faculty attend several meetings, including, but not limited to, the following:
 - 5.4.1. Monthly general faculty meetings
 - 5.4.2. School and departmental meetings
 - 5.4.3. Graduation ceremonies
 - 5.4.4. Faculty shall also attend one (1) day of professional development, which shall be scheduled at the beginning of the Academic Year and shall be called the Faculty Seminar.
 - 5.4.4.1. Persons unable to attend meetings are expected to extend apologies.
- 5.5. Overall, faculty shall take 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, their professorial role in all of its facets.