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Faculty Handbook

The Bahamas Agriculture and Marine Science Institute and its programs are registered with and approved by the National Accreditation Equivalency Council of the Bahamas (NAECOB).

The National Accreditation and Equivalency Council (NAECOB) is a statutory body established under the National Accreditation and Equivalency Council ACT of The Bahamas on 4th October 2006; assented on the 29th of December, 2006 and came into force on the 28th of February, 2007.

Please direct all inquiries regarding the status of Institute Registration to a representative of NAECOB. Their contact information is outlined below:

The National Accreditation and Equivalency Council of The Bahamas (NAECOB)
RND PLAZA WEST
JOHN F. KENNEDY DRIVE
P.O. BOX N-3913
NASSAU, THE BAHAMAS
TELEPHONE: 328-8872/3
Email: info@naecob.org

General Information

Preface

This manual was developed to provide assistance and information to all faculty members, new and continuing, full-time and part-time, about faculty responsibilities, Institute procedures, and campus resources available.

You will find useful information that presents a full picture of the Institute and the ways in which we provide programs and services to help you in achieving your goals and in inspiring and educating our students.

We hope this manual provides useful information to assist you in your many roles as a lecturer, advisor and counselor, researcher, and member of the BAMSI community.

You are encouraged to consult the Faculty Handbook and other resources as you navigate your way. Please consult administration if you have any additional questions or suggestions.

The information is as up-to-date as possible, but please be aware that some changes in detail are inevitable. I also hope you have an enjoyable time here as you make a positive impact on our students and each other.

Best wishes to you for a productive and rewarding year!

WELCOME TO BOAR NATION!

Raveenia Roberts-Hanna, PhD,

Executive Director

Mission

To be the leader in providing first-class education, cutting-edge technology and technical training in agriculture, marine sciences and related disciplines. We are devoted to a nationwide mission of inspiring entrepreneurs and preparing students for successful careers with a focus on environmental stewardship, leadership, research and outreach.

Vision

BAMSI will cultivate, through an unwavering commitment to education, training and innovation, a dynamic experiential learning environment for agricultural and marine sciences and related disciplines that is student-focused, environmentally friendly, science-based, sustainable, technologically driven and services the needs of the Bahamas.

Core Values

The following core values and principles are embraced by faculty and staff of the Bahamas Agriculture and Marine Science Institute. These values guide our teaching, research, and outreach activities and support our Mission and Vision:

- Promoting academic excellence
- Facilitating knowledge transfer and critical thinking
- Focusing on student needs and development
- Fostering a community of leaders and entrepreneurs
- Encouraging research and innovation
- Ensuring integrity and ethics in our actions
- Facilitating community engagement, partnership and outreach
- Supporting environmental sustainability and stewardship

Alma Mater

The Bahamas Agriculture & Marine Science Institute

A Symbol of posterity

Ensuring food security and sustainability

For our national economy.

Refrain

BAMSI, you have given us a start

BAMSI, from your halls we will depart

To render service with dignity

BAMSI ... BAMSI ...

BAMSI, our Alma Mater, we will cherish you.

The BAMSI Colours

Pantone 302 Blue and Pantone 360 Green

Our Motto

Feeding Minds, Growing Greatness

Our Mascot



Campus Map



FIGURE 1: Master Site Plan and Campus Map. Courtesy of The Ministry of Works and Development

General Information

The orientation in agricultural and marine education at tertiary and professional development levels has been recognized to be of national importance. Hence, the vision and

establishment of the Institute was borne. The Academic arm of the Institute opened its doors on September 29th, 2014 and has continued to grow and succeed.

The work of BAMSI falls into the following main divisions:

- TEACHING (ACADEMIC INSTITUTE)
- RESEARCH (DEMONSTRATION FARM)
- EXTENSION AND OUTREACH (ASSOCIATED FARMER PROGRAMME)

The Institute offers teaching and training to provide the professional and technical qualifications necessary for various branches of agriculture and marine resources and to provide strong academic training and extensive hands on orientation in crop and livestock production, farm management, environment conservation, agri-business and management of marine resources. **The Institute and its programs are registered with and approved by the National Accreditation Equivalency Council of the Bahamas (NAECOB).**

The academic and skills training program include:

- SHORT COURSES
- Proficiency Certificate programMEs
- Skills Training Certificate programMEs
- Associate Degrees
- online courses and e-learning
- continuing education and professional enhancement

The campus is located in SAN ANDROS, North Andros, on the BARTARD site. It consists of over 800 acres of land, housing the research demonstration farm (apiary, abattoir, aquaponics center, nursery, experimental student plots, packing house and processing plants), academic and residential buildings and an **Arboretum** which reposes the indigenous hard wood and other tree species in the Bahamas. The arboretum will feature a botanical trail, a bird sanctuary and facilities for tourist

leisure activities in due course. **The germplasm bank** is the repose of the major species of economic agricultural crops capable of commercialization in the Bahamas and also the breeds and species of farm animals with potential for commercialization in the Bahamas. The germ bank ensures that our biodiversity is maintained; thereby enabling the sustainability of what is being established for future propagation purposes. It also provides opportunities and facilities for, practicum and applied research relating to plant and animal genetic resources by the various departments of the Institute.

The Research-Demonstration Farm. This farm is multifaceted and compliant with the standards and practices of the world food standards bodies.

The Marine Science department has constructed a modern 65,000 square feet Aquaponics/ Aquaculture facility for the production of fish and vegetables. The facility is used to train both students and potential stakeholders in the principles of integrated aquatic production systems which will be used to produce Tilapia (which we will call BAMSI Snapper), and shrimp, and a variety of high valued micro-greens and vegetables.

In conjunction with the farm, there is a nursery where the banana tissue culture plantlets, lime seedlings, pineapple suckers and planting materials, vegetable seedlings are kept before being placed in the field.

There is also a livestock section for small ruminants (sheep and goats), poultry (broiler and layers) and swine (pigs). As part of the production schedule is the production of honey. Nine colonies of honey bees were set up to start an apiary. Some of the hives have already produced honey, so the programme is well on its way. With livestock production, there will also come processing facilities: an abattoir to slaughter sheep, goats and pigs; poultry

processing for broiler meat and eggs and some processing for Tilapia and produce that do not meet the standards for the fresh market.

Outreach Programme: This is national in scope and it is the vehicle that will bring the new technologies to farmers throughout The Bahamas. It is the mechanism that we will provide a presence in the farming and fishing communities of our country. The heart and soul of the Outreach Programme is the Associated Farmer grouping which comprises licensed farmers who produce vegetables according to BAMS standards and technology; and under close guidance and supervision of our trained professional agricultural extension personnel.

Andros Island Information

Andros Island is the largest of the 26 inhabited islands of the Commonwealth of the Bahamas. It is, geo-politically considered a single island, though it has hundreds of small islets and cays connected by mangrove estuaries and tidal swamps and even three major islands: North Andros, Mangrove Cay and South Andros. Andros has a land mass greater than all of the other 700 islands combined. Its area is approximately 2,300 square miles; 104 miles long and 40 miles wide. Andros is also the sixth largest Caribbean Island after Cuba, Hispaniola, Jamaica, Puerto Rico and

Trinidad. The population is about 7800 in the “Big Yard” as it is affectionately called by many.



Andros has the third largest Barrier Reef. The reef is 190 miles long, drops to about eight feet on the island side and plunges to more than 6,000 feet in the Tongue of the Ocean. It is unique in the region because of its size, luxuriant coral growth, and low incidence of coral disease. Andros has the highest concentration of blue holes per square mile in the world. They house many unusual and unique cave fish and invertebrates, some not found anywhere else in the world. It is also known as the bonefish capital of the world where many travel to experience its glory. The Andros Park System is the country's largest protected area, and includes five national parks: Blue Holes National Park, Crab Replenishment Reserve, North & South Marine Parks and the West Side National Park. There are thousands of

acres of virgin forest, teaming with exotic flora and fauna and wild life. Here you will find wild hogs, and species of birds such as the West Indian Woodpecker, the Bahamas Mockingbird and the Red-legged Thrush.

Andros is also home to mythical creatures. Beware as you explore the pine forest for the large bird-like man-like creature with mystical powers called the Chickcharnee. These are mischievous creatures that if you cross one he will turn your head on backwards! Also, the Lusca, a sea monster, can suck you down into the blue holes if you are not cautious.

Infrastructure: Andros has four airports with paved runways: San Andros Airport at Nicholls Town (North), Andros Town International Airport at Mangrove Cay (Central) and Congo Town Airport in South Andros. Andros is connected to Nassau by mailboats such as the Lady Katrina, M/V Lady D and Lady Rosiland and the Captain Moxey, and the Sea Link Ferry, which runs daily into Fresh Creek.

Events: There are plenty things to do: Visit ANDROSIA in Fresh Creek and Andros Print in Congo Town or set your sails on one the many regattas. Eat your heart out and dance the night away at the homecoming, coppice and coconut festivals. Go crabbing at the Crab Fest, or wild boar hunting and sponging in Red Bays and Mangrove Cay.

<https://bahamasvisitorsguide.com>

Directory of Important North Andros Contacts

A

Andros (North)

Administration Office Nicholl's Town 329-2278

B

Bank

Bank of Nova Scotia ATM

C

Clinic

North Andros Clinic 329-2055

Customs

Bahamas Customs 329-2140

I

Immigration

Bahamas Immigration 329-4466

N

National Insurance Board 329-2080/329-2539

P

Police Station 329-2353/329-2103

T

Taxis

North Andros 329-2273/329-2140

Tourist

Office 368-2286 www.bahamas.com/andros

Travel

By Air:

Western Air
329-4000
Charter (General Aviation Centre)
377-6100
Bookings:
BahamaGo.com

By Sea:

M/V Lady Rosalind 393-1064
Departs Nassau on Wednesday for Morgan's Bluff and departs for Nassau on Thursday

Emergency

Student Affairs 376-9029
HOTLINE 329-1709
Facilities/Security

General Employment Information

Employment information should be obtained from the Department of Human Resources at hr@bamsibahamas.edu.bs. Additional information can also be found in the **BAMSI Employee Handbook**.

Definitions of Terms

In this Handbook, unless the context otherwise requires:

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.

ADJUNCT/PART TIME FACULTY- An appointment that is on a semester to semester basis according to the needs of the Institute. Such Faculty shall not teach more than two (2) courses per semester.

FACULTY – All full-time and adjunct Faculty Members of BAMSI's academic and professional staff

ONLINE COURSE – A web-based course where all course activities are available electronically utilizing various components of an online course management tool.

SEMESTER – One of the two (2) fourteen (14) week teaching periods plus the examination period.

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 5:00 p.m. In certain cases, activities and classes may be scheduled outside of these hours. These will be discussed with the relevant faculty and appropriate rescheduling will be considered.

Appointment of Instructional Faculty

Instructional Faculty shall be appointed to one (1) of five (5)

Faculty ranks:

1. Instructor
2. Lecturer
3. Assistant Professor
4. Associate Professor
5. Professor

The criteria for appointment shall be as follows:

1. **Instructor:** A bachelor's degree in a relevant area/discipline from an accredited institution. A minimum of two (2) years teaching or research or public service or work experience or two (2) years of any combination of the above.

2. **Lecturer:** An earned master's degree in a relevant area/discipline from an accredited institution. A minimum of one (1) year tertiary-level teaching is preferred.
3. **Assistant Professor:** 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.
4. **Associate Professor:** 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. A record of effective teaching. A record of research and scholarship. A record of service.
5. **Professor:** An earned doctoral degree in a relevant area/discipline from an accredited institution. A minimum of ten (10) years tertiary-level teaching experience. A record of effective teaching. A significant record of research and scholarship. A record of outstanding service. Professional recognition as an authority in his/her field or specialization.

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

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 of one (1) year of full-time experience.

Procedures for Promotion in Rank and Reappointment

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.

Dossiers:

The dossier must have pertinent information from the faculty member, peers, and students. The dossier must be organized and coherent and shall contain

1. An up-to-date curriculum vitae.
2. Candidate's Summary evaluation statement on Teaching/ Counselling /Nursing/ Professional Activities/Duties, Research/ Scholarship/Creative Work and Professional Service.
3. Documentary evidence on duties and responsibilities
4. Teaching/Counselling/Nursing/Professional Activities/Duties;
5. Research, Scholarship, Creative Work; and
6. Service to the Institute, the profession and/or the community.
7. End-of-year evaluations.
8. a Statement of Professional Goals and Priorities
9. Other supporting evidence or documents such as classroom observations, evaluations, sample of course materials, etc. as appropriate.

Application for promotion in rank may occur at any year within the multiyear faculty contract. Procedure, timeline, and requirements will follow those provided for a contract renewal.

Professional Ethics

Although no set of rules or professional code can either guarantee or take the place of a scholar's personal integrity, BAMSI believes that the "Statement on Professional Ethics" published by the American Association of University Professors

in AAUP Policy Documents and Reports, may serve as a reminder of the variety of obligations assumed by all members of the academic profession. See: <http://www.aaup.org/AAUP/pubsres/policydocs/contents/statementonprofessionalethics.htm>. Because all faculty members should strive to make these recognized standards of the profession an integral part of their personal and professional lives, they are reproduced below

1. *"Professors, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. Their primary responsibility to their subject is to seek and to state the truth as they see it. To this end professors devote their energies to developing and improving their scholarly competence. They accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. They practice intellectual honesty. Although professors may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry.*
2. *As teachers, professors encourage the free pursuit of learning in their students. They hold before them the best scholarly and ethical standards of their discipline. Professors demonstrate respect for students as individuals and adhere to their proper roles as intellectual guides and counselors. Professors make every reasonable effort to foster honest academic conduct and to ensure that their evaluations of students reflect each student's true merit. They respect the confidential nature of the relationship between professor and student. They avoid any exploitation, harassment, or discriminatory treatment of students. They acknowledge significant academic or scholarly assistance from them. They protect their academic freedom.*
3. *As colleagues, professors have obligations that derive from common membership in*

the community of scholars. Professors do not discriminate against or harass colleagues. They respect and defend the free inquiry of associates, even when it leads to findings and conclusions that differ from their own. Professors acknowledge academic debt and strive to be objective in their professional judgment of colleagues. Professors accept their share of faculty responsibilities for the governance of their institution.

4. *As members of an academic institution, professors seek above all to be effective teachers and scholars. Although professors observe the stated regulations of the institution, provided the regulations do not contravene academic freedom, they maintain their right to criticize and seek revision. Professors give due regard to their paramount responsibilities within their institution in determining the amount and character of work done outside it. When considering the interruption or termination of their service, professors recognize the effect of their decision upon the program of the institution and give due notice of their intentions.*
5. *As members of their community, professors have the rights and obligations of other citizens. Professors measure the urgency of these obligations in the light of their responsibilities to their subject, to their students, to their profession, and to their institution. When they speak or act as private persons, they avoid creating the impression of speaking or acting for their College or university. As citizens engaged in a profession that depends upon freedom for its health and integrity, professors have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom."*

Examples of Faculty Behavior That Violate Ethical Standards

1. Arbitrary denial of access to instruction.
2. Significant failure to adhere, without legitimate reason, to the rules of the faculty in the conduct of courses, meeting classes, keeping office hours, or holding examinations as scheduled.
3. Violations of the BAMSI Confidentiality and Privacy Policy. Faculty members must comply with all laws, agreements with third parties, and Institute policies and principles pertaining to the use, protection, and disclosure of various types of confidential, proprietary, and private information. Such policies apply even after the faculty member's relationship with the Institution ends.
4. Evaluating faculty members by criteria not directly reflective of professional performance.
5. Intentionally misrepresenting personal views as the position of the institution.
6. Engaging in a romantic or sexually involved relationship with a student whom the faculty member teaches, advises, coaches, or supervises in any way.

Faculty Credentials

BAMSI has established criteria for the recognition of academic and professional preparation of faculty consistent with local regulations such as NAECOB (National Accreditation and Equivalency Council of the Bahamas) and the accreditation criteria of other professional accreditation associations and other applicable guidelines.

The Institute shall keep documentation on file for all full-time and part-time faculty members of their academic preparation and professional credentials, such as official transcripts, documentation of professional and work experience and performance competencies, records of publications, certifications and other qualification documents.

Full-time and part-time faculty shall be expected to meet the following criteria for academic and professional preparation:

- College Transfer Instruction: Each full-time and part-time faculty member teaching credit courses that can be accepted into a i) associate degree program shall have at least a bachelor's degree from an accredited institution, ii) baccalaureate program shall hold at least a master's degree from an accredited institution;
- Professional, Occupational and Technical Instruction: Each full-time and part-time faculty member teaching credit courses in Professional, Occupational, and Technical areas that are components of programs not usually resulting in college transfer or the continuation of students in baccalaureate institutions, shall possess appropriate academic preparation or academic preparation coupled with work experience, such as an Associate's degree with documented career experience. The minimum academic credentials for faculty teaching in professional, occupational and technical fields shall be at least at the same level at which the faculty member is teaching;
- Developmental Studies Courses, Basic Computation and Communication Skill Courses, and Adult Basic Education Instruction: Faculty members who teach Developmental Studies Courses, Basic Computation and Communication Skill Courses, and Adult Basic Education Courses shall hold at least a baccalaureate from an accredited institution in a discipline related to the teaching assignment.
- Portfolio Review: In exceptional cases, outstanding professional experience and demonstrated contributions to the teaching discipline may be presented in lieu of formal academic preparation in the above disciplines, with the exception justified on an individual basis and approved by the Institute.

Job Description

Full-time faculty members ensure the quality and integrity of BAMSI's academic programs. Basic faculty functions include curriculum design, development, and evaluation; teaching; identification and assessment of appropriate student learning outcomes; and institutional and professional service. A current version of the Faculty Job Description would have been issued to faculty for review and signature prior to start of employment.

Faculty Annual Report Format

The Faculty Annual Report should be completed by Faculty and submitted by the end of May. Faculty should provide a self-assessment of their performance in each of the major category and provide evidence of their activities and accomplishments. The purpose of this form is

1. to record your work and accomplishments for the preceding year,
2. to provide the basis for a yearly evaluation (required for all full-time faculty), and
3. to collect information that can inform both contract renewal and promotion processes where applicable.

The following is a general format for the Faculty Annual Report. Faculty can be creative in how the report is presented, however the core sections listed below must be included:

- A. TEACHING AND INSTRUCTION
- B. RESEARCH/SCHOLARSHIP/CREATIVE WORK
- C. ADMINISTRATIVE/ PROFESSIONAL/COMMUNITY SERVICES
- D. SELF EVALUATION/OTHER

In each of the categories, Faculty performance should be rated as Outstanding, Above Average, Satisfactory and Unsatisfactory. Unless there are extenuating circumstances (as detailed in the Annual Faculty Report), Faculty are expected to achieve a rating of Satisfactory in each of the

three (3) major categories. Given BAMSI's commitment to excellence in teaching, research & scholarship and service, as professionals all Faculty should aspire to the highest rating of all categories. Please note that the level of participation in most cases reflects the level of your faculty performance rating. For example, chairing a conference has more weighting than simply attending a conference. Therefore, please provide adequate documentation to support your report.

Note: Some of the sections may not apply to every Faculty, and some of your accomplishments may not fit neatly into the sections. Feel free to add additional academic and professional accomplishments that you do not think fit neatly but which are important to your evaluation. Examples provided are not universal expectations, but instead guides to record effort and achievements.

BASIC INFORMATION:

Please include:

Name:

School/Department:

Academic Year: 20__ -20__

Rank (Instructor/Lecturer):

Number of Courses

Number of Contact Hours

Number of Students

Number of Advisees

1. **TEACHING AND INSTRUCTION:** Note key aspects of your teaching and other contributions to the curriculum this year; (innovations, strengths, accomplishments, changes, concerns, challenges etc.). For example, list all courses taught (as well as tutorials and independent study supervised) during the past year, including summer school and professional development courses taught. Include a copy of the syllabus used for each course taught, as well as other recent original instructional materials, such as assignments, cases, videos, etc., that represent the nature of your

teaching. Present evidence of accomplishment in teaching such as: pedagogical materials, including course syllabi and lecture outlines; unique and innovative approaches to teaching; results of anonymous student evaluations; new courses developed and or instructional strategies employed in courses previously taught; mentoring, advising, innovative use of technology etc. Teaching in a complex environment (for example team taught, interdisciplinary, distance, etc.); serving as a peer reviewer, having classroom observations, where applicable rated as satisfactory.

2. **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. For instance, conference attendance, presentations, and invited lectures; collaborative work with other scholars; scholarly projects in progress or completed and submitted for publication; work published, exhibited, or performed; research grant applications and grants received; additional degrees or professional development completed; any courses taken or workshops/institutes attended. For each item, include specifics such as dates, titles, outlets, and activities; professional and personal awards received during the past year; supervising students in research projects; program revision; conducting workshops, participating in faculty exchange program

3. **ADMINISTRATIVE AND PROFESSIONAL**

SERVICES: Identify the ways in which you have offered service this year to your profession/discipline, school, BAMSI and or wider community and comment on aspects of your service that merit particular mention. For example, attendance and participation in BAMSI functions; serving on an Institute committee; assisting with recruitment of

students; student orientation; serving as a chair or discussant at a conference or committee; serving as a club advisor; representing BAMSI at a meeting, conference, etc. Professional organization memberships, offices held, committee assignments, participation at meetings and conventions, panels, keynote addresses, papers presented, and panel or conference organization; List participation in civil, educational, and cultural activities related to your professional work; include non-remunerable outside consulting work done as a faculty member; Media/Online Engagement: List any media coverage, such as print, radio, TV (include dates and details of each);

4. **SELF-EVALUATION/OTHER:** Include a paragraph or two evaluating your own work as a Faculty the last year. Describe the progress you have made towards the goals you set last year and include your goals for the year to come. Highlight one professional achievement over the past year of which you are particularly proud. List any other information you would like to include in this report. If you wish, list any comments or suggestions concerning any aspects of the Institute, especially those that would help you and your colleagues in the performance of your work and/or in meeting your goals.

Faculty Workload

The primary faculty workload responsibilities for full-time faculty shall be teaching and student learning, professional development, and college service. No single faculty workload standard can be determined as applicable to all faculty in all disciplines and fields at all times, and thus the Institute shall enable and honor adjustments to Faculty Workload assignments.

Full-time faculty shall be expected to be on campus for a minimum of 30 hours of scheduled professional workweek, with an overall commitment of 40 hours per week.

Adjunct faculty members are required to meet for all scheduled classes and to provide a mechanism for student access outside of class time as described in the course syllabus. Persons on 12-month contracts, or those who are not full-time classroom professors, are on duty forty hours per workweek. Appropriate supervisory personnel establish duty schedules for other personnel.

Workload Provisions Teaching and Student Learning – Workload

Faculty workload teaching assignments shall be designed to accommodate the various departments, disciplines, instructional modes, and the course schedule requirements. Every effort will be made to assign faculty workloads in the most equitable manner possible, based on the following guidelines where applicable:

- Should be released to full-time instructors at least one semester prior to the following semester classes beginning.
- Provide at least 12 hours of off-time between a night class and a morning class,
- Based on the discipline, avoid scheduling weekend and/or evening classes in back-to-back semesters.
- When teaching over their contact hour range, reduction in the assignment of additional duties should be considered.
- Full-time faculty workload should, to the fullest extent possible and practical, consist of a minimum of 50% of their load in seated/ hybrid type offerings.

Course Schedule – The overall course schedule shall be approved primarily to serve student needs, and courses shall be assigned in the first instance to full-time faculty to maximize the quality of the learning environment.

Workload Adjustment / Faculty Release Time –

An adjustment in normal instructional contact hours for a semester may be granted, upon recommendation and approval for work done.

Faculty Professional Development Opportunities

At BAMSI, we value the importance of providing ongoing support for faculty development. Such investments are critical to enhance student learning, to provide career– long teaching and scholarly work for faculty, and to strengthen the institution. We give priority to initiatives that focus on best practices in higher education. In the teaching area, we provide priority support for best practices in higher education pedagogy and curriculum development. In the area of scholarship, we provide support for a broad array of scholarly initiatives.

Teaching and Research are primary components of what we do at the Institute. How curriculum is designed, how instructional strategies are chosen to implement the curriculum, how classroom learning is linked with co-curricular learning, and how student learning assessments are chosen are all intricately related components. Faculty development is essential to help faculty as they continue to hone the craft of effective teaching. Our Faculty Development efforts aim to provide faculty with opportunities for developing all components.

At BAMSI, scholarship and continued professional development are important. The linkage of ongoing scholarship with teaching is a hallmark of a great professor. We seek to support faculty members as they strive to continue their professional development across their careers as they engage in the construction of curriculum, and in honing and expanding their repertoire of engaging modes of instruction, research and assessment. We support faculty as they continue their scholarly pursuits, strengthening their disciplinary and interdisciplinary expertise,

helping fulfill the mission of the Institute, meeting the educational needs of students, and contributing to the betterment of society.

Some of BAMSI's Faculty Development Opportunities:

Upon completion of a funded project, a final report must be submitted to the Executive Director by the date stated in the grant description (usually within a week of return). Any individual who does not complete a project report will not be eligible for additional funds until they do. Monies not expended will be returned to the fund. Grantees must agree to return to BAMSI for one academic year of service as repayment. Otherwise, the grantee must repay the amount of the grant/award with appropriate interest.

1. Faculty Mentoring Program

The Institute's Faculty Mentoring Program addresses the needs of new, early, mid-level, and veteran faculty. The program assists them in making the transition to BAMSI and provides a wide range of assistance to new faculty, including advice, social support, information, coaching, and friendship. The program is designed to help new faculty develop social networks internally and externally. Each group is composed of three or four new faculty and one senior faculty who will serve as the facilitator. The groups meet at least one hour, once a month, throughout the academic year. Topics for these meetings are determined by the group and may include such items as teaching techniques, student academic integrity, strategies for achieving tenure, identifying useful resources at the Institute, balancing teaching and research, maintaining a healthy balance between work and life, handling ethical problems, negotiating departmental policies, and writing across the curriculum.

2. New Faculty Orientation

An annual orientation program is provided

to assist new faculty in learning more about the academic community at BAMSI. The orientation program provides an overview of the Institute and identifies expectations of the BAMSI community. Information on the Institute's facilities, employee matters, academic requirements, and on-and off-campus cultural activities are also provided. The program also offers workshops to new faculty on topics ranging from technology services to research opportunities.

3. **New Faculty Grants.**

The purpose of the grant is to assist faculty members in beginning a program of scholarship. The fund provides for a wide variety of scholarship-related expenses (receipted) including: justified travel, supplies, materials, equipment, and student assistant support. Purchased equipment will become the property of BAMSI. The grant is available for full-time faculty. Up to two (2) grants will be available each year. Typical grant range: \$500– 1,500. Eligibility Full-time faculty during their first two years of service at the Institute.

1. **Application and Reporting Process**
Grant money is administered by the Executive Director (or designee) after having been reviewed by the Professional Development Committee (PDC). Application, scoring rubrics, and general information are provided by the PDC. Completed applications are due February 1 to the PDC. Funds will be available after July 1, and must be used by February 28. A written report on the completed project must be submitted to the Executive Director by May 15. Faculty will also share their work in a workshop/seminar.
2. **Nature of a Successful Proposal Projects**
will be evaluated based on criteria as outlined in the proposal application and scoring rubrics. Successful proposals will include: a detailed description of the scope and purpose of the project, clear

and beneficial connection(s) to your program of scholarship, benefit to the Institute and/or students, a realistic timeline, and a detailed budget and justification. The proposal should be explicit regarding the requested use of funds. Any deviations from the accepted proposal must be pre-approved by the Executive Director and must be submitted in writing for review. Faculty are expected to monitor the use of the funds and to provide a specific budget accounting as a portion of the final report

4. **School Travel Funds**

Each faculty member may apply to the Academic Dean for up to \$500 travel funds. Applications and approvals are at the school level.

5. **Summer Faculty Research Grant**

The purpose of this grant is to assist faculty with scholarly research. This research grant is available to a faculty member conducting original research in his or her discipline(s) of expertise up to \$2,000. The funds from this grant are typically used for materials, supplies and equipment if justified. Purchased equipment will become the property of BAMSI. Up to two Faculty Research Grants are available each academic year to different faculty members
Eligibility: This grant is available to full-time faculty who have been with the Institute for at least three years. Preference will be given to excellent proposals and to those who have not previously received support for Faculty Research through this grant. It is expected that at the end of the research a paper or publication be generated.
Application and Reporting Process Grant money is administered by the Executive Director (or designee) after having been reviewed by the PDC. Application, scoring rubrics, and general information are provided by the PDC on or before February 1. The term of the grant will extend from May 4

through July 31 of the same year. A final report submitted to the Executive Director on the standard reporting form will be due not later than August 31 of the year of the grant. The report should delineate the accomplishments of the summer research grant and be related to the expected outcomes outlined in the proposal. Successful faculty will have to present research to colleagues through a workshop or seminar. Further, it is expected that the completed research is published in an appropriate professional journal or presented at a professional meeting.

Nature of Successful Proposal: Projects will be evaluated based on criteria as outlined in the proposal application and scoring rubrics. The proposal should provide a clear summary of the research project including a thorough description of the project, methodology, timeline (outline for weeks of focused work), and the outcome(s) expected from the work. The proposal should be explicit regarding the requested use of funds. Any deviations from the accepted proposal must be pre-approved by the Executive Director and must be submitted in writing for review. Faculty are expected to monitor the use of the funds and to provide a specific budget accounting as a portion of the final report

6. **Faculty Development Activity Grants**
Grants will be available to full-time faculty for planning, organizing, and implementing a faculty development activity. This activity will include but be limited to curricular, instructional, organizational, and professional enrichment pursuits, relevant to the developmental needs of faculty.
7. **Faculty Professional Improvement Grants**
Faculty Professional Improvement Grants will be available to full-time faculty for the pursuit of professional development activities that promote faculty scholarship. These grants may be applied toward the cost of professional enrichment activities, or

participating in professional conferences or workshops. Interested faculty members should first discuss the specific activity with their department head or director. Grant applications may be submitted at any time during the year

8. **Ongoing workshops, seminars, colloquy, etc.**

Faculty Meetings

The Executive Director, may call campus-based or Institute-wide faculty meetings. Usually, general faculty and staff meetings are at the beginning of the academic year or semester, and allow for introductions, announcement of special events or projects, anticipatory actions, general announcements, and special comments about the Institute and its personnel. General Faculty Meeting: Every third Thursday in the month Departmental Meeting: Every second Thursday.

Other special meetings may be conducted periodically. Full-time faculty members are expected to attend department, campus, and other meetings as a part of the contractual obligation.

Professional Development– Faculty shall continuously update and enhance their disciplinary, scholarship and pedagogical expertise and skills, striving for ongoing professional growth and innovative approaches to teaching and learning. Opportunities for professional development should be reviewed.

Institute Services – Full-time faculty shall be expected to provide service to the Institute, inclusive of service to students and the community as approved.

Student Academic Advising – Student Academic Advising will be provided in accordance with the Institute’s Policy (see Academic Advisors).

Weekly Schedule Full-time faculty are required to work 40 hours per week, with a minimum of 30 hours are expected to be on campus.

- For the 30 hours required on campus, faculty will complete a door schedule which identifies the In-Class Hours, Office Hours (5 per week), and On-Campus Hours.
- Whenever possible, office hours should be spread out throughout the work week in order to provide students ample opportunity to meet with faculty.
- The remaining 10 hours per week are not required to be on campus and should be used for lunch and course preparation and assessment.
- The faculty workweek shall normally incorporate a schedule of Monday through Friday, and the workday may include morning, afternoon and/or evening course assignments.
- Weekend course assignments may be required for full-time faculty. Faculty assigned to teach a weekend class shall be eligible for one (1) equivalent non-workday during the normal workweek as a schedule adjustment.
- Modification of the weekly schedule is at the Academic Dean's discretion.

Overload Assignment

- Overload beyond the normal faculty workload assignment of instructional contact hours shall be limited as determined by the Academic Dean so as not to erode the quality of the learning environment.
- An overload assignment shall occur when the assigned instructional contact hours for a fulltime faculty member exceed the workload limitations and may be necessary from time-to-time due to faculty availability and student needs.
- If a full-time faculty member is asked to accept an overload assignment during a given semester, there shall be a comparable

adjustment in the workload assignment for the subsequent semester within the academic year.

- To the fullest extent possible, faculty members will not be asked to teach an overload unless they agree to the terms.

Outside Employment

Employees are not permitted to engage in any other employment or private business or profession during hours in which they are normally employed by BAMSI. Outside employment that constitutes a conflict of interest is also prohibited. Employees may not receive any income or material gain from individuals outside the Institute for materials produced or services rendered while performing their jobs.

All outside employment must be declared in writing and cleared first with the Executive Director or the Board before an employee engages in work outside of his or her employment with the Institute. This work must not interfere with the faculty member's responsibilities to the Institute.

Outside employment should not be a discredit to the Institute, nor should an employee use the institute's position, name or assets to acquire such employment or to promote business. BAMSI equipment, supplies, and facilities are not to be used in connection with outside employment.

Faculty members who receive remuneration from grants work done during the academic year must notify Executive Director before beginning this work. Faculty members who receive remuneration from grants, contracts, or professional consulting work, administered by BAMSI and done during the summer, must notify Executive Director before beginning this work.

Faculty Release Time Procedure: Release time is granted only for activities that benefit the Institute and improve instruction – including grant administration, approved special projects, and instructional innovation. Release time must

be documented using the appropriate request form. Release time activities must be clearly stated with projected outcomes and method/frequency of evaluation documented. Guidelines

a) Applicants must submit the Faculty Special Assignment Request Form to the Executive Director at least four weeks in advance of the projected assignment start date. The Executive Director will consider exceptions to the form submission timeline on a case-by-case basis. The form must be signed by the requesting faculty member and endorsed by the appropriate supervisor or unit head prior to submission to the Executive Director. b) Each request will be considered individually. Approval will be made by the Executive Director and is based on the benefits to the Institute. c) A maximum of six (6) credit hours per semester may be granted. Requests in excess of six (6) credit hours per semester may be considered by the Executive Director, with appropriate justification and documentation. d) The Executive Director will receive a written summary of the activities performed within 30 days of the end of the release time assignment. The summary will be attached to the annual performance appraisal for documentation purposes, and will be retained for a period of one (1) year following the end of the release time period. e) All faculty release time is awarded contingent upon the ability of the Institute to fund the request(s). f) The Executive Director may also award release time to appropriate faculty members for administrative duties, and other program consistent with policies and BAMSI mission.

Faculty Work Day: If a faculty member is absent a portion of a scheduled work day, the actual number of hours missed will be charged as leave. Work days prior to, following, and between semesters are 8-hour days, i.e. faculty work days.

Mandatory Faculty Attendance: Faculty are expected to attend all BAMSI functions including graduation, student orientation, official visits,

faculty seminars and workshops, faculty meetings, special call meetings, and other such events and initiatives.

Faculty Dress Guidelines

Proper dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business and institutional image that BAMSI presents to students, parents, customers, and the public. The Institute seeks an image that projects professionalism, competence, customer service-orientation, and that is exemplary among institutions of higher education.

During business hours and during business-related events, employees are expected to present a clean and neat appearance and to dress in a way that is appropriate to the position, office, and the Institute's image. While current styles provide a wide range of suitable attire for work, employees should show good judgment, common sense, and maturity in their selection.

Attire that is likely to offend others, such as provocative or revealing clothing, must not be worn. The following clothing is never acceptable at work: spandex, bare feet, flip flops, tennis, house slippers, crocs, athletic or jogging suits, worn, torn or color-faded jeans, including jeans with worn or frayed leg hemlines, miniskirts (generally 7.5 inches above the knee), pants, shorts or skirts worn below the waistline, tanks, halters, spaghetti straps, sexually provocative clothing, hats in the office environment, clothing with profanity, nude or semi-nude pictures or graphics, sexually suggestive slogans, cartoons, or drawings or observable lack of undergarments or exposed undergarments. Sweats, Baseball-style caps or most headwear worn inside the office, low-cut blouses or dresses, shorts, and tee shirts with or without logos (other than BAMSI logos) are unacceptable. Good grooming and neatness are required at all times.

Jewelry should be appropriate and in keeping with a professional image. Plugs and body piercing are not appropriate, but modest ear piercing is allowed. Tattoos must be covered.

Business attire or uniforms are always acceptable. Safety comes first. Employees should always wear appropriate footwear and clothing to protect against injury. Traditional business attire may be required when meeting with non-BAMSI visitors, or when best suited for the employee's position. Each department's administrative authority/supervisor is responsible for ensuring that staff knows the departmental dress standard. This policy is not intended to preclude any department policies requiring employees to wear a uniform, lab coat, gloves, specific shoes, protective wear or other items needed to comply with internal policies or safety and external regulatory requirements.

During the summer and on Fridays, as events permit, a more casual and informal work dress code is acceptable. The summer casual dress timeframe starts the Monday following Commencement and ends the day before Faculty return for the Fall Semester.

Cyber Day

A Cyber-Day is when a face-to-face class meeting is moved to an online learning format. Cyber Days ensure that teaching and learning activities continue on-schedule when classes cannot meet face-to-face.

Cyber Days are used when:

- Unforeseen events, such as inclement weather, impact our ability to meet for scheduled face-to-face class sessions, or
- Planned Institute holidays fall on individual weekdays when face-to-face classes would normally meet (not during week-long, scheduled breaks).

Preparing for Cyber Days

Because Cyber Days are designed to continue learning activities online during unforeseen events, you may be asked to do some course activities online without much notice. However, you can be ready for a Cyber Day by reviewing the information below.

Cyber Day Preparedness for Faculty

Cyber Day is a set of resources designed to help faculty keep learning momentum going in their classes if meeting with students face-to-face is not possible. To ensure that unexpected closings have minimal impact on the flow of student learning, BAMSI has implemented Cyber Days. The Cyber Day concept is a teaching and learning approach which shifts the face-to-face direct instruction classroom experience to a dynamic guided

Training and Support Options

Training is available through myBAMSI Portal or via modules on www.populi.co, www.zoom.com or www.moodle.org. Please email it@bamsibahamas.edu.bs if you need instructional technology support by appointment.

Online Teaching Tips:

- Determine which class content is appropriate for online, and which content should be saved for face-to-face interaction.
- Provide extensions of learning opportunities presented in class and new entry points for class content learning in the absence of face-to-face interaction.
- Utilize innovative technologies to convert what would have taken place in class into engaging, interactive learning opportunities online.

- Communicate with students via available technologies so that your class can stay on track.
- Encourage students to learn how to use the Populi tools, including downloading the app. These will show students how to navigate Canvas, communicate online, upload assignments, use discussion boards, and take online tests.
- Encourage students to check their BAMSI email and Populi accounts often and to set up their mobile device to get their BAMSI email and Populi access.
- Communicate and very often
- Reduce confusion and angst by identifying how and how frequently you will communicate with your students
- Post how you intend to communicate with students on the Populi homepage using either the Activity Feed or Announcements.
- Be clear with the logistics and expectations related to your class.
- Remain flexible and patient
- Students may need extra time to learn the technology you are using or they may need an extension on due dates. Your response time to their questions about content or assignments and your availability will change as well.
- Offer synchronous class meetings using video conferencing on the day and time the class is scheduled to meet. Do not require synchronous class meetings outside of the regularly scheduled class day and time.
- Consider the most important outcomes of the course
- Determine the most important objectives and course outcomes in your choices. Consider which content, assessments, etc. are necessary and which are nice to have.
- Uphold BAMSI semester start and end dates and other Institute policies
- Do not require participation in a course before the start of the semester or after it is scheduled to end.

- If you are unsure of how to apply a BAMSI policy in the event of closure, consult with your department, academic affairs or designee.

General Academic Information

Academic and Classroom Responsibilities and Issues Classroom Policies and Guidelines

Hours of Operation: Official college business may be conducted from 9:00 a.m. to 5:00 p.m. Monday – Friday. Farm Hours are 7 am to 3 pm Monday to Friday. Note: Hours subject to change during registration and during summer. When inclement weather or other conditions warrant closing the Institute, local TV and radio stations will be promptly notified. A plan for make-up of lost instructional time will be communicated through the appropriate faculty member to the Executive Director or designee.

BAMSI prohibits any form of sexual or other prohibited harassment involving any of its employees in the employment relationship or involving any of its students in the educational relationship. Harassment, retaliation, coercion, interference, or intimidation of an employee or student due to his or her race, color, religion, sex (including gender identity, sexual orientation, and pregnancy), age, national origin, disability, or other legally protected status is strictly forbidden.

Instructor's Weekly Door Schedule: The purpose of a published weekly door schedule is to assist students and the Institute's employees in communicating with or locating a faculty member. The average workweek of a fulltime faculty member is to consist of 40 hours. In the format of the Instructor's Weekly Door Schedule, thirty of those hours are to be scheduled on campus. As required, hours performing campus business off-campus will also count towards the

thirty hour requirement. The schedule should be completed and turned in to the office in draft form two working days before classes begin, and a copy of the first page showing the times and locations of the instructor should be posted on the instructor's door. By the fifth (5th) working day after classes begin, the first page of the final signed form should replace the draft form on the door. The thirty posted hours on campus should consist of the following:

- **Time in class:** Post the course name, section number, and the room number of all seated courses or seated portions of hybrid courses (excluding extra contract hours). Distance education courses, extra contract hours, and other activities that contribute to the total workload appear on the second page.
- **Office hours:** This is time allotted for student conferences, planning, and assessment. A minimum of Five (5) are required, and the location for these hours should be specified. Office hours should be spread out throughout the work week in order to provide students ample opportunity to meet with faculty. Faculty who fail to adhere to these requirements may be subject to disciplinary action.
- **Other hours:** These are listed to complete the required on/off campus hours. This is time allotted for planning, assessment, administrative work, research and other service to the Institute.

Faculty Responsibilities: A faculty responsibility form should also be completed by the fifth (5th) working day after classes begin. This form is a summary of all of the teaching, research and scholarship and service to Institute and community.

Faculty Plan: Faculty identify goals and objectives for the coming year, inclusive of 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 the Institution. To be completed by week two (2) of September, submitted to the Office and reviewed/modified as needed. Faculty should revisit their Faculty Plan to reflect on their goals and objectives; document their reflections; assess their progress towards achieving their goals and objectives; and identify and save documentation that they may use as evidence to support their performance or achievements in each of the categories.

Faculty Evaluation: Faculty Evaluation is an integral part of BAMSI's Performance Management Program. The purpose of the process is to ensure a high standard of work performance for every employee and to foster communication between supervisors and employees with a clear statement of performance expectations and a workable performance plan. The Evaluation Form does not replace the regular, consistent, informal and formal communication between the supervisor and employee. Rather, it is a synopsis of the employee performance during the stated appraisal period.

Course Evaluation Form: Students will evaluate their instructors and their subsequent course using the Course Evaluation Form. These also provide an opportunity for faculty to understand how they are perceived by the students they teach. Forms are completed electronically via Populi in accordance with Institute policy. Course evaluations are done every term for every course and results will be available for faculty after the end of the semester.

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. These observations count toward the annual

assessment of teaching. The following Instructional Faculty shall be required to participate in classroom observations a) newly appointed Faculty b) Faculty on probation; and c) Faculty who have not achieved two consecutive semesters of satisfactory classroom observations.

Classroom observation teams shall arrange at least two (2) classroom observations (one announced and one unannounced) for two (2) consecutive semesters. 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. 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.

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. 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.

Cross Moderation and Marking

This is a process of ensuring consistency of standards and fairness across a range of assessments within a programme. It allows for assessors to discuss and reach agreement in a

transparent, valid and consistent manner. Moderation is concerned with providing fair assessments (quality assurance) and with adjusting outcomes of an assessment where necessary to ensure fairness in marking (quality control).

Protocol for Marking and Moderation

1. Definitions. The Institute uses the following terms, based on QAA guidance in relation to marking and moderation

QAA: UK Quality Code for Higher Education: Chapter B6 Assessment of Students /

QAA: Understanding assessment: its role in safeguarding academic standards and quality in higher education: A guide for early career staff (September 2012) / QAA Glossary

Second marking: Assessment of students' work by two (or more) independent markers as a means of safeguarding or assuring academic standards by controlling for individual bias. Types of second marking acceptable at BAMSI include:

- Double marking: Where each examiner makes a separate judgement and in the event of disagreement a resolution is sought. (Double marking can be open or blind).
- Check marking: Where the second marker determines whether the mark awarded by the first marker is appropriate and confirms it if appropriate (by definition, this can only be open marking).

Second marking can be open or blind:

- Open marking: Where the second marker is informed of the first marker's mark before commencing
- Blind marking: Where the second marker is not informed of the first marker's mark before commencing

Auditing: An audit of assessment material is distinct from second marking. Auditing is an additional check to ensure that all pages/questions have been marked (by both markers) and that marks have been totaled correctly and there are no arithmetical or other errors in the marking process. As no academic decisions are taking place, auditing can be carried out by an administrative member of staff. By definition, auditing can only take place once second marking has occurred.

Moderation: A process intended to assure that an assessment outcome is fair and reliable and that assessment criteria have been applied consistently. Moderation focuses on the marks awarded to the full set of assessed work for a task, module or programme in the context of the academic standards for the award. It is therefore separate from the question of how differences in marks between two or more markers are resolved and is not about making changes to an individual student's marks.

Marking Processes

At BAMSI, internal second marking is the norm for the marking of written assessments which count towards a student's degree classification (i.e. marking is carried by at least two markers). The markers use either blind or open double marking or check marking. Where there are differences in marks for individual assignments, questions, etc., these may be resolved between the markers themselves or with the intervention of a third party. The third party is normally an Institute Examiner, but may also be an External Examiner.

Sampling Protocol

A sampling process is clearly identified for each programme which is based upon the number of students within the cohort. This will normally be material from the top, the middle and the bottom of the range, all borderline (+/-3%) material and all material assessed internally as failures. Sampling should concentrate on the boundaries of classification and should normally be between 30% and 100% of assessed work. A range such as;

Group Size Sample of Scripts

< 15 students	100%
16 – 30 students	50%
> 30 students	30%

2. Good Practice for Marking and Moderation

The following examples of good practice with regard to second marking and moderation

- A marking criteria for each assessment and model answers should be provided to the markers (and External Examiners)
- Departments should let their External Examiners and students know the method of marking used per assignment e.g. open or blind double marking or check marking.
- Double marking (blind or open) is considered good practice
- All scripts/essays/reports/dissertations and coursework (which counts towards a candidate's final degree classification) should be annotated to show 1st and 2nd marking has taken place
- For double marking, a marking cover note should indicate 1st and 2nd markers' assessment per question
- For check marking, a marking cover note should indicate whether the 2nd marker agrees with the first marker
- Different colored pens should be used by each marker
- Each marker should initial each page to confirm it has been read
- All comments from each marker with regards to marks awarded should be included
- Each marker should indicate whether they are acting as an Institute Examiner, Assistant Examiner or Assessor and whether they are acting as first or second marker
- Markers should know in advance how differences in marks will be resolved
- Where a 3rd party intervenes when marks cannot be agreed by the first and second marker this should be clearly noted on the

cover note. (The third party should normally be another Institute Examiner, but may be the External Examiner)

- An explanation should be provided on how final marks were agreed where marks awarded by each marker differ
- Each marker should sign to confirm agreed marks
- It is good practice to carry out an audit of scripts prior to sending to the External Examiner(s).
- An adequate sample of scripts/essays/reports/dissertations and coursework (which counts towards a candidates final degree classification) should be made available for External Examiner(s) to view – this will normally be material from the top, the middle and the bottom of the range, all borderline(+/-3%) material and all material assessed internally as failures.
- It is recommended that, where students are taught and assessed by a partner institution/organization, the students work should be checked by a BAMSI Examiner (a sample of work is acceptable).
- Use the Cross-Moderation Sheet for all courses and course work assessed

Excellence in Teaching: The Excellence in Teaching and Adjunct Excellence in Teaching Award identifies and individually recognizes BAMSI full-time and adjunct faculty member who has consistently demonstrated excellence in teaching to their students and the Institute.

The Exemplary Faculty Award recognizes a full-time faculty member at BAMSI who exemplifies excellence in teaching; civility and concern for students and colleagues; commitment to a value centered education; and service to students, the institution and the community. Award recipients will be selected based on the following criteria:

Be a full-time BAMSI faculty member. Show evidence of a long-term commitment to effective undergraduate teaching. Have an

exceptional reputation as a teacher in terms of knowledge of the subject, course organization, clarity of instruction, and availability to students. Serve as a mentor, and role model for students. Demonstrate concern for student welfare in areas beyond academic studies. Be recognized as a competent scholar and be engaged in professional-level experiences. Provide service to the Institute, the profession, and the greater community. Embody the selfless motto through engagement/activities with colleagues, students, and the community.

Faculty will be nominated by the campus community. The Exemplary Faculty Award will be presented during the May Commencement Ceremony.

Gifts: Prior to acceptance of gifts for Institute use, approval of the Executive Director is required. All such gifts become the property of the BAMSI.

Travel: The appropriate supervisor must approve requests for travel. Instructors must complete all required forms for travel a minimum of 5 working days prior to travel. See Human Resources for more information.

Academic Reporting Information

Classroom Policy: Persons attending a class, lab, or other must be registered students, except for (a) those special guests, speakers, or others granted temporary access to the classroom by the instructor, and (b) Institute officials while conducting their official duties.

Class Schedule: Any changes in the scheduled class meeting time or place must have prior approval from the Registrar. If a class is scheduled to meet temporarily at another location (for instance, the library or a field trip location), faculty should leave a signed, dated note on the classroom door or whiteboard and obtain prior approval. Class should be held for the entire period; however, if circumstances

shorten a class period, the instructor must remain in the classroom for the entire period. BAMSI policy requires instructors to provide a 10-minute break after the first 100 minutes of instruction, and additional 10-minute breaks after every 50 minutes of instruction using the following guidelines:

- Breaks cannot be taken at the beginning or end of class.
- Breaks should be taken regularly and cannot be accumulated until the end of the class in order to dismiss the class early. Faculty should review their course agenda to ensure that holidays or other days when the Institute is not in session do not lessen the required hours of instruction (e.g. lab versus class hours). In the event there are not enough hours, the instructor should make arrangements to make up the hours of missed instruction. This make up should be documented in Populi and communicated to the Executive Director or designee well in advance.

Missed Classes: When an instructor is absent, he or she must notify the Academic Dean or Department Head in advance, if possible, so that a substitute may be provided and notice may be posted for students' information. All instructional time missed, whether due to instructor leave, inclement weather, or another situation, must be made-up and/or accounted for. The method of reconciliation must be approved and will be kept on file by the Executive Director. Appropriate methods of class reconciliation include:

- Obtaining a substitute instructor: Substitute instructors must be approved by the Executive Director. The absent instructor has the responsibility of providing the substitute with materials, plans, and other information that will ensure that the class is as meaningful as possible.
- Rescheduling the class time: Instructors must inform the Registrar or designee as to when the class will be rescheduled if an

alternate method of instruction is not available or substitute instruction is not obtained. Extending class, or lab time or meeting on another date cannot interfere with any other course and must be agreed upon by all.

- Providing an alternative assignment: The instructor can provide an alternative assignment that covers the time missed. Approved activities include:
 - Outside assignment (i.e., book report, library assignment, video, computer assignment, lab assignment)
 - Individual/Group conference equal to time missed
 - Online discussion
 - Any method approved in writing by Academic Dean or designee

Low Enrollment: Determinations of course cancellation due to low enrollment are made prior to the first class meeting. It is the responsibility of the Department Chairs, Program Coordinators, etc. to communicate regarding cancellation of classes. The Registrar will inform of low enrollment courses and those courses will be approved by the Executive Director on a case by case basis. These are normally scheduled classes on the published/master schedule in which enough students do not enroll for a viable and cost-effective learning experience. The Executive Director must approve these courses and will maintain a file listing courses reviewed and those approved to run despite low enrollment. The Institute reserves the right to cancel any class due to insufficient enrollment, limitation of funds, lack of qualified staff availability, or lack of facilities.

Distance Learning: Distance learning courses have the same learning objectives as traditional seated classes but use the Internet to document attendance and participation in place of face-to-face meetings in traditional seated classes. BAMSI offers distance learning courses in fully

online and hybrid formats. The term Distance Education courses refers to both online and hybrid formats.

Gradesheet: Faculty are required to maintain an updated, detailed and accurate gradesheet for each course. Grade entry and gradesheet is calculated in POPULI. Please note that when setting up the gradesheet, each assessment must be listed with its title, the actual grades should be inputted and not the percentage: hence the total value for each assessment must be visible. A signed hard copy of the completed gradesheet should also be submitted to the Registrar at the end of each semester and after finalizing the grades in Populi.

Online Courses: An online course is defined as one for which 100% of all regularly scheduled face-to-face class meetings are replaced by required activities and assignments completed at a distance and managed online through the Learning Management System (LMS) called **Populi** or **Moodle**. Online courses allow students to participate academically from geographically remote locations without the need to come to campus. The tuition for these courses includes a DL fee.

Hybrid Courses: A hybrid course is defined as one in which there is reduced seat time and where up to 75% of the activities and assignments are conducted and managed online through the LMS called Populi or sometimes Moodle. Time traditionally spent in the classroom is reduced but not eliminated. For example, if the course traditionally meets 16 times in a semester, the requirement for a hybrid course is 4 meetings; if they meet 8 times, the hybrid meets twice. Special situations outside these parameters can be addressed and approved. The goal of hybrid courses is to join the best features of a traditional class with the best features of online learning. Tuition for these courses includes a technology fee.

Instructor Interaction Requirements for Online Classes

- Faculty members have an active presence in online classes. This can be accomplished through regular announcements in the News forum, instructor contributions in forums and journals, scheduled chats, substantive feedback on student work, lesson summaries, and messages to individual students.
- Instructors should reply to student questions within 48 hours on instructional days. Due to the number of students accessing online content on the weekend, instructors are encouraged to respond on the weekend or adjust due dates so they do not fall on the weekend or on Mondays.
- Instructors teaching 8 to 10-week courses should grade and return all assignments within 5 instructional days of due date.
- Instructors teaching courses longer than 8 weeks should grade and return all assignments within 10 instructional days of the due date.
- Instructors use the Populi or Moodle gradebook to post grades for students so they can easily view their progress in the course.
- Instructors use at least one form of assessment other than online quizzes and tests which are automatically graded via Populi's or Moodle's assessment manager. The alternative assessment, which can be an essay or project, must provide for instructor feedback to the student.
- Instructors interact and communicate with students in evident ways. This can be accomplished by a discussion, peer editing, OR a chat component that the faculty member participates in and/or leads regularly.

Selling Instructional Materials: Employees of the Institute are prohibited from selling instructional

materials to students, parents, or other employees except as part of regular Institute bookstore operations.

Materials Required of Students: Professors may not require students to purchase materials other than those authorized for the specific course.

Tutoring: A professor may not receive compensation for tutoring students enrolled in his or her classes. Tutoring is available through the Office of Student Affairs.

Speakers or Guests: Prior approval from the Executive Director must be obtained before the professor may extend an invitation to a non-faculty member to serve as a guest speaker for a class.

Independent Study: By working one-on-one with a professor, a student may take a course for Independent Study. Independent Study course request and credit must be authorized by the Registrar prior.

Conflict of Interest

All employees shall treat their position with the Institute as a public trust. Employees shall use their positions and resources only to advance the public interest and not to obtain personal benefits or pursue private interests. Employees shall conduct themselves in a manner that justifies the confidence placed in them by the BAMS community at all times maintaining the integrity and discharging ethically the high responsibilities of public service.

A conflict of interest is defined as incompatibility between an individual's private interests and his or her duties or actions as a college employee. A conflict of interest may make it difficult or impossible for an employee to perform their employment-related duties effectively or to act in the Institute's best interests. Thus, all employees must avoid any situation that may give rise to a conflict of interest and the appearance of impropriety.

- No employee may request or receive, and no person may offer an employee, any money, thing of value, favor or promise that is conditioned upon or given in exchange for promised performance of the employee's duties or responsibilities.
- Employees shall be disqualified from engaging in any outside work-related action directly affecting the employee's financial interest. No employee during the period of employment shall acquire a financial interest when the employee believes or should have reason to believe that the new financial interest will be directly affected by the employee's job performance.
- No employee may request or receive an honorarium for a speech or service rendered that relates to the performance of their duties.
- The Institute shall not enter into a contract with an employee or with a business in which the employee or the family of the employee has a substantial financial interest unless the employee has disclosed to the hiring supervisor the employee's substantial interest and unless the contract is awarded pursuant to a competitive process. A person negotiating or executing a contract on behalf of the Institute shall exercise due diligence to ensure compliance with the provisions of this section.
- An employee shall not sell, offer to sell, coerce the sale of, or be a party to a transaction to sell goods, services, construction or items of tangible personal property directly or indirectly through the employee's family or a business in which the employee has a substantial interest, to anyone the employee supervises. An employee shall not receive a commission or shall not profit from the sale or a transaction to sell goods, services, construction or items of tangible personal property to anyone the employee supervises. The provisions of this subsection shall not apply if the supervised employee initiates the sale or to sales open

to the BAMSI community such as through the bookstore, the library, food outlets or arts and craft sales.

- Employees may not solicit business while on duty working for BAMSI.
- Employees taking on side jobs to supplement their income will refrain from engaging in employment that would lead to the following situations:
 1. When the employee cannot fully attend to their BAMSI duties because of the outside employment;
 2. When the employee uses BAMSI resources to conduct outside work; and/or
 3. When the employee's private work conflicts with BAMSI interests.
- Employees must report outside employment to their supervisors. Supervisors may counsel their employees on potential conflicts of interest that could arise from such employment, but cannot preemptively restrict outside employment without evidence that the conflict genuinely exists.
- If an employee becomes aware that a conflict of interest or an appearance of impropriety exists, or that there is a reasonable potential for a conflict of interest to occur in the course of their employment duties, that employee should notify their supervisor. The supervisor should consult with the appropriate dean or department head and the Office of Human Resources to determine whether the activity is permissible or not, and the best course of action to avoid or to resolve a conflict of interest in the situation.
- An employee who violates this policy may be subject to corrective action or disciplinary action up to, and including, termination. The discipline imposed will depend on the severity of the violation and the circumstances of the situation.

Sexual Misconduct

BAMSI is committed to maintaining an environment free of discrimination or forms of harassment that unreasonably interfere with the security, well-being, or academic experience of any member of the community.

Sexual harassment on campus or in other settings related to Institute employment or enrollment, is unlawful, as well as unethical, and will not be tolerated. The Institute will respond promptly to formal complaints of sexual harassment, and, where it is determined that sexual harassment has occurred, will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate.

Definition of Sexual Harassment

The definition of sexual harassment is as follows: "sexual harassment" means sexual advances, requests for sexual favors and verbal or physical conduct of a sexual nature when:

- submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment or enrollment or is used as a basis for employment or educational decisions, placement services or evaluation of academic achievement; or
- such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's work or educational performance by creating an intimidating, hostile, humiliating or sexually offensive work or educational environment.

Under these definitions, direct or implied requests by a supervisor, professor, athletic coach or trainer, or other individual responsible for work or academic evaluations for sexual favors in exchange for actual or promised job or academic benefits constitutes sexual harassment. Benefits include grades, academic assignments, research opportunities, favorable

reviews and recommendations, salary increases, promotions, increased benefits and continued employment or enrollment.

Sexual harassment can occur between individuals of the same gender and regardless of sexual orientation. The same standards that apply to harassment between individuals of the opposite sex apply to harassment involving individuals of the same sex.

Commitment to Academic Freedom

As an academic institution, teaching, doing research, and learning are subject to the protections of 'academic freedom'. Actions or words used in the context of the academic curriculum and teaching environments that serve legitimate and reasonable educational purposes will not be evaluated as sexual harassment or other unlawful discrimination because of the principles underlying academic freedom.

Examples of Conduct

While it is not possible to list all circumstances that constitute sexual harassment, the following are some examples of conduct that may constitute sexual harassment depending upon the totality of the circumstances, including the severity of the conduct and its pervasiveness:

- Unwelcome sexual advances – whether they involve physical touching or not;
- Threats or insinuations that a person's employment, wages, academic grade, promotional opportunities, classroom work assignments or other conditions of employment or academic life may be adversely affected by not submitting to sexual advances;
- Dissemination of sexually explicit voicemail, email, graphics, downloaded material or web sites;

- Unwelcome sexual epithets, sexual jokes, written or oral references to sexual conduct, gossip regarding one's sex life;
- Unwelcome comment about an individual's sexual activity;
- Displaying sexually suggestive objects, pictures or cartoons;
- Unwelcome leering, sexual behavior, or sexual gestures;
- Unwelcome inquiries into another's sexual experiences;
- Unwelcome discussion of one's sexual activities;
- Creating a hostile environment for others by engaging in harassing conduct that affects the workplace, or the teaching or research environment, or affects others' ability to compete for grades, research opportunities, academic or work assignments, compensation, and/or employment benefits. In addition to the conduct described above, romantic involvement (even if consensual) between supervisors and subordinates or between a faculty member and a student may create a hostile environment and is prohibited.

Media Relations

The Office of Communication disseminates information about BAMSI to the news media, which includes print and broadcast media with local, regional, national and international audiences. If the Office of Communication determines information may be released, it will direct a reporter to the appropriate employee for that information. Any BAMSI employee contacted by a member of the media should confirm that the person already has spoken with someone in the Office of Communication before releasing information. A large component of information related to the Institute and its students is privileged and protected information. Do not release or provide any information about a student or employee, past or present, without appropriate authorization. Please do not put yourself or the Institute in the position of

defending, legally or otherwise, a carelessly worded, an unintentional, or an uninformed statement.

Employees who are interviewed are asked to inform the Office of Communications about the story so that the coverage can be included on the website and other media platforms and filed.

Farm Property

The Research and Tutorial Farm is for the use of all faculty and staff of BAMSI. Faculty are encouraged to use the facilities to conduct trials, field trips, labs, and other educational activities. Please exercise care on the farm and practice sustainable methods. Faculty are not allowed to remove Produce from any Farm area without the permission of the Farm Administrator or the Executive Director.

Fire

In the event of a fire, the faculty member should:

1. Pull the nearest fire alarm in the hallway and alert others. When the alarm sounds, the building must be evacuated.
2. Notify Security, even in the event of a minor incident.
3. Make use of the fire extinguishers located in the halls, laboratories, classrooms, and cafeteria.
4. Accompany students out of the building when classes are in session. Instructors must remain with their classes until the all-clear signal has been given.
5. Leave the building and move away from the structure until permission is given to re-enter the building.

Inclement Weather

The BAMSI Inclement Weather Policy is designed to give faculty, staff, and students as much flexibility as possible during adverse weather conditions. The Institute will not be considered closed as long as the general population is on campus. Since BAMSI is primarily a residential

college, classes are rarely postponed due to weather conditions, except during a hurricane or tropical storm (see Hurricane Preparedness Guide). However, faculty, staff, and students should use good judgment in determining the feasibility of attending classes when weather conditions create safety concerns. If weather conditions prevent class attendance, students are expected to notify professors of their situations. Students assume responsibility for coursework covered during the class period, as well as initiating steps for making up missed work. In the event of inclement weather, BAMSI will endeavor to announce whether classes are on an abbreviated schedule or if classes are cancelled.

Classes Cancelled: no classes will meet, and the announcement will specify the status for both day and evening classes as applicable. Local television and radio stations will be notified when there is a change in the normal hours of operation for the Institute. Faculty, staff, and students will also receive emergency, safety and weather alerts via text and e-mail through the Populi Alert System. Notifications are also posted on the front page of the campus website, Facebook and Twitter.

Intellectual Property Rights

BAMSI is committed to providing an environment that supports the learning, teaching and creative activity of its students, faculty, and staff. This Intellectual Property Rights is intended to encourage excellence and innovation in teaching and creative activities by identifying and protecting the rights of faculty, staff, students, and the Institute. The policy seeks to encourage the notion that creative works produced at BAMSI should be used for the greatest possible benefit.

The policy governs the respective ownership rights of the Institute and its employees in material produced within the scope of employment. The policy protects the traditional

rights of scholars with respect to the products of their intellectual endeavors. The Institute cedes ownership to the author(s) of scholarly and academic works such as books, papers, and journal articles created by faculty who use only generally available Institute resources. When BAMSI support makes the work possible or when it provides extra or special support, either with money, facilities, equipment, or staff for the development of ideas or the production of works, it is reasonable for BAMSI to participate in the benefits of the work. The Institute asserts its right of ownership if substantial BAMSI resources (including sponsor-provided funds) are used in the creation of the work.

The Institute owns the rights to all works, inventions, developments and discoveries (herein referred to as "work" or "works") created through the effort of individuals who are compensated by BAMSI or which involve the substantial use of College equipment, services or resources. This includes any patentable invention, computer-related software, databases, web-based learning, and related materials.

The Institute has does not assert any claim or ownership interest in the following categories of scholarly or academic works: textbooks; class handouts or presentations; research articles, proposals or monographs; student theses or dissertations; paintings; drawings; sculpture; musical or dramatic compositions and performances; poetry; and popular fiction and nonfiction. Ownership of these categories of traditional faculty endeavor is waived by the Institute in favor of the faculty member, and these are exempt from the provisions of this policy. The use of College resources is substantial when it entails the dedicated use of BAMSI equipment, facilities, personnel or funding, or resources not ordinarily used by or available to all, or virtually all members of the Faculty. The use of a computer in a faculty office, incidental

supplies, and occasional use of BAMSI personnel or shared facilities would typically not be considered substantial use.

In contrast, utilization of BAMSI laboratories or special instrumentation, dedicated assistance by College employees, special financial assistance, or extensive use of shared facilities would constitute substantial use. Funds and facilities provided by governmental, commercial, or other private organizations that are administered and controlled by the Institute shall be considered BAMSI resources for purposes of this policy.

If a work results from research sponsored in whole or part through governmental or other outside funding, the research agreement shall govern the disposition of intellectual property rights, but no research agreement shall be entered into without the review and approval of the Executive Director in order that the Institute may protect its intellectual property rights to the greatest extent possible. If the sponsor does not assert an ownership interest, ownership vests with the College as provided in this policy. Where a question arises of whether a particular work involves compensated effort or substantial use of College resources, the matter shall be referred to an ad-hoc committee comprised of two members of Faculty, the Executive Director or designee, and the Bursar or designee.

If an individual creates a work that is potentially covered by this policy, he or she is expected to immediately notify his or her School Dean and the Executive Director and provide them with sufficient detail to permit the College to evaluate the work and, if appropriate, take steps to protect the intellectual property rights. If the Institute decides not to exercise its ownership in a particular case, the ownership rights and responsibilities related to such, rights for patenting, copyrighting and licensing shall rest with the author(s).

The Institute retains a non-exclusive, royalty-free right to use for non-commercial purposes works

produced by its employees acting within the scope of employment even if ownership is ceded to the author(s).

Royalties

The Institute endorses the legitimate expectation of the author(s) to share in the net revenues produced by licensing or other development of the work, but given the Institute's substantial cost involved in supporting scholarship and research, the College is also entitled to a share in any such royalties. Accordingly, for any work in which BAMSI asserts ownership interest under this policy, the College and the author(s) will share the net royalties (revenues less recovery of all legal and other costs involved in protecting the intellectual property rights of the work, licensing costs, and other directly related administrative costs) in the following percentages: Net Royalties

<\$5,000 Author(s) 100% BAMSI 0%

\$5,000–\$25,000 75% 25%

\$25,000–\$100,000 60% 40%

>\$100,000 50% 50%

Net royalties received by BAMSI shall be restricted to support scholarly, research, or creative activity of faculty. If the work is a joint creation, the authors will divide their share equally, unless they provide the Institute with an alternative royalty distribution agreed upon by them. If a work is a compilation involving the Institute's intellectual property, the Faculty member shall retain all ownership interests in his or her creation, but by allowing his or her work to become part of the compilation thereby grants a non-exclusive royalty-free license to the Institute for use of his or her contribution. While the College shall own rights to the compilation, it shall own no rights to the underlying work beyond said license. Notwithstanding the royalty-free license, the Institute will share the net proceeds from the compilation as described above. Recognizing that this area is complex and

rapidly evolving, BAMSI remains open to the possibility arriving at alternative agreements as the need may arise.

Political Activities

While all members of the BAMSI community are free to express political opinions and engage in political activities, it is important that they do so only in their individual capacities and avoid even the appearance that they are speaking or acting for the Institute in political matters.

The Institute acknowledges that faculty have the right to express themselves politically and that faculty should also respect the right of others who do not share their political views. However, the Institute will remain neutral on political issues and does not encourage its premises to be used as a political tool. The Institute encourages a peaceful and safe learning environment for everyone

Professional Growth

The Institute encourages and supports the continual professional growth of faculty. Each faculty member is individually responsible for ensuring continued professional development. The Institute supports these activities by providing limited funding. BAMSI also offers various faculty professional development opportunities on campus throughout the year. New faculty members participate in the New Faculty Orientation Program in their first year at the Institute.

Solicitation

Solicitation, canvassing, and leafleting on BAMSI premises are limited in accordance with the guidelines outlined below. This is intended to ensure the continuity of BAMSI work and operations; to avoid the misuse of BAMSI facilities or resources in ways which would impair its status; and to preserve both the fact and the appearance of the Institute's impartiality.

Non-BAMSI individuals, groups, or organizations are not permitted to engage in solicitation of any kind, nor may they distribute written material of any kind on BAMSI property, except as provided for in official contractual or purchase order arrangements or as explicitly authorized.

BAMSI employees may not engage in solicitation or canvassing of any kind, including solicitation for membership or subscriptions, during working time or in areas where distribution of such materials disrupts services.

Employees may not use their positions or the Institute's facilities, letterhead, communications media (including campus or electronic mail), or other resources for purposes of political or other solicitation or canvassing.

The Executive Director or Board may provide an exception to permit the use of BAMSI staff time and resources for canvassing for contributions, to collect for charitable, educational, or related programs or for programs directly sponsored by the Institute.

Records Management

Access to and Release of Confidential Information

Some employees have access to confidential information regarding the Institute or personal data about faculty, staff, or students. Handling and maintaining the security of such data is one of an employee's most important responsibilities. Special care must be taken not to divulge or inadvertently reveal confidential information to anyone, including over the telephone. An employee should never release any confidential information without clearance from her or his department head. Questions regarding the release of confidential information should be directed to the department head or the Office of Human Resources.

Resignation

Faculty planning to resign from the Institute are strongly encouraged to give at least one (1) semester's notice.

Faculty who wish to resign shall give notice as follows:

1. Permanent Establishment: one (1) month's written notice.
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 Academic Dean or Executive Director.

Grounds for Dismissal

Dismissal must be based upon reasonable cause related to either a serious lack of satisfactory performance or lack of fitness and suitability to continue in the professional capacity of a faculty member.

Dismissal proceedings may be initiated for such reasons as:

1. Academic dishonesty
2. Incompetence in performing or meeting appropriate assigned duties
3. Deliberate and grave violation of the rights and freedom of fellow faculty members, administrators, or students
4. Willful obstruction or disruption or attempts to obstruct or disrupt the normal operation or functions of the Institute; or advising or procuring, or actively encouraging others to do so
5. Other improper conduct which is seriously injurious to the best interests of the college or its components

Smoke Free Work Environment

Smoking is prohibited in or on all BAMSI property, farm, student residences and all academic and

administrative buildings. All smoking by faculty, staff, students, and visitors is prohibited. Smoking is also prohibited in Institute-owned vehicles.

Substance Use and Abuse

When the conduct of a member of the college community on BAMSI property or during an Institute activity, wherever it may occur, is in violation of this policy, the Institute will take appropriate action, up to and including termination of employment, and referral for prosecution.

Weapons

No faculty may possess or use a firearm on BAMSI property or its environs. Firearms, including rifles, shotguns, BB guns, handguns, air or spring-propelled guns, and gas-powered guns and all ammunition or hand-loading equipment and supplies for the same, knives, or items that can be viewed as weapons are not allowed.

Workplace: DRUG AND ALCOHOL FREE

The BAMSI Board of Directors strive to maintain a drug-and alcohol-free workplace environment. The Institute has adopted a Drug and Alcohol-Free Workplace Policy to further its objectives in establishing, promoting, and maintaining a safe, healthy, and productive work and learning environment for employees and students, to promote the reputation of BAMSI and its employees as responsible citizens of public trust, and to provide a consistent model of substance-free behavior for students.

Classroom and Student Contact Logistics and Management

Classroom and Student Contract Logistics and Management

Classroom Meetings: In case of emergency, it may be necessary to know the classroom in which each class meets. To prevent confusion, professors should not move a class from the scheduled classroom without permission from the campus academic dean. If it is necessary to move a class, a note should be posted on the door indicating the new location for the class meeting. The instructor should also write a notice on the classroom board so latecomers can go to the correct room.

Off-Campus Meeting Times: Faculty scheduling any class or function off campus must receive prior approval from the campus academic dean. Students cannot be required to attend a class that meets off campus unless it is listed in the course schedule. The Institute is not responsible for students' transportation to off-campus meetings.

Classroom Equipment and Facilities: Normally, each classroom is equipped with an appropriate number of student desks; a wall chalkboard or white board, chalk or markers, and an eraser; clock, an audiovisual screen; a wastebasket; window shades for darkening the room; a podium or instructor's desk; and adequate lighting. At the end of the period, the projector should be turned off. AV equipment may be booked for a class period by contacting the Front Office

If any of the necessary classroom items are absent, the instructor should inform the front office. The following information is important to maintaining the classroom environment:

- Furniture may be moved to accommodate classroom activities. Each professor should leave the room arranged as found. Removal of BAMSI furniture, equipment, or other property from assigned areas is not permitted. The Facilities Department must approve special wiring, building alterations, and attachment of items to floors, walls, or doors. This approval must be obtained before any changes to facilities occur.
- Each employee and student is encouraged to contribute to conservation of water, electricity, and materials by turning off lights and water, and using all materials conservatively where and when appropriate. Lights should remain turned on in rooms where continued or immediate use is anticipated; if not, lights should be turned off.
- Windows in all buildings are not designed to open. They are to be opened only as exits in emergencies. Areas around windows should be kept clear at all times.

Class-Related Records Retention

Student class records must be retained in a secure location by the faculty member for a minimum of four years from the last day of the class. If a class record is in dispute or has been disputed, the record should be retained two years from the date of the dispute.

Rosters and Directories: Listings of faculty names, personal phone numbers, addresses, etc., and those of students are not to be handed out, mailed, or distributed without permission.

Attendance Records: Regular attendance and class participation are significant factors that promote student success. The attendance policy for each class must be explained clearly at the start of the class. Students are expected to attend all classes for all courses in which they

are enrolled. Each professor should monitor students' adherence to the respective policy and record attendance promptly in Populi.

Student Testing

BAMSI recommends that professors test their students frequently and provide information about their progress early in the course. Some disciplines may have testing programs for placement, or they may use common examinations at the end of the course. Faculty should discuss such matters with their department coordinator or program director. Other faculty may be willing to share examples of their tests and examinations. All sections of a given course must result in student achievement of the common course outcomes. BAMSI recommends and encourages essay writing as an element of testing within appropriate courses as a means to polish students' writing skills and promote expression. Critical thinking and analytic questions, case studies and structured questions are encouraged in testing as these prepare students for real-world skills and responses.

All faculty should:

1. Refrain from posting or announcing grades by name
2. Use sufficient evaluative techniques and devices.
3. Grade and return assignments as quickly as possible.
4. Ensure that every student on the roster receives a grade.

Final grades are based upon any or all of the following: exams, quizzes, special reports, research papers, class participation, assignments, laboratory reports, field work, and the final examination.

Collection of Money from Students

Faculty and staff members are not to collect money from students for any purpose without the approval of the Executive Director.

Professional Relationships with Students

All professors face the challenge of creating a rapport with students that fosters effective learning, while also maintaining a professional relationship. Consequently, professors must exercise judgment in their personal relationships with students by avoiding unprofessional or illegal behavior (e.g., discrimination or harassment or a sexual relationship) and its appearance.

Syllabus

The approved BAMSI syllabus is comprised of two parts: Course and Instructor Content and Policies and Procedures. Each full-time faculty member is responsible for completing the Course and Instructor Content. This document should reflect actual practice in the classroom environment. Changes to the initial syllabus must be approved and issued in writing to students. Course syllabi must be approved and provided to students at the first class meeting. The digital templates for Syllabus can be obtained from the Registrar.

Prerequisites

Instructors should state clearly the prerequisites of the course at the initial class meeting. Students not eligible for the course should be sent to an advisor immediately to rectify the situation. Occasions arise when exceptions to this regulation may be deemed desirable and necessary. An appropriate instructor and head may submit a waiver or course substitution or they may approve a student's industry certification or indication of competency completion from another accredited institution. In such cases, the Registrar will determine if such

documentation is sufficient to constitute satisfaction of the prerequisite. Signatures from the head and the Registrar, along with appropriate documentation, will be placed in the student's official file.

Textbooks

The bookstore will send a Course Adoption Information Form to the Department Chairs/ Lecturers which must be completed and returned to the bookstore within the timeframe allowed by the bookstore management. The Course Adoption Information Form is the document used to order textbooks and may be accessed from the Office. It is the responsibility of Department Chairs, Coordinators to order or advise instructors on ordering textbooks for all faculty. All textbook changes aside from edition changes must be approved by the appropriate head.

Textbook Guidelines: Choosing textbooks and related learning materials should be based on the relevance to course objectives and the cost to the student. The following guidelines should be followed when considering texts for adoption:

- Choose the lowest cost textbook without sacrificing educational quality.
- The same textbook shall be adopted for all sections of a given course within BAMSI; exceptions will be granted only by the appropriate head.
- A textbook shall be used a minimum of three years, with the exception of publisher's edition changes and within specialized fields requiring more frequent, updated information (i.e., computers, etc.). Exceptions must be granted.
- The amount of support materials required for any class should be minimized without sacrificing the educational quality of the class. The instructor should also explore utilizing the library resources, including library loan, when available.

- The text information should be available to students as early as possible to give them opportunities to explore options for reducing costs.
- When possible, instructors should attempt to utilize textbooks/materials in multiple classes within a program. This will allow the student to use the same items for different parts of a program.
- Faculty should explore alternatives to the traditional textbook, such as electronic books, soft cover texts, custom books, and bundled and unbundled packages.
- Texts required for courses must be used in the course.

Field Trips

For the purpose of this procedure, a field trip will meet the following criteria:

- Involve leaving the campus or regular class meeting site.
- Be arranged by and under the supervision of approved Institute instructional personnel.
- Be for or including students as participants.
- Be educational in intent and directly related to a specific course or courses in which students are

Three basic types of field trips exist:

- Those that are required and that occur only during the regularly scheduled class time of the course to which the trip is related.
- Those that are required and that require the student's absence from classes other than the specific class or activity to which the trip is related.
- Those that are optional.

Students shall not have their grades adversely affected if they are unable to make a field trip at a time other than the regularly scheduled class period unless the field trip was specified in the course listing during registration.

For field trips which require students to miss other classes, the field trip sponsor shall provide e-mail notification of the trip to the participants' instructors along with the names of students who will be absent from classes.

- If students so listed do not go on the trip, the field trip sponsor shall e-mail formerly notified instructors that the students did not attend.
- Students attending required field trips are held responsible for making up all work missed in other classes while on field trips, but they shall be allowed a reasonable amount of time to make up such work without penalty. Faculty must be notified of required field trips at least one week in advance so that the make-up tests may be scheduled as close as possible to the originally scheduled test. Students attending optional field trips are subject to the attendance policy of each class they miss.
- Required field trips must be listed in the course syllabus and must be incorporated into either the grade or the attendance requirements of the course.
- No field trips shall be planned to occur during final examination times.
- Field trips planned for non-credit courses will follow this procedure as well.

Field trips must be approved in advance. Faculty must follow the guidelines including asking students to complete a Field Trip Form. Classes or programs normally scheduled at other locations, are exempt from this provision.

Instructors are required to complete and submit a Field Trip Request form to their respective head and to Student Affairs at least two weeks before the scheduled trip. In addition, instructors must ensure the following:

- Each student participating in a field trip must sign a Release Form which must be

returned to the appropriate head prior to the field trip. No student will be allowed to travel without a signed Release Form.

- A Field Trip Request form must be completed, signed by the head, and submitted to the Director of Student Affairs in two weeks prior to the trip. A list of students participating must accompany this form.
- Use of Institute-owned vehicles must be scheduled at least two weeks prior to the field trip by utilizing the vehicle request form. Mileage documentation forms and vehicle checklist forms will be provided to the driver and must be submitted at the end of the trip. If a gas purchase order is issued, the instructor should check with the gas station attendant prior to pumping gas to ensure that he/she will allow the sale. The receipt for the gas must be submitted with the purchase order upon return.
- Drivers of the Institute-owned vehicle are required to have a valid driver's license and a copy of their official driver's license must be on file in the office.
- If the field trip requires an overnight stay, tickets, meals, etc., the instructor must meet with his/her head prior to the field trip to complete the necessary paperwork.
- If club funds are used for the field trip, make sure that all receipts (registration, hotel, tickets, etc.) are collected and are submitted, with the appropriate forms, to the Student Activities Coordinator, immediately after the field trip.
- Where applicable, no one will be reimbursed for expenses related to a field trip without completion of appropriate paperwork and prior approval.

Overnight, domestic and international activities. This provision applies to all academic and co-curricular programs coordinated by faculty or staff.

In general, the trip leader (faculty or staff member) must follow the guidelines set forth

- Within North Andros, if an activity is BAMSIsponsored, transportation should be provided by the Institute through approved means (faculty or staff member who is approved to drive his or her personal vehicle, on an Institute shuttle with an approved driver, in an appropriate vehicle rented by the Institute with an approved driver). If a student chooses to provide his or her own transportation, a "Waiver Form for Traveling Separately to and from a BAMSIsponsored Event" must be signed by the student.
- Unless approved otherwise before the trip/activity, the trip leader must be a BAMSIs employee. Any dependents traveling with the trip leader must be approved before the trip.
- Supervision is the responsibility of the trip leader. For day activities, if the faculty or staff member is driving, he or she must be on the Institute's approved driver list. It is preferable that a college vehicle and a college Approved Driver be used for day activities; however, if a faculty or staff member chooses to transport students in a personal car, the driver's personal liability insurance would be in effect.
- For overnight or extended travel, two chaperones must be present (unless waived due to a small number of students. In general, in the case of a domestic travel activity, a trip leader or a chaperone should not have responsibility for more than 20 students each. In the case of an international travel activity, a trip leader and a chaperone should not have responsibility for more than 15 students each. If a BAMSIs-employed "approved driver is a suitable chaperone and agrees to serve in this role, he or she may be the second chaperone.
- The trip leader must establish routines for performing "head-checks" during actual boarding and exiting periods for all group

travel. A "buddy system" should be established and students should be reminded to check for their "buddies."

- Trip leaders must carry student medical information and a list of emergency contacts for overnight trips.
- Trip leaders and chaperones should have a cell phone and students should have the cell phone number of the chaperones' phones. In cases of personal cellphone, charges in excess of the normal monthly charge will be reimbursed by the Institute.
- In the event of any health or safety emergency, the group leader must keep careful notes of the incident as well as any documentation that may be generated by visits to health care professionals, police, or other officials on location. An incident report must be generated and signed by the student(s) involved in the incident, the trip leader, and by a witness (preferably the activity/trip chaperone).
- During the course of the trip, students should have easy access to the trip leader and chaperone.
- Required forms for all out-of-classroom College-sponsored activities: Contact Information Form for Participation in a Study/Travel/Service-Learning Program must be completed by all participants, students and group leaders. Copies of the forms must be taken on the activity by the group leader. A set of copies should also be left on campus with the appropriate campus official (School Dean for academic trips; Executive Director for non-academic trips). Field Trip/Domestic Travel Release and Waiver of Liability, Assumption of Risk and Indemnity Agreement must be signed by all students.
- During College-sponsored travel, all individuals on the trip (students, faculty, staff, others) are expected to all obey local/national laws and behave in a manner that

does not disrupt the learning environment or is disrespectful of fellow students, faculty, staff and hosts.

- Students who disrupt the learning environment, do not honor and uphold BAMSI Student Code of Conduct, or show disrespect for others will be dismissed from the trip and will be responsible for their own transportation, etc. costs.

Field trips and other class-connected events which may conflict with the normal class schedule on occasion, special events such as field trips, movies, or guest speakers need to be scheduled outside a course's normal time slot. The Institute encourages a cooperative spirit among professors to permit maximum benefit to the student. Except under circumstances specifically approved by the Executive Director (or designee), however, (1) there must be no external compulsion on any student to give such a function precedence over another class's scheduled meetings; (2) teachers may give credit for attendance at such functions only if comparable alternative assignments are made for students who choose to attend their regularly scheduled classes.

Emergency Information

General Security Procedures: It is imperative that any suspicious behavior or any threat received or heard be reported to the supervisor, security, or another Institute official. Security should also be contacted for the following procedures:

- Locking or unlocking a classroom door
- Reporting any missing equipment
- Requesting assistance in the event of injury, illness, or classroom disturbance
- Announcing your arrival and departure during non-working hours

Security officers are on duty 24 hours a day, seven days per week.

On the first day of classes, the instructor should review emergency-exit procedures with students in case there is a fire alarm during class time. This acquaints students with the class rally point. Exit-route maps are located in every classroom, usually by the door.

Room Visibility: The viewing panes and windows in classrooms, on office doors, and in other spaces must present a clear and unobstructed view. These windows allow Security to monitor the areas for safety purposes and are for your protection.

Campus Accidents: In the event of an accident resulting in personal injury, the following procedures shall be observed:

- The Campus Security must be notified immediately.
- If an accident involving a student is serious, the Director for Student Affairs should be notified immediately by Campus Security and in turn should respond to the scene of the accident. If an accident involving a student is minor, the Director of Student Affairs should be contacted by Campus Security when possible and in any event, should receive a copy of any reports prepared by the Campus Security in connection with the accident.
- If the nature and the severity of an individual's injury require it, outside first aid assistance should be obtained. Hospital and rescue numbers are prominently posted with the Campus Information
- Other appropriate institutional administrators, if not on the scene, should be notified as soon as possible.
- If a student is injured during class, the instructor should immediately call security. Once the situation is stable the instructor should report the incident to their head. This can be done with an email describing the incident, place, time, type of injury, and any other pertinent information.

Critical Incident Response: Below are the procedures to follow and actions to take for events that may call for emergency action aboard campus.

- Lock Down – It is the instructor's responsibility to know and understand the lock down procedures. For further information, contact Security.
- Disruptive Student – Faculty response to classroom disruptions may be obtained from the Director of Student Affairs and within the Student Disciplinary Procedure.
- Chemical Spills – Contact Security
- Emergency Phone Numbers – A sticker with emergency phone numbers should be found on each office phone on campus. Notify the Administrative Assistant to the Executive Director if your office phone does not contain this sticker.
- Fire – In the event of a fire or building evacuation, faculty, staff, or other Institute personnel must ensure that all members of the section are present at an established meeting point. Evacuation routes and gathering points are posted in each classroom.
- Bomb Threat – In the event of a bomb threat do not use your radio or cell phone or any other electrical device in the area where the bomb is suspected to be housed. The Campus Security Officer will initiate contact with the Police Department via direct radio communication in the event of an emergency requiring immediate assistance.

First Aid Kits

First Aid Kits are available in all buildings and on the BAMSI buses. Familiarize yourself with the locations of first aid kits. Inform the Administrative Assistant to the Executive Director when items are removed in order to maintain a full inventory of products.

Emergency Notifications

BAMSI uses the **POPULI** Mass Communication Alert System as a mass emergency notification system to alert students, faculty, and staff immediately in emergency situations. When activated, individuals receive emails, voicemails, and text messages with notification of the emergency situation. The system is updated with student, faculty, and staff information shortly after the start of each semester. Please enroll and activate your phone number.

In the event of an emergency, all faculty members must follow the procedures described in the Emergency Preparedness Plan. Phone usage during an emergency should be limited to official use only. Faculty members are responsible for taking precautions to assure their safety; they must follow all emergency procedures, as well as provide direction and assistance to students.

Faculty members should participate in emergency drills conducted periodically. Each classroom and lab contain a posted emergency action plan for fire or hazardous evacuation instruction in case of emergency.

Faculty members teaching evening classes should contact the evening administrator and Security Office in the event of an emergency. Faculty members teaching Saturday classes should contact the Security Office in the event of an emergency.

Emergency College Closure

The administration of BAMSI may find it necessary to close the Institute in the event of adverse weather conditions or for other unexpected emergencies. The best place to determine whether BAMSI is open or closed is the Institute's website (www.bamsibahamas.edu.bs) and Twitter feed (twitter.com/BamsiB) and Facebook page: BAMSI Bahamas. All employees should provide the Institute with their home and cell phone numbers so that they can receive

voicemails regarding emergencies and special conditions. Official closing announcements may also be broadcast through various local media houses and platforms—print, radio, TV.

Medical Emergency Procedures

Medical emergencies include accidents, injuries, or illnesses. These should be reported to the Security Office; however, when time is critical, the witness should immediately call Police at 329-2353/329-2103 or local Clinic at 329-2055. When a medical emergency occurs the faculty member should:

1. Notify the Security Office and provide an exact location of the accident or the person who requires assistance (e.g., Bartad Building, Room C2). The caller should provide a description of the injury or symptoms of the illness.
2. Request that the Security Office notify the administrator on duty. If requested, the Security Office can attempt to notify the next of kin.

Institute Support Services

Audiovisual Equipment: Most classrooms are equipped with audiovisual media equipment. If the equipment needed for a class cannot be found in the assigned classroom or is not working, consult the IT Help Request information page. Weekend instructors should notify the chair/coordinator prior to Institute closing for the weekend in order to have equipment reserved.

Bookstore: The campus bookstore has the required textbooks and learning resources for your courses. Students are expected to purchase the required textbooks and other related materials needed for their respective classes as this will enhance their success. Therefore, it is expected that you use the recommended textbook within your various courses.

Information Technology Access/Use:

All individuals who employ information technology resources provided by BAMSI (this includes, but is not limited to, telephones, computers, the Institute local-area and wide-area networks, and the Internet) must use these resources for academic purposes only. BAMSI computing and network resources is a privilege and not a right. Inappropriate use can result in suspension or revocation of privileges.

Inappropriate use can include, but is not limited to, the following:

1. The intentional sending or retrieval of obscene, slanderous, and/or harassing messages and materials.
2. The unauthorized access (or attempted access) of any networked computer system.
3. The violation of copyright laws, including unauthorized copying or modifying of files.
4. The use of networked resources for academic plagiarism.
5. Any use for commercial purposes.
6. The posting or downloading of non-academic and/or inappropriate material to the server or to a BAMSI computer.
7. Any participation in network activities that place a strain on computer resources.
8. The use of IRC (internet-relay chat) resources for non-academic purposes.
9. The participation in gaming that is for non-academic purposes.
10. The involvement in any other behavior deemed inappropriate.
11. The unauthorized installation of software on BAMSI hardware.

Computer Lab Rules and Policies: Computer labs are for the use of current BAMSI students and employees. Students, faculty, and staff are expected to read and become familiar with the Acceptable Use Policy

- Food and drink are not allowed in computer labs.
- Cell phones should not be used in the labs.

- Children are not allowed in computer labs.
- Students are not to copy, install, or save anything to the hard drive of a PC without prior approval.
- Computers in labs are to be used specifically and only for class assignments.
- BAMSI assumes no responsibility for any direct or indirect damages arising from the use of its connections to Internet services.
- Making electronic information available to students does NOT imply any endorsement of the content by the Institute.
- There should be no expectations of privacy when using computers on BAMSI campus. All activity is subject to monitoring by Information Technology staff.

Copiers: The Institute maintains photocopiers for use by instructors, staff, and students. The individual responsible for each copier assigns copier-use numbers to faculty and staff for that particular copier. Employees, instructors, may have access to the copiers. Users of the photocopiers should be aware of the laws governing the reproduction of copyrighted materials. Note: Copiers are provided for Institute business use only. Student's that need a photocopy should go to the library and ask the front desk. In an effort to conserve resources, copying should be judicious and alternative methods of mass communication or presentation employed when possible. This will support our green initiative as well as reduce our costs for paper, toner, labor, and mechanical wear of the equipment.

Library Facilities and Services

library@bamsibahamas.edu.bs Library instruction can be scheduled by contacting the library directly, at least 24 hours in advance. Librarians can conduct research and information literacy classes, library orientations, or resource demonstrations. It is also possible to reserve the library computer lab and library space for your classes to use. Library instruction sessions take priority over scheduling class sessions. Please do

not bring your classes to the library without prior confirmation from library staff. Circulation of most library materials is for three weeks and may be renewed once unless requested by another user. A library card or BAMSI identification card are required to check out materials. Faculty may apply for a library card at the library's service desk or online at website. Faculty may request a semester length checkout for materials they need for a course. Reserve materials can be held in the library for your students' use. Materials will be circulated by the instructor's request (overnight, 3 days, library use only, etc.).

Resources: The Library provides a shared catalog of many learning resources, gives access to the collections of other libraries and allows users to search, request materials, and check the status of their personal account. Our E-library is a virtual library with full-text magazines, journals, newspapers, e-books, audio books, business resources, and full-length films. All are available on campus or remotely.

Parking: Staff, Faculty and students are required to register their car with the Institute, and utilize a parking sticker. Specially marked parking space (i.e. visitors, security, etc.) should be utilized as such. Handicap parking spaces do require a placard.

Information Technology

The Information Technology Services (ITS) maintains computers for student use in the library, computer lab, classrooms, and dormitories. The Institute wireless and wired computing network extends to every building, and access is provided in each room. The network provides access to academic software, library resources, and network storage as well as email and the Internet.

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resources for academic purposes only. BAMSI computing and network resources is a privilege and not a right. Inappropriate use can result in suspension or revocation of privileges.

Inappropriate use can include, but is not limited to, the following:

1. The intentional sending or retrieval of obscene, slanderous, and/or harassing messages and materials.
2. The unauthorized access (or attempted access) of any networked computer system.
3. The violation of copyright laws, including unauthorized copying or modifying of files.
4. The use of networked resources for academic plagiarism.
5. Any use for commercial purposes.
6. The posting or downloading of non-academic and/or inappropriate material to the server or to a BAMSI computer.
7. Any participation in network activities that place a strain on computer resources.
8. The use of IRC (internet-relay chat) resources for non-academic purposes.
9. The participation in gaming that is for non-academic purposes.
10. The involvement in any other behavior deemed inappropriate.
11. The unauthorized installation of software on BAMSI hardware.

Library and Information Services

The library houses excellent collection of books, journals, databases, films, CDs and other materials. Computer tablets can also be borrowed here—usually 2 hours maximum time and not for off campus usage. The library has collections which include research and teaching materials for the agricultural and marine research programs. It is a depository for many if not all publications and documents of the government of the Bahamas on agricultural and marine matters, and subscribes to serial titles, journals and periodicals. Our e-library comprises

of **EBSCO Host**, the world provider of research database, e-journals, e-books and subscriptions. Through the EBSCOHost subscription, users can access over 12, 000 of the most comprehensive collection of content—including superior indexing from top indexes, high-end full text and the entire library collection material specific to agriculture and marine sciences and related disciplines.

Please obey the rules of the library. BAMSI is committed to providing a safe, pleasant and productive environment for study and research. Users of the library are asked to conduct themselves in a manner that does not inconvenience or interfere with others and that is in keeping with our mission to offer a secure and pleasant atmosphere. Any behavior that disregards these purposes is inappropriate. Behaviors not permitted include, but are not limited to, the following:

- excessive noise that can reasonably be expected to annoy others
- discourteous or disruptive use of cell phones or audio equipment,
- soliciting without prior authorization,
- removing library materials from the library without authorization,
- concealing or destroying library materials
- bringing food or drink
- placing signs, posters, etc. on surfaces other than bulletin boards,
- all other violation(s) of the Student Code of Conduct.

Patrons who violated any of these policies may be asked to leave the library, lose their library privileges, and/or be subject to Institute imposed disciplinary or legal actions as appropriate. Borrowing policies vary due to the nature of material being used. If an item is recalled and overdue, students are blocked from further borrowing until the time is returned.

Faculty Email

Faculty will be issued an official BAMSI faculty email account. Log in as soon as possible to

activate your POPULI account and access other important Institute business. This email will be the official line of communication with the Institute. Email should be checked several times each day because almost all of BAMSI communication (e.g., upcoming events, committee meetings, personnel issues, news and notices) occurs via the email system.

BAMSI Website

BAMSI maintains a website containing current Institute information. The address is: www.bamsibahamas.edu.bs

Student Information and Learning System: POPULI

Student information systems provide capabilities for registering students in courses, documenting grading, transcripts, results of student tests and other assessment scores, building student schedules, tracking student attendance, and managing many other student-related data needs in a school. Designed for higher education, POPULI is web-based college management. It covers academics, admissions, online learning, student billing, financial aid, donations, contacts, library, bookstore, and more.

Office of Communications

The Bahamas Agriculture and Marine Science Institute is the pacesetter and the newsmaker in agriculture and marine sciences. The Office of Communications tells our story, and documents our moments and discoveries in print and online, via social media, through videos, and in the national press. The Office of Communications is heavily involved in forming mutually beneficial partnerships with various stakeholders, to bring positive exposure for the Institute. It creates a wonderful picture of our life here at BAMSI especially through its bimonthly publication **THE BLUE HOLE BULLETIN**, its **Facebook page: BAMSI BAHAMAS**, and **twitter: BAMSI B**. They showcase the activities of the Institute as well as the wonderfully talented faculty, staff and students

here. So contact them at communications@bamsibahamas.edu.bs for more information and for the excellent advice regarding Institute communications, media relations, to name a few.

Academic Information and Procedures

Academic Advisors

Each student is assigned an Academic Advisor at the beginning of their tenure at BAMSI. This initial contact is made during the Advisement and Registration period. It is the students' responsibility to meet with his/her advisor at the beginning of each semester in order to be properly advised for course(s) for the upcoming semester. Changes in advisors will only be made due to faculty shifts in duties or reassignment. Students are not allowed to register for courses they were not officially advised to take. BAMSI will not be held responsible should a student enroll in an unauthorized course.

The formal boundaries of the relation between advisor and advisee include:

- The advisor approves the courses for which the student registers. The Advisement and Registration form is completed in triplicate and initialed/authorized by the advisor. The student keeps the top copy, the advisor the middle and the bottom copy goes to the Registrar's Office and kept on the student's file.
- The advisor approves the advisee drops or adds to the course load;
- The advisor can access to all official correspondence concerning the student's academic standing via Populi in order to better advise the student on academic and personal decisions;
- The advisor guides the student in meeting academic requirements and choosing

classes. When the advisor is not available, the student may contact the Registrar's Office for assistance.

Academic Queries

If a student disagrees with the assessment of their course-work they have the right to dispute this assessment through the following channels:

1. Students with complaints about instruction or in-semester grading should refer them first to the course instructor.
2. If the student and the course instructor are unable to resolve the complaint, the student may meet with the Academic Dean submit a completed Academic Complaint Form prior to the end of the last day of classes or the submission of final grades. The Academic Dean's written decision will be rendered within 5 working days.
3. If the student and/or the course instructor are dissatisfied with the Academic Dean's decision they may appeal the decision by forwarding a copy of the Academic Complaint Form, along with the written decision to the Executive Director within 5 working days of the decision. The Executive Director's written decision will be rendered within 10 working days. The decision of the Executive Director is final.

All students should have the required documents for the smooth completion of their academic process. For new students, such documents include but are not limited to the following: letter of acceptance, copies of medical form, passport, birth certificate, other forms of ID, academic credentials (degrees, certificates, BGCSE, transcripts); and for returning students, copies of transcript, BAMSI ID, etc.

Cancellation of Programme or Course

The Institute reserves the right to cancel or defer any programme, course or specialization which

is undersubscribed or nonviable or for which adequate resources (including qualified Lecturers) are unavailable.

Changes to Personal Information

Every student is responsible for keeping the Institute informed of changes to name, address, phone numbers and e-mail address as soon as they occur. Changes may be submitted to the Registrar's Office.

Student Dress Code

While we do not have a uniform, for safety reasons our students should, at all times, dress appropriately during their time here at the Institute. All students should be properly covered at all times, displaying levels of tact and professionalism. For example, you must not expose your midriff, chest, upper thigh or show visible cleavage or undergarment; you must not wear clothes that are transparent (see-through) and your clothes must not bear any vulgar, offensive or obscene prints or language. The baggy look is not appropriate as this can be a safety hazard with machinery.

When on the farm or greenhouse, personal protective equipment (PPE): proper water boots, or boots are a must, flip flops and slippers are not allowed. Coveralls or overalls type gear are a must. The farm manager will not allow you on the farm without them. For the lab, lab coats, and closed shoes are also mandatory. Marine Science students should be prepared to get wet, so bring the appropriate and discretionary attire. Remember that you are here to work, to learn and to get your hands dirty and your feet wet! The Institute will not be liable for any personal damage due to your negligence and disobedience. Students can be prevented from participating in class if they are not properly attired.

General Education Courses

General education courses give students the foundation and the skills to enrich their personal and professional lives. These included courses such as computer essentials, student success, English and mathematics

Elective Courses

Electives refer to optional courses freely chosen by students. These courses must be selected at the end of the semester **proceeding** the semester in which they will be pursued. Please note that elective courses are offered on availability of resources, including qualified Lecturers.

Faculty Office Hours/ Consultation Hours

Students are strongly encouraged to attend the office or consultation hours offered by the lecturers. These hours are usually a minimum of five (5) hours a week and are separate from the normal contact hours (theory and lab). Lecturers will share their office hours during the first day of classes or during the first week of classes. Please respect and honor those times. Here students can ask additional questions and have the lecturers further explain any areas of uncertainty with the class work. The Student Success and Development course and quarterly seminars also offer great student advice on studying habits and different learning styles.

Final Exam Schedule

The final exam schedule is included in the schedule of classes and is posted online. The last week of credit classes in the Fall and Spring semesters is scheduled differently from previous weeks so that comprehensive final examinations may be given. While not all credit classes may include comprehensive final exams during this time, all classes will meet for the scheduled time for whatever activities the lecturer feels are appropriate to conclude the semester. Students

are responsible for knowing when their courses' final meetings will be and for planning their time accordingly.

Major Courses

Major courses are courses that a student enroll in that is specific to their discipline. Major courses account for a minimum of 20 credits towards the students' degree.

Official Class Lists of Registered Students

Class Lists of the names of students who are **duly registered** will be prepared by the Registrar. **If you are not registered your name will not appear on the lists and you will not be admitted to classes or other ancillary units of the Institute.**

Schedules of Classes

The Institute publishes three credit schedules of classes—fall, spring, and summer—each year. Each schedule contains lists of courses being offered, the official academic calendar, the final examination schedule, and a variety of other important dates and deadlines that are not published anywhere else. The schedule is available online prior to the start of registration. Limited numbers of printed schedules are available upon request. Students wishing to receive individual schedule of their classes may obtain it from Populi.

Academic Policies

The Institute Catalogue is the authoritative source of information on degree requirements and course descriptions. For information purposes, **50 minutes is the recognized length for a classroom "hour"**. For instance a class scheduled for 8–9 am will end at 8:50 am, and so forth.

Student Responsibility

Students are responsible for knowing and adhering to the policies, deadlines, and procedures of the Institute. Most potential advisement and registration problems can be averted by careful reading of the various documents and publications. Students may receive credit only for those courses for which they are properly registered and assume academic and financial responsibility, unless they officially cancel registration according to the established policies and deadlines.

The college respects every student as an adult; therefore each student is held accountable to the policies, deadlines and procedures of the institute. Each student should ensure that they familiarize themselves with the dates outlined in the academic calendar, final examination schedules etc. Failure to do so will not be accepted as an excuse for missing important dates.

Contract of Study

The contract of study is an approved outlines of courses students are required to complete towards the completion of their degree/diploma/certificate. Students must complete all courses listed on the contract of study with a minimum cumulative GPA of 2.00. At the time of enrollment each student will be given a contract to follow. From time to time, programme requirements and contracts of study change; if a student has be to readmitted into the Institute they would be bound by the contract that is in affect at the time of their readmission.

Academic Responsibility

Members of the BAMSI community have an obligation to respect the dignity of others, to acknowledge their right to express differing opinions, and to foster and defend intellectual honesty, and freedom of inquiry and instruction on and off campus. Those who seek to call attention to grievances must not do so in ways

that significantly impede the functions of the Institute. It is a violation for anyone to prevent the conduct of Institute business, including lectures, meetings, events (such as tours or job interviews), ceremonies, or other necessary business and community functions. Persons who disrupt the functions of the Institute may be subject to the judicial process.

Evaluation of students must be based on academic performance professionally judged and not on matters unrelated to that performance, such as personality, race, religion, degree of political involvement, or personal beliefs. If a student has a grievance against a faculty member that cannot be resolved directly with the faculty member who is involved, then the student should take his or her concerns to the Academic Dean or Executive Director

Academic Misconduct

Academic misconduct is defined as a violation of the BAMSI's standards of academic integrity whether these violations are intentional or unintentional. Academic misconduct consists of cheating on an exam, plagiarism on an academic assignment, or unauthorized collaborative work.

Such actions will result in a zero (0) grade for the work in question. The student(s) will have to complete an academic misconduct form that will be placed on their records. The student will also be asked to enroll in counseling for such an offence to assist the student with the way forward to avoid a repeat performance. Other stipulations may apply. However, should the student commit another academic misconduct, that student will be expelled from the Institute. We take such misconducts very seriously and have a zero-tolerance approach. Evidence of academic misconduct may include, but is not limited to, the following:

Cheating: It is cheating to copy from another student's examination, quiz, laboratory work, or homework assignment. The use of pre-prepared

notes or other resources, in any form, during an examination, unless such use is expressly authorized by the instructor, also constitutes cheating. If a student knowingly allows someone else to copy from his or her homework, laboratory work, quiz, or examination, he or she is in violation. Revising a work after its final evaluation and representing the revised version as being the original work is cheating. Forging or otherwise unauthorized changing of an earned grade also is academically dishonest. Any form of interfering with another student's academic work is a form of cheating. When one student arranges for another student to take an examination using the first student's identification that also constitutes an act of cheating. In this last instance, both parties are liable. Unauthorized acquisition of an examination prior to the exam date is cheating.

Plagiarism: According to Webster's Dictionary, plagiarism is the act of stealing and passing off as one's own the ideas or words of another. The lecturer will pay attention not to whether the student meant to plagiarize, but whether plagiarism did occur. Additionally, submitting the same paper twice or fulfilling the requirements of two subjects with one paper is academically dishonest. Students may use the ideas and words from other sources, but must document their use with citations, usually in the form of footnotes, endnotes, or text notes. By citing sources, students indicate the extent of their research, thereby improving the paper.

The lecturer/ examination officer or Academic Dean may impose any of the following academic sanctions relative to cheating or plagiarism: lowering the grade, assigning a grade of "F" for the work submitted, assigning an "F" for the entire course, or recommending another penalty, including suspension or expulsion from the college.

Recommended Penalties Warning/Academic Probation

- The first offence of cheating/plagiarism the instructor should meet with the student and gives them a strong verbal warning.
- When a student commits two offenses of cheating / plagiarism the student would be given a written warning that goes on file in the Registrar's Office. The student will also receive a failing grade for the class assignment / homework.
- After two warnings the student will receive a failing grade for the course, and he or she will be placed on probation.

Suspension

- If a student is caught cheating in a Mid-Semester Examination he or she will be given an "F" for the Mid -Semester Examination, and the student will be suspended from that course for the rest of the semester.
- During this suspension period, the student will receive failing grades on all missing work.
- The student would not be allowed to do a re-sit in order to remove grade but instead would be required to retake the class.
- If a student is caught cheating in a Final Semester Examination, he or she will be given an "F" for the course, and the student will be suspended from the institution for the next semester.
- Where a student is suspended for academic misconduct, the student would have to write a formal letter of appeal to the Academic Dean/Executive Director requesting reinstatement. The decision of the Academic Dean/Executive Director is final.

Expulsion

- Should a student be reinstated after academic misconduct and they continue to engage in the same, he or she will be automatically expelled.

- This consequence will be added to student's permanent record.

Manufacture of Data

It is academically dishonest to manufacture or deliberately alter data submitted in connection with laboratory reports, term papers, or written material. Not only is this practice dishonest, it undermines the entire academic and scholarly process.

Unauthorized Collaboration

Collaboration occurs when a student works with other students to do lab work, review books, or develop a presentation or report. Students must receive very clear permission from the instructor to participate in collaborations. Unless otherwise authorized, lab work done in pairs or groups is collaborative only up to and including the data collection part. All data must be analyzed and written up individually. All members of a pair or group must be present when the data is collected. A student not in lab who copies someone else's lab data and then writes the lab up on the basis of the copied data is cheating, as is the student who makes the data available outside the lab to copy. Unauthorized collaboration is an example of an academically dishonest act. What one lecturer may view as collaboration may be seen as cheating by another. The important thing to note is that if the limits of collaboration are not clear, it is the student's responsibility to ask the lecturer for very clear and specific direction.

Sources that must be acknowledged include, but are not limited to, lab manuals, books, articles in books, journal articles, and web pages, along with graphs, charts, tables, data sets, photos, images, etc., in any of the sources just mentioned. Proper acknowledgment must indicate both the source and how it served as a source for any specific portions of the student's work. Students should feel free to consult with instructors whenever there is doubt as to proper documentation.

A faculty member who has good evidence to suspect a student or students of academic misconduct will, at the faculty member's discretion, consult administration about the case. The faculty member will then meet with the student (or students) to present evidence. At the faculty member's discretion, an administrator may be present. A report with the supporting evidence is required. The findings may result in severe disciplinary action such as expulsion.

Academic Regulations

Field Study

Field Study courses are work experiences approved by BAMSI and are selected to augment traditional classroom activities. You are evaluated on the knowledge and skills acquired as a result of the experience. Emphasis is placed on the academic and practical value of the work

Award of Diplomas or Degrees

To be eligible for award of diplomas/degrees, a student must satisfy all requirements (including matriculation) for the programme pursued, submit a complete graduation application form, in addition to being approved by the Administration. Students must also have a minimum cumulative GPA of 2.00, with a minimum grade of C in each course and have paid all outstanding balances to the Institute.

Honor Code

The Institute Honor System is upheld in all classes. Students may receive semester honors as well as honors during graduation. Remember, cheaters don't win and winners don't cheat. or the next full semester, the Incomplete automatically reverts to a Failing grade.

Independent Study

Independent study allows students to enrol in courses under the supervision of the instructor. A

student is not allowed to take a course as an independent study if the course is on the schedule or if the course is normally offered. Students must apply to for independent study using the independent study form and receive approval from the instructor teaching the course, the advisor, and the academic dean. Once approval is granted the student must submit the form along with their advisement form at the time of registration.

Internship

All students pursuing an Associate of Science (A.S.) program of study will complete an internship or work-based learning course during the Summer Session. To be eligible for the internship, students must have completed 15 credits, six of which must be in their majors and maintain a 2.0 or higher GPA. All students regardless of degree program are encouraged to seek an internship experience that will enhance their learning and marketability with future employers.

Late Work

Absolutely NO LATE WORK IS ACCEPTED.

Lecturers would ensure that you have adequate time to complete all required assignments within the allocated period of time. It is your responsibility to use good judgment and time management to complete the tasks.

Leave from the Institute Absences

You are expected to attend class. You and/or others are paying a lot of tuition to learn so go to class!! Attendance is mandatory; a register is taken for each class. When you are absent you miss valuable information. It is your responsibility to find out what you missed. The lecturer is not obligated to make up any work, test, quiz etc. for an unauthorized absence.

Authorized Absence

Students should complete a Leave of Absence form, explaining the reason for the intended absence. The form should then be presented to the lecturer whose class will be missed. After the form is duly signed by the lecturer and the student; copies of the forms should be made so that the lecturer keep a copy and the other copy is given to Student Affairs to be placed on the student file.

Death/Illness in the Family

In the event of a death or illness in the family, you should contact the Student Affairs Office. This office will then send communication to all of your instructors indicating that you had a verifiable absence.

Personal Illness

In the event of an illness, you should attend the Local Clinic and bring or email a scanned copy of the signed Medical Certificate to the Institute. The Student Affairs Office will advise your Lecturers that you are excused from classes.

It should be noted that the lecturer has the prerogative to provide make-up exams, quizzes, and allow student to turn in assignments upon an absence. A verified absence does not automatically ensure that you will be allowed to make up any work.

Student Intellectual Property

Student intellectual property is treated in the same manner as intellectual property of faculty and staff. Ownership of student projects that are the result of individual initiative with incidental use of college facilities and resources resides with the student. If the student is working on a project initiated and funded by the Institute, ownership resides with the Institute.

Undergraduate Research

These courses are individual research projects carried out by students under faculty supervision.

You define the research topic, propose a methodology, carry out the research, and write a report. You must obtain approval and signatures from the lecturer who will supervise the project, your advisor and your department head. The department then processes the form and adds you to the course.

Registrar's Office

Registrar's Office

The Registrar's Office is responsible for maintaining the integrity of student's records and ensuring that the academic integrity of the institute is adhered to. The Office provides various services to students including, orientation, registration, preparation of official and transcripts, issuance of diplomas/ certificates, graduation, enrolment/ verification letters, course scheduling, and preparation of the institute's academic calendar, transfer of credits and exemptions. The Registrar oversees the function of the admissions office, financial aid and manages the recruitment process. Students are encouraged to visit the office or email at registrar@bamsibahamas.edu.bs for assistance.

Academic Standing

A student's academic standing is determined by the number of credits they are enrolled in each semester. Therefore, a student's academic standing can change from one semester to the other.

PART TIME – Students registered for less than 12 credits during the Spring/Fall semesters and 3 credits in the summer session

FULL TIME – Students registered for a minimum of 12 credits during the Spring/Fall semester and 6 credits in the summer session.

Academic Calendar

BAMSI publishes an academic calendar every two (2) years. The calendar will be posted on the

school's website. Students are encouraged to adhere to the dates as outlined. Any changes to the published calendar will be sent out via POPULI and reflected on the school's website.

Academic Holds

A hold may be placed on a student's account for academic as well as non-academic reasons. The reason for the hold will be noted in POPULI. It is the student's responsibility to ensure that they meet all requirements to have the hold removed and meet with the department placing the hold on their accounts.

Reasons for a HOLD on an account include, but are not limited to outstanding financial fees, honor code violations, and lack of health history form on file with Health Services. Departments can also place holds on your account for various other reasons.

Academic Semester

Spring and Fall semesters run for a period of fourteen (14) weeks and the summer session runs for a period of seven (7) weeks. The academic calendar is published for the year and students are encouraged to refer to the calendar for start and end dates for each semester.

Academic Standing

The academic standing of a student is reviewed at the end of every semester. Academic standings are reflected on the student's transcript. A student who fails to maintain good academic standing can be placed on Academic Warning, Academic Probation, Academic Suspension, or Expulsion and will be notified in writing by the Registrar.

Good standing

A student is considered to be in good academic standing when they are able to maintain a minimum of a 2.0 at the end of each semester.

Academic Warning

A student who is unable to maintain a 2.0 by midterm would be given an **Academic Warning letter**. Students on warning would be required to meet with counsellor. At the end of the semester if they are unable to maintain a 2.0 they would be placed on probation.

Academic Probation

A student who is unable to maintain a cumulative GPA 2.0 they are placed on **Academic Probation**.

1. During the probationary period full time students are required to take courses which they have failed and are not allowed to enroll no more than nine (9) credits during the semester and three (3) credits (one course) during the summer session.
2. While on probation part-time students may take one course during the semester and one course during the summer
3. Students on Academic Probation are not eligible for tuition waiver and room and board scholarship. Students on Academic Probation are required to meet with the counsellor at least twice per month. Students will be redirected to another program.
4. Students on academic probation are ineligible to hold office in student organizations, student government or participate in any other college activities.

Academic Suspension

The second consecutive semester a student is unable to maintain a 2.0 they are placed on **Academic Suspension**.

1. Academic suspension is for a period of one semester.
2. While on academic suspension students are not allowed to register for class at BAMSI and an academic hold will be placed on

their account. We encourage students to review course work and engage in meaningful activity while on suspension.

3. Credits earned at another institution while on suspension cannot be transferred to BAMSI
4. Students wishing to return to BAMSI after academic suspension must make the request in writing to the Academic Dean/Executive Director.
5. BAMSI reserves the right to not accept the student or redirect them into another program.

Readmission after Academic Suspension

Upon completion of a suspension, students must write the Academic Dean/Executive Director requesting that they be allowed to register for courses.

1. All requests must be done in writing at least four (4) weeks prior to the start of classes.
2. Any work that the student was engaged in during this period with supporting documentation must be included e.g. remedial work, upgrading, supplemental instruction
3. Students on Academic Suspension who fail to register for classes for more than one year must follow the Admissions readmission procedure.

Expulsion

Students who fail to achieve the minimum cumulative grade point average of 2.0 the semester immediately following suspension they would be expelled from BAMSI.

Academic Withdrawal

Academic withdrawal is initiated by students however; BAMSI has the authority to withdraw students from courses for academic, disciplinary, health personal or financial reason.

1. In the case of an administrative withdrawal students would receive a "W" grade for the course (s).
2. Students withdrawn for disciplinary reasons will have to receive written approval from the Executive Director in order to be readmitted into the college.
3. Credits earned at another institution cannot be transferred to BSMSI while the student is on academic withdrawal from BAMSI
4. Students who wish to return to BAMSI after being placed on Academic Withdrawal must make the request through Admission by following there readmission procedure.
5. Readmitted students will be placed on Academic Warning and would subject to the rules and procedures governing warning.

Add/Drop

Students may adjust their schedule (drop/add courses) during the drop/add period as outlined on the college's academic calendar. Generally, students have two weeks to the start of the semester in which to add a course. Courses cannot be added after this period.

1. Courses may be dropped up to the 9th week of the semester without academic penalty that is without a "W" grade. "W" grades can only be assigned by the Registrar's Office.
2. Student's withdrawing from courses after the add/drop period will find that the course will remain on their transcript with a "W" grade. Course(s) with a "W" grade does not affect a student's cumulative or semester grade point average.
3. Should a student wish to withdraw from a course after the withdrawal period they may do so however they will receive an "F" grade for the course. Please note that "F" grades will affect the overall semester and cumulative grade point average.
4. Students wishing to change a section of a course must also adhere to the drop/add procedure and policy.

5. Student's withdrawing from courses must complete the add/drop form and submit it to the Registrar's Office with all the relevant signatures.

Students withdrawing from courses must be guided by the college's refund policy.

Auditing a Course

1. If a student wishes to enrol in a course outside of their degree they have the option of doing so by auditing the course. In order to be allowed to audit a course the student must apply using the audit form and be granted approval by the instructor teaching the course.
2. Students opting to audit a course are not required to fully participate in the course, that is submit assignments for grading or taking written examinations.
3. The Registrar's Office will automatically assign an "AU" grade to course(s) that has been audited. "AU" grades do not affect a student's cumulative grade point average.
4. Students who opt to audit a course cannot change their option once the class has begun.
5. Normal fees apply for audited courses.

Change of Programme

1. Students may make a request to change their programme using a Change of Programme Form. All forms must be signed and approved by the Academic Dean and submitted to the Registrar's Office for processing. No change of program will be processed during registration.
2. A request to change a programme is not automatic. Students must meet the academic requirements for the programme in which they chose to enter.
3. It is highly recommended that students consult with their advisor before making a decision to change their programme as changing from one programme to another may result in a loss of credits.

Class Attendance

There is a strong correlation between academic performance and class attendance. Punctuality or being on time mirrors professionalism. All students are expected to be punctual at all times for classes or other BAMSI functions.

1. Attendance equals actual contact hours.
2. Students are expected to attend all lecture classes and labs regularly.
3. Students are responsible for materials covered during any absence.
4. Lecturers may consult with students for makeup assignments, but it is the student's responsibility to contact the lecturer.

Class Attendance Procedures

1. Class attendance is monitored daily.
2. A lecturer may mark a student absent if he/she is more than 15 minutes late, leaves a class early and fails to return, or sleeps in class.
3. A student may drop a course for non-attendance
4. A lecturer also has the authority to drop a student for excessive absences.
5. A student may be dropped from a course after accumulating absences in excess of percent of the total hours of instruction (lecture and lab). For example:
6. For a 3 credit-hour lecture class meeting 3 hours per week (ex. 45 hours of instruction), a student can be dropped after 6 hours of absence.
7. For a 4 credit-hour lecture/lab course meeting 6 hours per week (ex. 90 hours of instruction), a student can be dropped after 11 hours of absence.
 1. Administrative drops are at the discretion of the Lecturer.
 2. Failure to withdraw officially can result in a grade of "F" in the course.
 3. Students who do not officially withdraw are not be eligible for a refund.

Co-Requisite

Co-requisite refers to a course which a student meet while taking a course. Co-requisite courses are set by the instructor in consultation with the Academic Dean. Co-requisite courses are outlines in the student's contract. Students must pay attention and ensure that they are advised and enrolled in these courses.

Course Exemption

BAMSI will grant students exemption for prior studies or professional experience. Students would not be granted exemption for research methods, farm skills, student success and directed studies. Request for exemption should be made during the admission process. Exempted courses will appear on the student's transcript with an "E" and will not be calculated into the student's grade point average. Student's wishing to apply for exemption must do so using the course exemption form.

Examination

Challenge Examination

A Student who has received formal training in a particular subject from an institution not recognized by the College or who may have acquired knowledge in a particular subject by relevant work experience might qualify to receive credits for a particular course through a Challenge Examination.

1. Challenge Examinations must be applied for at the time of admission into the College and applicants are required to pay a fee for taking each Examination. Students who pass the Challenge Examination will receive a Pass (P) grade and will be required to pay for the course before credits will be awarded. Challenge Examination grades will not affect the students GPA.
2. Permission to take a Challenge Examination must be approved by the Academic Dean. Students who receive credit for a course on the basis of their performance in a

Challenge Examination will also be given credits in pre-requisite courses. A maximum of 9 credits for any programme may be obtained via Challenge Examinations.

3. Research courses and course with a lab component will not be considered for challenge examination.
4. Students are not allowed to take a challenge Examination for a course(s):
 - which they have previously enrolled,
 - or which they are currently enrolled in
 - a. A student cannot repeat a Challenge Examination within a year of the first attempt. Under no circumstances will a student be permitted to take a Challenge Examination for the same course more than twice.
5. In order to take a Challenge Examination to waive a course in a degree program the student must adhere to the following steps:
 - Confirm that a Challenge Examination exists for the course for which he/she is seeking credit.
 - Complete the Challenge Examination Application Form.
 - Submit the Challenge Examination Application Form to the Academic Dean's Office with all applicable signatures.
 - Pay the applicable fees once he/she has received notification that he/she has passed the Examination

Examples of Unauthorized Collaboration

- Working with another student to do lab work, review books, or develop a presentation or report
- Copying someone's lab data and representing it as your own.
- Other similar activities

Failures

Students are allowed to retake a course for which they have failed three (3) times. On the fourth attempt the student must receive permission from the Academic Dean.

Grades

1. All BAMSI Institute courses require the assessment of all students. Assessment is determined by any combination of assignments, tests, papers, laboratory exercises, class participation, projects and portfolios of examinations.
2. Within the first week of class, all students will be provided with a copy of the course outline specifying the assessment criteria and weighting approved by Academic Board.
3. Within the first two weeks of class, all students will be informed, in writing, of the description, scheduling and weighting of assessment items that will count towards the final course grade.
4. The final grade awarded and the semester hour credits earned for each course will be recorded for each student on a permanent student record (transcript).

Grade Reporting

1. In those instances where students are assessed by means of a final examination during fall and spring semesters, the instructor will post grades within 4 business days (96 hours exclusive of week-ends) of the final examination. All signed grade sheets should be submitted to the Academic Dean and Registrar Office.
2. In those instances where students are assessed by means of a final examination during the summer sessions, Academic Dean will report course grades to the Registrar's Office within 2 business days (48 hours inclusive of week-ends) of the final examination.
3. In those instances where there is no final examination and where students are assessed by means of a final portfolio, paper or other major assignment submitted during the last week of class in the fall and spring semesters, the Academic Dean will report course grades to the Registrar's Office

within 4 business days (96 hours exclusive of week-ends) of the end of the final examination period.

4. In those instances where there is no final examination and where student are assessed by means of a final portfolio, paper or other major assignment submitted during the last week of class in the summer sessions, the Chair/Academic Head of the School/Unit will report course grades to the Records Department within 2 business days (48 hours inclusive of week-ends) of the end of the final examination period.

Grading System

1. The Institute uses letter grades and the four point maximum grading scale. Grade A is the highest possible grade and grades below D are considered failing. Plus (+) or minus (-) symbols indicate grades that fall above or below the letter grades. Grades of A+ and D- are not used.
2. Grade Points are awarded on the basis of the final grade assigned by the course instructor. No grade points will be awarded for an F grade. The grade point average (GPA) is determined by dividing the grade points obtained by the credit hours attempted (not credit hours earned). The Institute's grade point average is determined by using only work attempted at the Institute. The cumulative grade point average is determined by calculating all college work attempted. The Institute preparatory (upgrading) courses are not included in calculations of credit hours earned, credit hours attempted, or grade point average.
3. The following indicates the grade points earned on the basis of the grade assigned and are used to designate final course grades:

LETTER GRADE GRADE POINTS		INTERPRETATION	PERCENT RANGE
A	4.00	Mastery of subject matter, principles, techniques and application. Superior	90-100

LETTER GRADE	GRADE POINTS	INTERPRETATION	PERCENT RANGE
A-	3.75	ability to organize, analyse, synthesize and integrate ideas. Reliability in attendance and attention to assignments. Superior knowledge of subject matter, principles, techniques and application. Superior ability to organize, analyse, synthesize and integrate ideas. Reliability in attendance and attention to assignments.	85-89
B+	3.50	Outstanding competence in subject matter, Principles, techniques and applications. Outstanding ability to organize,analyse synthesize and integrate ideas. Reliability in attendance and attention to assignments.	80-84
B	3.00	High level of competence in subject matter, principles, techniques and application. Ability to organize, analyse, synthesize and integrate ideas. Reliability in attendance and attention to assignments.	75-79
B-	2.75	Above average competence in subject matter, principles, techniques and application. Above average competence in organizing, analysing, synthesizing and integrating ideas. Reliability in attendance and attention to assignments.	70-74
C+	2.50	More than satisfactory competence in subject matter, principles, techniques and application. More than satisfactory ability to organize, analyse, synthesizing and integrate ideas. Reliability in attendance and attention to assignments.	65-69
C	2.00	Satisfactory competence in subject matter, principles, techniques and application.Satisfactory ability to organize, analyse, synthesize and integrate ideas. Reliability in attendance and attention to assignments.	60-64
C-	1.75	Moderate competence in subject matter, principles, techniques and application. Moderate Ability to organize, analyse, synthesize and integrate ideas. Reliability in attendance and attention to assignments.	55-59
D	1.00	Minimal knowledge of subject matter, principles techniques and application. Barely passing	50-54

LETTER GRADE	GRADE POINTS	INTERPRETATION	PERCENT RANGE
F	0	performance overall. Reliability in attendance and attention to assignments. Inadequate knowledge of subject matter, principles, techniques and application. Inadequate ability to organize, analyse, synthesize and Integrate ideas. Unfulfilled requirements.	0-49
I	Not Included	Incomplete. A temporary notation awarded to a student receiving a passing grade for coursework but for whom extenuating circumstances prevent completion of the remainder of the coursework prior to the submission of the final grade.	
W	Not Included	Withdrawal. A notation reflecting a student's withdrawal from a course.	
AU	Not Included	A notation reflecting that a course was not taken for credit. AU may not be awarded to students register as credit students in a course.	
P	Not Included	Awarded for a course taken by Challenge Examination and any course approved for Pass/Fail status by Academic Board.	
T	Not Included	Awarded for credits transferred from another institution.	

Grade Point Average (GPA) Calculation

Grade points are calculated by multiplying the regular term hour value of the course by the point value of the grade earned. An "A" in a three-hour course earns 12 grade points, a "B" earns 9 points, a "C" earns 6 points, a "D" earns 3 points, an "F" earns 0 points. The grade point average (GPA) is calculated by dividing the total points earned by the semester hours completed with grades of "A", "B", "C", "D", or "F". For repeated courses, the highest grade is used in the cumulative GPA; however, all grades earned in a course will be entered on your transcript and will remain there permanently. The following grades are not used to calculate your GPA: I (Incomplete) P/F (Pass/Fail Courses) W (Withdrawn) I (Incomplete). A college level GPA is also displayed on the student record which

reflects only college level coursework and excludes developmental or preparatory coursework.

Grade Points Calculation Reference

Example: Fall 2017

- AGRI 1301 B 3 points X 3 hours 9 points
- MATH 1314 C 2 points X 3 hours 6 points
- BIOL 1301 A 4 points X 3 hours 12 points
- COMM 1300 A 4 points X 3 hours 12 points

Total hours: 12 Total points: 39

GPA = 39 points/12 hours (39 divides by 12) = 3.25
GPA

Grading Scale

A (90-100) = 4.00	C (60-64) = 2.00
A- (85-89) = 3.75	C- (55-59) = 1.75
B+ (80-84) = 3.50	D (50-54) = 1.00
B (75-79) = 3.00	F (0-49) = 0.00
B- (70-74) = 2.75	INCOMPLETE = I
C+ (65-69) = 2.50	WITHDRAWAL = W
TRANSFER	= T

Incomplete

1. Incomplete "I" grades are temporary grades assigned to students who completed more than 50% of a course but were unable to finish due to illness, death in the family, etc.
2. Incomplete grades will not be awarded to students who fail to complete their course work or final examination/assignments.
3. A student must apply to receive an "I" grade using the incomplete grade form and must present all supporting documents e.g. letter from a qualified physician, obituary with their names etc. This form will detail the work to be submitted for completion as well as the deadline. The form must be signed by the student, instructor, and Academic Dean and submitted to the Registrar's Office.
4. Students have one semester to remove an "I" grade from their transcript. "I" grades awarded in the fall semester must meet

requirements by the spring semester; summer must meet requirements by the fall semester.

5. An "I" grade automatically turns into "F" grade after one semester. It is the student's responsibility to follow up on all incomplete grades.

Withdrawal

1. A "W" is a notation assigned by the Records Department reflecting an administrative action initiated by the student in accordance with regulations governing withdrawal from a course. "W" may not be assigned by the instructor.
2. The student must submit a completed Course Withdrawal Form along with proof of payment of the requisite fee to the Records Department prior to the date specified in the official Institute Calendar for the particular academic semester/session. Credit can be earned only upon successful repetition of the course.

Make Up Examinations

1. A student may request an Make up examination for a Final Examination if he or she is hospitalized on the day of the original examination;
2. can produce medical certification that he or she was ill and confined to bed on the day of or at least two days prior to the day of the original examination; or
3. suffered a death in his or her immediate family (that is, parent, legal guardian, spouse, children or siblings) on the day of or the day immediately prior to the original examination.
4. Students must submit a make-up examination request form to the Academic Dean/Executive Director and forward the completed form along with proof of payment of the requisite fee to the Registrar's Office. All requests must be made prior to the date of the scheduled final examination.

5. Make up examinations must be sat no later than the next regularly scheduled examination period for the course.
6. Instructors must submit final grades for make up to the Registrar's Office via the change of grade form.

Change of Grade

1. An instructor does not have the authority to change a grade once it has **been submitted to the Registrar's Office.**
2. Any change of grade must be done via a Grade Change Form which must be signed by the instructor and approved by the Academic Dean noting the reason for the grade change
3. Any grade queries or change of grade must be done within the following semester/session that the grade was awarded.
4. Make-up examinations not completed with the assigned period as stated in 15.6.6 would follow the policy as it relates to incomplete grades.

Final Grade Appeals

1. Once final grades have been assigned and transcripts issued, a student with evidence that an incorrect or inappropriate grade had been assigned should make every attempt to resolve the matter with the course instructor. A student may seek a grade appeal on the following basis:
2. Clerical errors made in calculating the final grade;
3. Standards or criteria used to determine the grade were inconsistent with the Course Outline approved by Academic Board or the course syllabus distributed at the beginning of the semester/session;
4. Standards or criteria used to determine the grade were inconsistent with those applied to other students in the course; and assignment of the grade was based on factors other than the student's academic performance.

5. If the student and the instructor are unable to resolve the matter, the student should submit a completed Final Grade Appeal Form along with proof of payment for the Grade Appeal to the Academic Dean within one regular semester of the posting of the final grade. The Academic Dean's written decision will be rendered within 10 working days of receipt of the Appeal.
6. If the student is dissatisfied with the Academic Dean's decision they may appeal the decision by forwarding a copy of the Final Grade Appeal Form and the Dean's decision to the Executive Director within 5 working days of the decision. The Executive Director's written decision will be rendered within 10 working days. The appeal to the Executive Director is the final step.

Grade Records

Course grade records (the forms on which final grades are recorded for a specific class) are confidential College records which must be maintained for at least five years after the end of the semester/session. The Academic Dean is responsible for identifying an appropriate storage location. Copies of these records are maintained in the Registrar's Office in a fire proof cabinet. Only the Executive Director/Academic Dean and Registrar will have access to these documents once they have been released by the instructor.

Course Repeats

1. Students may repeat any College course, including courses which they have withdrawn. If a course is repeated, the last grade achieved will be used to compute the College grade point average. The series of repeats and grades is retained on the student's academic record (transcript).
2. Students may repeat a course if it has been approved by Academic Board for repeat credit. This applies to courses designated as "May be repeated for credit" in the College

catalogue which also lists the maximum credit limitation or the maximum number of times a course may be repeated for credit.

3. Students may repeat courses they have failed.
- A student who fails a course three times must seek permission in writing to repeat the course from the Academic Dean

Graduation Requirements

BAMSI observes graduation once per year (May/June). In order to be considered for graduation students must apply for graduation and meet the following requirements.

1. Submit a graduation application form to the Registrar's Office by the published date
2. Pay the applicable graduation fee
3. Achieve a minimum cumulative grade point average of 2.0 or above
4. Achieve a minimum of 2.0 average in their major courses
5. Achieve a "C" or above in their major courses
6. Have no financial obligations to the college and show proof of financial clearance from the Business Office
7. Complete all academic courses within the semester in which they have applied to graduate.

NOTE: Students will not be considered for graduation with outstanding course requirements

Once a student has submitted their graduation application and their application has been processed they will receive a letter from the Registrar's confirming their eligibility for graduation.

Diplomas and degrees will not be issued on the day of graduation however graduates will be notified when they can collect their certificates/diplomas.

Graduates will receive a full transcript with their diplomas that notes the date of completion.

The date on your degree will reflect the date of conferral of your degree. Please note the conferral date and the completion date may be different.

Honors and Awards

BAMSI recognizes and encourages students for their outstanding academic achievements through its honours program. To be eligible for semesters honours a student must be enrolled as a full time student and must be enrolled in equal quality courses. For example a student cannot be enrolled in college prep level and degree level courses and be considered.

SEMESTER HONOURS

4.00–3.60 President's List

3.00–3.59 Honours List

Graduation Honours

Graduation honours are based on a student's grade point average at the time of graduation. This honour is noted on the student's academic diploma. There are three levels of graduation honours that are recognized by the institution: distinction, credit and pass.

4.0–3.51 Distinction

3.50–3.00 Credit

2.99–2.00 Pass

Other Special Awards given at graduation are:

Award for Excellence in Agribusiness	Awarded to the Associate Degree graduate who has the highest cumulative grade point average over 3.50 and demonstrated academic excellence in the Agribusiness Programme
Award for Excellence in Agriculture	Awarded to the Associate Degree graduate who has the highest cumulative grade point average over 3.50 and demonstrated academic excellence in the Agricultural Programme
Award for Excellence in Aquaculture	Awarded to the Associate Degree graduate who has the highest cumulative grade point average over

Award for Excellence in Environmental Science	3.50 and demonstrated academic excellence in the Marine Science Programme
	Awarded to the Associate Degree graduate who has the highest cumulative grade point average over 3.50 and demonstrated academic excellence in the Environmental Science Programme
Award for Excellence in Marine Science	Awarded to the Associate Degree graduate who has the highest cumulative grade point average over 3.50 and demonstrated academic excellence in the Marine Science Programme.
	Awarded to the Associate Degree graduate who has demonstrated outstanding research and scholarly potential and who has produced and presented the best student research project
Best Student Research Project	Awarded to the Associate Degree graduate who had a minimum cumulative grade point average of 3.00 and who has exemplified outstanding academic achievement in Introduction to Agriculture I and who displayed acumen in agriculture policy
	Awarded to the Associate Degree graduate who exemplifies leadership, high personal character and who is involved in significant extracurricular activities and/or community service and obtained a minimum cumulative grade point average of 2.75 or above.
Agricultural Policy Award	Awarded to the Associate Degree graduate who exemplifies academic distinction, obtaining the highest cumulative grade point average of 3.70 or above. This student must have demonstrated consistent excellent academic performance in their studies.
	Awarded to the Associate Degree graduate who has achieved the highest cumulative grade point average of the graduating class.
The Spirit of BAMS Award	
The Prime Minister's Award	
Valedictorian Award	

Late Registration

BAMS observes a late registration period which is outlined on the academic calendar. Students registering during this time should be expected to incur a late registration fee (see fee structure). There is no guarantee that students would be able to enrol in their first option of course during this period therefore students are encouraged to take advantage of the regular registration

period. Only in extenuating circumstances would students be allowed to register for courses outside of the late registration period. Approval must be given by the President and/or Executive Director.

Period of Candidacy

Period of candidacy refers to the timeframe that a student has to complete their academic programme once they have registered with the institution.

Associate of Science Degree (Full Time) – Four (4) years

Associate of Science Degree (Part time) – Six (6) years

Certificate courses (1 year) – 2 years

Students who fail to complete their programme within the designated period will be considered inactive and will lose all credits accumulated

Pre-Requisite

A pre-requisite is a course or other requirements that students must meet prior to enrolling in a course. Course pre-requisites are set by the instructor in consultation with the Academic Dean. Students will not be allowed to enrol in courses for which they have not met the pre-requisite. Course pre-requisites are outlined on the student's contract. Students must pay close attention and ensure that they are advised and enrol in these courses.

Registration

Students are required to register at the beginning of each semester. Registration is not completed until all tuition and fees are paid to the college. Deadlines for registration are published on the college's academic calendar. If a student has a query regarding registration they should contact the Registrar's Office. Students are not allowed to attend classes for which they

are not properly registered. BAMSI reserves the right to not register an individual for a course even if he/she has been attending the course.

Students' Academic Records

Students' academic records are confidential and can not be shared with a third party without written authorization from the student.

Transfer of Credit

BAMSI will accept courses from recognized institutions for transfer of credit with grades of C or above. Transfer credit should be applied for at the beginning of a student's study. Only a maximum of thirty (30) credits would be considered for transfer. Credits earned ten (10) years or more prior to Admissions are not transferable.

Students applying for transfer of credit should complete the transfer of credit form and submit all supporting documents e.g. course outlines. Transfer credits must be approved by the Office of Academic Affairs.

All transfer of credits will appear on the student's transcript and is not calculated as part of the grade point average.

Transcript

A student's transcript is an official academic record of all courses students have taken while enrolled at the college. It reflects all transfer or course exemptions that students received.

1. Academic transcripts are confidential and will not be released by the Registrar to a third party without proper written authorization.
2. Transcripts may only be requested through the Registrar Office using the official transcript request form and payment of the applicable fees.
3. All official transcripts bear the seal of the institution and the signature of the Registrar.
4. Student's requesting transcript to be sent outside of The Bahamas must pay the

appropriate courier fees. The college will not be held responsible for students who choose to send official transcripts via mail.

5. No transcript will be processed for students who have financial obligations to the college.
6. Official transcripts will not be issued to students however unofficial transcripts may be viewed via POPULI.
7. Transcripts issued to BAMSI by other institutions for use for transfer of credit becomes the property of the college and will not be issued to students.

Hurricane Preparedness Guide

The Atlantic Hurricane season officially begins June 1st until November 30th—although some of the most devastating storms have formed after the hurricane season. This Storm and Hurricane Guide provides useful information on prevention, protection and procedures for the BAMSI community and North Andros community at large. Students in the Institute's dorms will also receive information pertaining to storm preparations from the Office of Student Affairs, Residence Life Associate, and/or Security who will advise of any evacuation plans.

Please visit our website at www.bamsibahamas.edu.bs or our Facebook pages, BamsiBahamas, or student WhatsApp groups for more information especially when severe weather threatens. Also please stay tuned to local news or tune into the Bahamas Meteorology Department website, www.bahamasweather.org.bs) for more information. Below are some of the definitions of terms and signals that you may be hearing during the hurricane season:

TROPICAL DEPRESSION: A weather front with sustained winds of less than 39 mph. When a Tropical Depression occurs the Met Office begins

to issue a series of advisories, which include watches and warnings, based on the strength and position of an approaching storm as follows:

TROPICAL STORM WATCH: An announcement that tropical storm conditions (sustained winds of 39 to 73 mph) are possible within the specified islands within 48 hours.

TROPICAL STORM WARNING: An announcement that tropical storm conditions (sustained winds of 39 to 73 mph) are expected within the specified islands within 36 hours.

HURRICANE ALERT: A hurricane alert is issued when there is a threat of an approaching hurricane and residents are advised to take the necessary precautions to secure life and property. Torrential rains and destructive waves known as storm surges may create flood conditions in coastal and low lying areas.

HURRICANE WATCH: A hurricane watch is issued 48 hours in advance of the anticipated onset of tropical-storm-force winds (sustained winds of 74 mph or higher). Hurricane preparedness activities become difficult once winds reach tropical storm force.

HURRICANE WARNING: The hurricane warning is issued 36 hours in advance of the anticipated onset of tropical-storm-force winds (sustained winds of 74 mph or higher).

General Preparation Tips

- Plan ahead, plan what you will need to do at work and at home to prepare for the storm.
- Stay calm, listen to weather and emergency radios.
- Back up computer hard drives and software, shut down computers and protect computer equipment.
- Store software and data disks in a dry place at shoulder level like the top drawer of a filing cabinet.
- Valuable items in your office should be moved and secured away from windows.

- Lock windows and close blinds.
- Make sure vehicles have adequate fuel. Fill up those with 3/4 tank or less.
- Park vehicles in a safe location away from trees and in areas not prone to flooding.
- Unplug electrical equipment such as computers, printers, clocks, radios, etc.
- Cover large valuables with plastic for protection.
- If caught in a building, stay inside, away from windows and near the centre of the building.
- Leave for your home or designated safety area well before the hurricane hits.
- Use battery operated flashlights and lanterns. Don't use any open flames (like candles and oil lamps) for lighting.

Students and Parents

- Students should contact their parents prior to the storm to advise them of their location and then again shortly after the storm to inform them of their status. It would be easier for students to contact their parents than for parents to locate students.
- All furniture, including beds, should be moved away from windows.
- Since floors can get wet, all articles such as electronic equipment, shoes, rugs, clothes, bags, suitcases, etc., should be placed on closet shelves or in dresser drawers.
- Papers, books, school supplies, etc. should be put inside desks or dressers.
- Valuables should be placed in lockable closets or drawers and secured throughout a severe storm.
- All doors should be locked when occupants are not in the room or apartment.
- All students should fill several small containers with water for drinking. Those students who live in facilities that have bathtubs should clean the tub and fill it halfway. If the hurricane is a major storm, water supply may be cut off. If this is the case, the water in the tubs will be needed for washing and flushing the toilets.

- All windows must be closed tightly.
- Disconnect all electrical equipment.

To Protect Your Property When a hurricane watch is issued for your area, the following measures can help prevent or minimize damage to your home or property:

- Protect windows, sliding glass doors, and skylights with shutters or plywood.
- Put your car in a garage or other shelter. Secure boats and trailers. Secure outdoor furniture and any other loose material outside.
- If you are leaving your home, lock and secure the premises. Take small valuables and important documents with you. It's a good idea to take copies of your home inventory and insurance policies and cards.

Do you have an Emergency Supplies Kit? A basic emergency supply kit could include the following items:

- Water, one gallon of water per person per day for at least three days, for drinking and sanitation
- Food, at least a three-day supply of non-perishable food
- Battery- garbage bags and plastic ties for personal sanitation.
- Wrench or pliers to turn off utilities
- Manual can opener for food
- Cell phone with chargers.
- Prescription medications and glasses
- Infant formula and diapers
- Pet food and extra water for your pet
- Cash
- Important family documents such as copies of insurance policies, identification and bank account records in a waterproof, portable container
- Fire extinguisher
- Matches in a waterproof container
- Feminine supplies and personal hygiene items

- Paper cups, plates, paper towels and plastic utensils

North Andros Hurricane Shelters: Listed are the approved shelters. Managers and contact information for the same will vary from season to season. BAMSI will do its best to inform you of such persons and any additional information as the time arises. Should you have to use a shelter please do not forget to bring Water (one gallon per person); Food; Clothing and Bedding; Personal Items. First Aid Supplies and Medications; Important Papers (passports, birth certificates, etc.) and Miscellaneous items (small games, toys, battery powered radio, flashlights and batteries.) Remember Shelters cannot accept pets.

SETTLEMENT	NAME OF SHELTER
Conch Sound	The Church of God of Prophecy Nicholls Town Primary School
Nicholls Town	Church of Christ Police Station (Command Center)
San Andros	First Baptist Church
Red Bays	B.A. Newton Primary
North Mastic Point	The Church of God of Prophecy
BARC Community	Lecture Hall, BARTAD Building

Appendix

Chairs: Eligibility, Election, Duties and 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

- have a master's or doctoral degree.
- hold the rank of Assistant Professor or higher.

- have administrative and/or program development experience.
- 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 units 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

- 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 Vice President (VP), Human Resources (HR) or designate.
- At least four (4) months prior to the election, the VP, 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 VP, HR.
- 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 VP, HR.
- At least one (1) month prior to the election, the VP, 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.
- Under the supervision of the VP, HR (or designate), the School shall elect the Chair from the list of candidates.
 - Voting shall be by secret ballot and shall be counted by HR and a representative at the meeting.
- Faculty shall have one (1) vote only; proxy votes shall be allowed; decisions shall be by majority vote.
- In the event of a tie, an immediate runoff shall be held.
- The election of the Chair shall be verified by the VP, HR in a letter addressed to the President and copied to the relevant Dean. The President shall notify the Board.

3. Term of Office

- The Chair shall be elected for an initial term of two (2) years, with eligibility for a one (1)-year extension.
- After three (3) years in office, the Chair shall not be eligible for re-election for another three (3) years.

4. Duties and Responsibilities

- Develop, implement and evaluate goals and objectives of the School consistent with the mission and strategic plan of the Institute.
- Ensure the compliance of Faculty, staff and students with Institute policies.
- Supervise Faculty, staff and students.
- Plan and conduct monthly School meetings and circulate minutes to all Faculty, including Faculty on other campuses.
- Coordinate the design, development and delivery of new courses, programs. and/or projects.
- In collaboration with Heads of Departments, initiate, plan and implement course, project and program reviews.
- In consultation with Heads of Departments and/or Coordinators, prepare the schedule of courses and assign Faculty.
- Make recommendations for and give assistance in the selection, appointment and orientation of new Faculty and staff.
- Facilitate professional development of Faculty and staff.
- Conduct the performance assessment of Faculty and staff.

- Develop and implement guidelines and procedures for the efficient operation of the School and ensure that Faculty, staff and student records are maintained.
- Encourage communication and collegiality among Faculty, staff and students.
- Promote and maintain effective lines of communication with management, the Institute and external communities.
- Organize and monitor academic advising and also manage student complaints and discipline as per approved policies.
- Prepare annual budget estimates and manage allocated budgets and other resources.
- Represent the School on Institute/external boards and committees.
- Liaise with other Schools/ Departments/ Units.
- Prepare and submit an annual end-of-year report to the Dean.
- Perform other duties as assigned by the Dean.
- Chairs may also be required to teach one (1) course per Academic Year.

5. Removal of Chair

- If eighty percent (80%) 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 VP, HR to hold new elections. The Dean shall appoint an Acting Chair.

Directors: Eligibility, Election, Duties, Removal

Directors provide leadership in planning, implementing and administering of the work of a Department/Unit, 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

- have a master's or doctoral degree.
- hold the rank of Counsellor II/Researcher II or higher.
- have administrative experience.
- 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/ Unit.

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

- 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 Vice President (VP), Human Resources (HR) or designate.
- At least four (4) months prior to the election of a Director, the VP, HR, shall notify the Department/Unit of the impending vacancy and call for nominations, with the consent of the nominees, and/or applications to be forwarded to the VP, HR.
- 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/ Unit to the VP, HR.
- At least one (1) month prior to the election, Human Resources shall forward the list of candidates to Faculty in the relevant Department/Unit, copied the relevant Vice President, and the candidates' résumés and statements of purpose to the Faculty of the Department/Unit for review.

- Under the supervision of the VP, HR (or designate), the Department/Unit shall elect the Director from the list of candidates.
 - Voting shall be by secret ballot shall be counted by Human Resources and a representative at the meeting
 - Faculty shall have one (1) vote only; proxy votes shall be allowed; decisions shall be by majority vote.
 - In the event of a tie, an immediate runoff shall be held.
- The election of the Director shall be verified by the VP, HR in a letter addressed to the President and copied to the relevant Vice President. The President shall notify the Board.

3. Term of Office

- The Director shall be elected for an initial term of two (2) years, with eligibility for a one (1)-year extension.
- After three (3) years in office, the Director shall not be eligible for re-election for another three (3) years.

4. Duties and Responsibilities

- Develop, implement and evaluate goals and objectives of the Department/Unit consistent with the mission and strategic plan of the Institute.
- Ensure the compliance of Faculty, staff and students with Institute policies.
- Supervise Faculty, staff and students.
- Plan and conduct monthly Department/Unit meetings and circulate minutes to all Faculty, including Faculty on other campuses.
- Coordinate the design, development and delivery of new programs and/or projects and courses where applicable.
- In collaboration with Assistant Director initiate, plan and implement project and program reviews and course reviews where applicable.

- In consultation with the Assistant Director, develop work schedules and assignments.
- Make recommendations for and give assistance in the selection, appointment and orientation of new Faculty and staff.
- Facilitate professional development of Faculty and staff.
- Conduct the performance assessment of Faculty and staff.
- Develop and implement guidelines and procedures for the efficient operation of the Department/Unit and ensure that Faculty, staff and student records are maintained.
- Encourage communication and collegiality among Faculty, staff and students. Promote and maintain effective lines of communication with management, the Institute and external communities.
- Manage student complaints.
- Prepare annual budget estimates and manage allocated budgets and other resources.
- Represent the Department/Unit on Institute/ external boards and committees.
- Liaise with other Schools/ Departments/ Units.
- Prepare and submit an annual end-of-year report to the relevant Vice President.
- Perform other duties as assigned by the Vice President.

5. Removal of Director

- If eighty percent (80%) of the Faculty Members of the Unit deem that the Director is not carrying out his/her duties in a satisfactory manner, the Department/Unit may recommend in writing to the relevant Vice President that the Director be recalled. The Vice President shall advise the President and request the VP, HR to hold new elections.

Heads of Department: Eligibility, Election, Duties & Responsibilities

1. Eligibility Faculty shall be eligible for the position of Head of Department if they

- have served in the School for a minimum of two (2) years.
- hold the rank of Assistant Professor or higher.
- have administrative and/or program 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

- 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 expires and shall be conducted by the Chair.
- 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.
- At least one (1) month prior to the election, the Chair shall circulate the names of candidates to all Faculty.
 - Faculty shall have one (1) vote only; proxy votes shall be allowed; decisions shall be by majority vote.
 - Voting shall be by secret ballot
 - In the event of a tie, an immediate run-off shall be conducted.
- The Chair shall notify in writing the relevant Dean of the election results. The Dean shall notify the Vice President Academic Affairs and Human Resources.

3. Term of Office

A Head of Department shall be elected for an initial term of two (2) years and may be elected for additional terms.

4. Duties and Responsibilities

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

5. Heads of Department shall have a reduction of one (1) course per semester.

Program Coordinators: Eligibility, Selection, Duties and Responsibilities

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

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. Selection Process

- Before the term of office of a Program Coordinator expires, Chairs shall call for nominations and confirm the consent of the nominees.
- Elections shall take place at a School meeting and shall be conducted by the Chair.
 - Nominations may also be taken from the floor.
 - Faculty shall have one (1) vote only; decisions shall be by majority vote.

3. Term of Office Program Coordinators shall serve for two (2) years and may be elected for additional terms.

4. Duties and Responsibilities

- Coordinate a program ensuring that all relevant policies and guidelines are followed.
- Develop the program's strategic plan and academic schedule/ placement of students.
- Provide information regarding the program to the Institute and wider community.
- Collaborate with the Institute, School, Department and satellite centers regarding the program.
- Advise potential, new and current students regarding the program.

- Assist in marketing and promoting the program.
- Coordinate course and program reviews.
- Facilitate the preparation, development and review of program materials.
- Convene and conduct program meetings as needed with Faculty, students and clients.
- Track students' progress within the program.
- Review student enrolment and retention in courses/program.
- Make recommendations regarding the scheduling of courses and the assignment of Faculty where applicable.
- Prepare and submit an annual end-of-year report to the Chair, copied to the Head of Department if applicable.

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. Selection Process

- Before the term of office of a coordinator expires, Chairs shall call for nominations and confirm consent of the nominees.
- Elections shall take place at a School meeting and shall be conducted by the Chair.
 - Nominations may also be taken from the floor.
 - Faculty shall have one (1) vote only; decisions shall be by majority vote.

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

4. Duties and Responsibilities

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

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 research and 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 research and 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.

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.

2.4.3 A record of effective practice.

2.4.4 A record of research and 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 research and 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 research and 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 research and 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 research and 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 research and 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

Duties and Responsibilities of Counsellors

1. Full-time Faculty are employed by BAMSI 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/Unit and Departmental meetings.

3.3 Graduation ceremonies.

3.4 Two (2) days of professional development, which shall be scheduled at the beginning of the Academic Year.

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

3.4.2 The Union must be intrinsically involved with the planning of all professional development days, including the annual Faculty Seminar.

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

3.5 Other College milestones through invitation.

4. The Duties and Responsibilities of Counsellors fall under three general categories: Counselling, Research/Scholarship/Creative Work, 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 Research/Scholarship/Creative Work 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/ Unit, College and BAMSI.

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 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 BAMSI 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 Departmental/Unit meetings.

3.3 Graduation ceremonies.

3.4 Two (2) days of professional development, which shall be scheduled at the beginning of the Academic Year.

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

3.4.2 The Union must be intrinsically involved with the planning of all professional development days, including the annual Faculty Seminar.

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

3.5 Other College milestones through invitation.

4 The duties of Nurse Counsellors fall under three general categories: Nursing, Research/Scholarship/Creative Work, 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 Research/Scholarship/Creative Work

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/ Unit, College and BAMSI.

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 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 BAMSI 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 Departmental meetings.

3.3 Graduation ceremonies.

3.4 Two (2) days of professional development, which shall be scheduled at the beginning of the Academic Year.

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

3.4.2 The Union must be intrinsically involved with the planning of all professional development days, including the annual Faculty Seminar.

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

3.5 Other College milestones through invitation.

4 The Duties and Responsibilities of Librarians fall under three (3) general categories: Professional Duties, Research/Scholarship/Creative Work, 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 Analysing and reporting user behaviours and trends.

4.1.10 Planning and organising the work of a specific unit/branch and/or special projects.

4.1.11 Developing relevant policies, procedures and protocols.

4.1.12 Liaising with other units/branches, Schools/ Units 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 Research/Scholarship/Creative Work 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 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.

4.3 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 BAMSI.

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 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 BAMSI 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/Unit and Departmental meetings.

3.3 Graduation ceremonies.

3.4 Two (2) days of professional development, which shall be scheduled at the beginning of the Academic Year.

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

3.4.2 The Union must be intrinsically involved with the planning of all professional development days, including the annual Faculty Seminar.

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

3.5 Other College milestones through invitation.

4 Duties and Responsibility of Researchers shall fall into three (3) general categories: Professional Activities, Research/Scholarship/Creative Work, 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 Research/Scholarship/Creative Work includes, but is not limited to:

4.2.1 Research, scholarly and/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 Unit, College and BAMSI.

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 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 Research, Graduate Programmes and International Relations (VGPIR) shall have responsibility to monitor the assignment of the duties of Researchers.

5.2 In monitoring the duties and responsibilities of Researchers, it is the role of the VGPIR 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.

Promotion of Instructional Faculty

The criteria for promotion shall be as follows:

1 Instructor to Lecturer

An Instructor shall be promoted to the rank of Lecturer under the following circumstances:

1.1 An earned master's degree in a relevant area/discipline from an accredited institution.

1.2 One (1) year of satisfactory teaching.

1.3 A record of satisfactory performance.

2 Lecturer to Assistant Professor A Lecturer shall be promoted to the rank of Assistant Professor under the following circumstances:

2.1 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 A record of satisfactory performance.

2.3 Persons 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.

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 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.

4.2.2 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.

4.2.3 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.

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
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:

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.

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 superior/outstanding 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 superior/outstanding for a minimum of three (3) years since attaining the

rank of Counsellor III, together with above average college counselling and service.

3.2.3 Counselling and Research/Scholarship/Creative Work that is recognised as outstanding 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
Unsatisfactory

Intellectual Property Policy

This Policy sets out the Institute's position regarding the ownership of intellectual property (IP) developed by staff, students and certain others, together with the procedures in place for commercialization of BAMSI owned IP. It covers all Institute related activities, including research and innovation and student education.

Status of this Policy: This Policy is specifically incorporated into all employees' contracts of employment and any legal relationship between the INSTITUTE and its students.

Intellectual Property (IP)

1. There are numerous definitions of IP. In essence, IP may be regarded as 'knowledge and its creative application'. In practical terms all material generated by staff should be regarded as potentially having IP. Examples of IP include patents, copyright, performance rights, design rights and trademarks.

The Institute's General Approach

2. Subject to certain conditions referred to below:

2.1 Where a member of staff creates IP during the course of their employment the INSTITUTE will own that IP.

2.2 Where a student creates IP as part of their academic programme the student will own the IP.

3. The wide dissemination of IP is fundamental to the work – and indeed the idea of – an INSTITUTE. Subject to conditions referred to below the INSTITUTE has in this context granted members of staff and students freedom to publish academic publications.

4. The INSTITUTE encourages active identification of commercially-valuable IP, suitable protection and robust exploitation to the mutual benefit of the INSTITUTE staff and students. It should be noted in this context that commercial exploitation (for example, on the basis of patents) need not be incompatible with academic activities such as the publication of academic papers.

Ownership of IP and the sharing of benefits

Staff

5. Although the legal position is certainly complex, the INSTITUTE's position reflects the general law, in that, unless there are specific agreements to the contrary, the INSTITUTE will normally be regarded as owning all intellectual property generated by INSTITUTE staff during the course of their employment.

6. However, not all IP generated by staff during the course of their employment necessarily belongs to the INSTITUTE. There are two exceptions to the general rule set out in above:

6.1 The INSTITUTE may, as a matter of policy, determine that particular categories of IP should be vested in the staff who produce them.

Nonetheless, the INSTITUTE's capacity to waive its claim to IP is limited: partly for financial reasons, but also because it is a charitable body (and therefore obliged by law to own IP), the INSTITUTE has to take all reasonable measures to seek to maximize the returns on its assets (which, of course, include IP). The INSTITUTE has decided not to make any claim over income generated by staff or students from academic publications, for example received through the publication of a book or article.

6.2 Some IP is generated on research or other third-party contracts the terms of which may give third parties (usually the funding body in question) rights over some or all of

the IP. (In practice, such third-party rights will be negotiated between the INSTITUTE and the funding body before the research contract in question is signed).

Students

7. Where any student generates IP as part of their academic programme they will have sole ownership of this IP unless:

7.1 The IP was generated as part of an activity where a third party requires ownership (e.g. where on a student placement a host requires ownership or where research is sponsored and the sponsor requires ownership).

7.2 The student generated IP builds upon existing IP generated by INSTITUTE staff.

7.3 The student generated IP is jointly created with INSTITUTE staff.

7.4 The student is recruited on a specific understanding that due to the particular commercial or IP sensitive environment their IP position is varied.

8. Where the exceptions 7.2 to 7.3 above apply the INSTITUTE will be the sole owner. However, the INSTITUTE is committed to sharing the benefits from the exploitation of this ownership with the

student in accordance with the framework described below under the heading “Commercial Exploitation and Process”.

9. For the avoidance of doubt where a student generates IP outside of their academic programme but has used the INSTITUTE resources in the generation of the IP, the INSTITUTE will also be the sole owner. Where the INSTITUTE is to be the sole owner of the IP the student:

9.1. May not outside of necessary use of their academic programme use, license or transfer any of the IP they have generated without the agreement of the INSTITUTE. Any agreement to be given through the INSTITUTE’s Administration.

9.2. Will complete all necessary further steps to ensure the INSTITUTE can fully enjoy its rights.

10. Where a student is to be the owner of the IP the student grants the INSTITUTE a free, irrevocable non-exclusive license to allow the INSTITUTE to complete its commitments to the student e.g. relating to the supervision and assessment of the student’s work.

11. Whilst the INSTITUTE will retain ownership rights over publications where containing INSTITUTE owned IP in line with the above, the INSTITUTE will not make any claim over income generated by the student from academic publications.

Conditions of ownership, use and ownership of IP

12. The INSTITUTE's conditions on the ownership, use and exploitation of IP are designed to reflect the general position under the law: the INSTITUTE asserts its right to ownership and use of all IP generated by staff during the course of their employment, and it likewise asserts its right to ownership and use of all IP generated by staff outside the course of their employment where substantial INSTITUTE resources have been used. Where the INSTITUTE has ownership, it is committed to sharing with the staff and students

concerned the rewards derived from successful commercial exploitation of IP which they have generated.

13. Against this background, the following specific conditions apply to the ownership, use and exploitation of IP:

13.1 Except as may be provided in a contract with a third party (for example, a funding body), except in cases where an individual has been employed specifically for the purpose of producing a particular academic publication, and except where publication might result in the loss of an opportunity for commercial exploitation, the INSTITUTE freely allows members of staff and students to publish INSTITUTE IP in academic publications and to keep all income from those publications. (Cases of doubt or cases requiring interpretation should be referred to Administration).

13.2 Subject to 13.1 above, the INSTITUTE owns and therefore has the right to use without limitation all material that is generated by staff during the course of their employment and any IP that is generated by staff outside the course of their employment but which is based upon substantial use of INSTITUTE resources.

13.3 The INSTITUTE when publishing IP generated by staff and students will wherever practicable give due acknowledgement to the authorship of material.

13.4 Where the INSTITUTE commercially exploits IP generated by members of staff or students it will share a percentage of the income it derives from such commercial exploitation with the authors/ inventors in accordance with below.

13.5 If a member of staff or student is in dispute about IP issues e.g. wishes to claim ownership of IP and that is not accepted within their School they should in the first instance approach Administration. Administration will then consult with others where necessary. Any dispute that

cannot be resolved will then be referred for resolution to a panel consisting of the relevant Heads and Faculty or a nominee of BAMSI.

Commercial Exploitation and Process

14. For the purposes of this Policy commercial exploitation is where the primary purpose of an activity falls outside the education and core academic research missions of the INSTITUTE.

15. The protection and exploitation of commercially-valuable IP is undertaken on behalf of the INSTITUTE by Administration. All invention disclosures, formal IP protection and the review and approval of all transactions that grant third parties rights and/or access to INSTITUTE IP must be reviewed and managed by Administration who will obtain all appropriate INSTITUTE approvals.

16. Where the INSTITUTE and members of staff wish to seek the commercial exploitation of any IP owned in whole or in part by the INSTITUTE, they must do so through Administration who will obtain the appropriate consents as per the INSTITUTE's Scheme of Delegation. The precise mechanism for exploitation will vary: in some cases it may be through a new company, licensing, or through revenue share or assignment of IP to a third party.

17. Decisions on the sharing of any benefits from the exploitation of IP will be made within the following framework:

17.1 The individuals concerned (hereinafter referred to as the 'inventors') will be required at the outset to warrant that they and only they have contributed to the generation of the IP in question (i.e. the specific IP that will form the basis for any subsequent license, IP sale or spinout company), and to agree between themselves the distribution of the inventors' share of any income or capital gain arising from the exploitation of that IP. Those who are

identified as inventors may include academic and related staff, support staff and postgraduate and other students of the INSTITUTE.

17.2 Where a financial return is generated through licensing, assignment or revenue share agreements the inventors will receive a proportion of the net proceeds from exploitation (after meeting any costs, including INSTITUTE overheads), the residue accruing to the INSTITUTE. The maximum proportion paid to the inventor is 40% of net proceeds. Where a third party (e.g. a funding or research/commercial partner organization) has the right to receive a proportion of proceeds from exploitation, unless otherwise specified, the third party proceeds will be deducted prior to the INSTITUTE and inventor distributions.

17.3 In cases where a new company is formed to exploit the IP in question, the inventors, will receive a fair economic interest in that company (in most cases through a shareholding). The initial split of interests prior to external investment will be:

17.3.1 IP based spinout (i.e. based upon defined IP whether formally protected or not): the inventors will receive no more than 40%. Where a formal commercialization partner is involved in the development of the opportunity the INSTITUTE may allocate a proportion of its interests to that partner.

17.3.2 service based spinout (testing, analysis and consultancy based businesses) the inventors will receive no less than 40% and no more than 60 %.

17.4 Where the INSTITUTE makes further investment into a spinout, either through cash or contribution of facilities or discounted services, this will convert solely in to additional INSTITUTE equity.

17.5 The INSTITUTE's share of the net revenue and any capital gain arising from the exploitation of IP will, in general, be shared with the resource area (Faculty/School) in which the IP was

generated. The share will be determined by the guidelines laid down from time to time by the INSTITUTE's BOARD, but revenue and capital gains arising from the exploitation of IP will in any event be subject to a contribution to the INSTITUTE's Enterprise Fund and other central funds designed to facilitate the exploitation of IP.

17.6 Any disputes about the sharing of benefits that cannot be resolved by Administration will be referred for resolution to a panel consisting of the relevant Faculty or a nominee of BAMSI; and as deemed by the BOARD.

18. With the consent of the Executive Director or nominee members of the INSTITUTE are entitled to use IP for the purposes of carrying out consultancies in accordance with current INSTITUTE policy on consultancy.

19. Members of staff are expected to take all reasonable steps to ensure that the INSTITUTE's IP is properly protected, working with Administration.

20. For the avoidance of doubt, the INSTITUTE acknowledges and accepts that in the case of any inconsistency, it is bound by its legal responsibilities and obligations to staff contained within the general law that cannot be varied by these conditions.

Visiting Academics

21. Unless agreed to the contrary visiting academics or researchers will be treated as members of staff, in terms of any intellectual property that they develop whilst at the INSTITUTE i.e. the INSTITUTE claims ownership of IP and rewards inventors in the same manner as INSTITUTE members of staff.

22. Many researchers or academics who are visiting the INSTITUTE have access to INSTITUTE facilities and research information that may be confidential to a third party collaborator, or during the course of a research project where the IP arising from it is committed to a

collaborator or funding body. The INSTITUTE needs to ensure that it acts in compliance with any terms to funding and any other agreements (such as confidentiality agreements) that have been signed with a collaborator or funder. Faculties should have more formal procedures for visiting academics to deal with these issues. Contact Administration contracts team for further information and advice.

Appendix 2 – Section IIIa. BAMSI Course Syllabus Guidelines

These guidelines may be formatted and ordered however the instructor prefers, but every syllabus must contain all of the following information. (To view examples by program, see course-specific syllabi listed under FaCET>Assessment Resources> Program Assessment.)

Course Number and Title BAMSI Program School Semester & Year (e.g. Fall 2018)

I. Instructor Information Instructor Name Office location Contact Information Office Hours

II. Course Meeting Time and location

III. Textbooks and Materials

IV. Catalog Course Description

V. Course Objectives and Outcomes

VI. Course Requirements/Assignments • List clearly your policies on assignments: are make-up assignments allowed? Do you accept late assignments—if so, at what cost to the grade? Other stipulations on assignments? • List assignments, including description of the task, Due date, Percentage of grade.

VII. Evaluation and Grading Evaluation Scale
A= 90-100 B= 80-89 C= 70-79 D= 60-69 F= below 60-0

VIII. Course Policies and Resources, including (at least): • Attendance: BAMSI policy states that attendance is required for at least 75% of the

course. • Academic Integrity: In all instances, policies identified in the BAMSI Catalog and the BAMSI Student and Faculty Handbooks regarding the Honor System shall be followed. Students are expected to display academic integrity at all times and in all circumstances. • Civility in the Classroom: Civil behavior and mutual respect between faculty and students are critical in the college classroom environment if teaching, learning, critical thinking, and sharing of ideas are to occur. Respectful and civil behavior at a very basic level includes the following: turning off cell phones; arriving to class on time; engaging appropriately in classroom activities, lecture, or discussion through attentive listening without interruption or side chats; and demonstrating the ability to discuss topics without inappropriate language or attacking others (physically or verbally). Students who do not comply with the Civility in the Classroom policy described in the Faculty Handbook and the Student Handbook may be removed from the academic setting and may risk serious consequences as outlined in the Civility policy. • Office of Academic Accessibility (OAA): As directed by BAMSI's policy, any student with a disability who qualifies for and seeks academic accommodations (such as testing or other services) must work through the Office for Academic Accessibility for accommodations. The office is located in Lower Stanley Library, Office 110 and the director, Nancy Beach, may be reached by phone at 365-4262 or by email at nbeach@ferrum.edu. Please remember that accommodations cannot be granted retroactively; they must be requested in a timely manner prior to when the accommodation is needed. Students who wish to use accommodations through OAA are encouraged to meet with the director during the first weeks of the semester to discuss the process and are invited to read the policy manual on www.ferrum.edu for specific information.