

This is necessary to ensure that persons of comparable qualifications, training and experience are equally compensated. Categories of staff include clerical/secretarial/administrative, financial administration, information systems, learning resources, and maintenance/security/environmental. The categories start at a base of secondary certification rising to an apex of graduate training. Some exceptions may be made, but the same principle of upward mobility linked to level of responsibility is maintained. The staff generally meets once each month at the call of a Vice President who presides over the meeting.

GENERAL DUTIES AND RESPONSIBILITIES

Faculty and Staff (where applicable) are advised to:

1. become acquainted with the guidelines governing the H. Lavity Stout Community College;
2. submit to the College a copy of the course outline for each course to be taught for each semester. A course may be taught only after it has been discussed with the Dean, and approved by the College. Course outlines should be consistent with institutionally accepted standards;
3. create the kind of academic, social, and economic climate that will engender mutual respect between faculty, staff and students;
4. spell out simply and clearly what is expected of students, especially how they will be informed of their academic progress;
5. distribute to each student an outline of the course to be taught, during the first class session;
6. make every effort to establish, within the course being taught, linkages between the theoretical knowledge being offered and the world of work or practice;
7. select and use appropriate resources to stimulate and challenge students;
8. ensure that students receive the number of hours of instruction or practice for which a course is designed. Any course that is timetabled for one semester should be completed during that semester;
9. notify the College in the event that a class is cancelled. All cancelled classes must be rescheduled (see class/work cancellation, p. 42);
10. verify the class list during the first two class meetings and notify the Registrar of any discrepancies between this list and the individuals attending classes;

11. use the Attendance Register to record attendance of each class;
12. administer a minimum of two major academic evaluations per semester, which should be well spaced, varied, properly weighed and balanced. Minor evaluations should also be conducted. Excessive use of objective type questions should be avoided;
13. submit a copy of each major academic evaluation to the Department Head at least two weeks before the evaluation is due. Each instructor is responsible for the examination given;
14. attend workshops and seminars organized by the College for professional growth/development;
15. return to the College all textbooks and other resource materials that are loaned;
16. focus on teaching, learning and customer care. Assist the student to understand the content of the course, and let the final grade for that course reflect the degree of the student's experiences;

All courses are subject to internal and external evaluation. The final evaluation for all credit courses must be second marked.

RESPONSIBILITIES AND FUNCTIONS OF THE EXECUTIVE OFFICERS

The Executive Officers of the College are designated as President, Vice President for Administration, and Associate Vice President for Operations. The President is the Chief Executive Officer. The Vice Presidents are empowered by the President to exercise due authority to the extent of their functions and are responsible to the President.

PRESIDENT

The President is the Chief Executive Officer of the College and is responsible for the general direction of its operating units. The President represents the College before the public, presides at all public academic occasions, represents the College on the Board of Governors, renders an annual comprehensive report to the Board that includes the annual audited financial statement, and presents the annual budget of the College. The President exercises such specific powers as are vested in the position by the British Virgin Islands Community College Act, 1990 ("the College Act") or by direct action of the Board of Governors.

DEPARTMENT HEADS

The Department Head shall coordinate the specialized functions of the department on advice of the Academic Dean. The Department Head shall teach and serve for two years on a rotational basis at the discretion of the President, and shall be directly responsible to the Academic Dean.

Responsibilities and functions of Department Heads include the following:

1. Advise department programme majors with assistance from department faculty in the planning of individual programmes and the selection of courses.
2. Plan and implement appropriate orientation activities for department faculty and propose faculty development activities for refinement and funding within the department.
3. Resolve student problems involving programme/class schedule and grading and mediate disputes between and among students and faculty.
4. Restructure and upgrade the department course outlines on a regular basis.
5. Demonstrate administrative and instructional leadership through exemplary organization, teaching, advising and approving syllabi of all courses taught within the department.
6. Coordinate official hours and schedules for the department faculty in collaboration with the Academic Dean.
7. Call and preside over the regular meetings of the department faculty.
8. Collaborate with the Academic Dean in the assignment of faculty to courses.
9. Coordinate the revision and submission of accurate catalogue data and schedule copy for the above.
10. Work with the department faculty in identifying emerging needs and appropriate candidates for appointments for recommendation to the Academic Dean.
11. In consultation with the Academic Dean, recommend faculty to the Academic Rank committee for promotion according to the established criteria and procedures.
12. Assume responsibility for the preparation of a preliminary department budget proposal, management of the approved budget, and planning for and prioritizing anticipated needs. This budget should be presented to the College Bursar through the Academic Dean.

13. Assume joint responsibility with the Director of Student Services, Registrar, Academic Dean, Vice Presidents, and the President for planning and implementing recruitment, retention, image enhancement and other marketing activities beneficial to the department and the College.
14. Encourage the appropriate use of technology in the classroom and keep equipment up to date.
15. Maintain an ongoing programme for the improvement of instructional procedures, visit classes, and schedule regular discussions with the department personnel in order to become better acquainted with the academic and instructional progress of students and the department.
16. Assist faculty in the timely interpretation of the results of the evaluative instruments along with the development of ameliorative strategies.
17. Recognize and encourage the department faculty.
18. Care for the welfare of faculty, students, and supporting personnel and promote a healthy climate within the department.
19. Provide professional and academic leadership for Lecturers.
20. Promote good teaching using a variety of teaching and learning methods.
21. Provide incentives for the department faculty.
22. Coordinate departmental planning and present recommendations to the Academic Dean.
23. After consultation with the Academic Dean assume responsibility for the continuous evaluation and implementation of courses and programmes offered within the department.
24. Maintain security (oversight) of the department office, laboratories, and supply rooms.
25. Develop new programmes and restructure existing programmes in response to changes in academia and the human resource requirements of the College's markets.
26. Engage in outreach activities as they relate to enrollment management and marketing opportunities.
27. Recommend faculty to be assigned to classes.
28. Oversee and assume responsibility for reasonable care and maintenance of physical facilities and equipment of the department.

29. Make requisitions to the College Bursar through the appropriate channels for academic supplies, textbooks, and equipment.

LECTURERS

The Lecturer shall facilitate teaching and learning opportunities for the effective functioning and optimum realization of the objectives of the College and the course being taught.

Responsibilities and functions of Lecturers are as follows:

1. Assist the Department Head in the interpretation and application of the objectives, policies, and regulations of the Department and of the College.
2. Teach competently such courses as may be assigned by the Department Head in consultation with the Academic Dean.
3. Display a positive attitude and team spirit and work harmoniously with all colleagues.
4. Select textbooks for courses in counsel with the Department Head who shall ensure that the requested orders for the textbooks are passed on to the Academic Dean in accordance with the policy for ordering textbooks.
5. Prepare and administer semester examinations to all students of appropriate classes and such other tests as may be deemed advisable to conform to the continuous assessment requirements, unless prior arrangements had been made with the Department Head.
6. Make the required grade reports to the Department Head who shall pass them on to the Academic Dean by the deadline dates established for the turning in of grades.
7. Assist in educational research and study the effectiveness of the curriculum.
8. Serve creatively on various committees/teams and engage in co-curricular activities to which one may be appointed or elected.
9. Lead students in meaningful learning experiences that will help them to achieve a sense of personal responsibility, to develop the ability to evaluate ideals and standards of personal living, and to strive for a high level of scholarship.
10. Prepare a syllabus/course outline for each class with definite objectives against which progress and achievement can be periodically checked. Syllabi for all classes taught must be placed on file with the Department Head and the Academic Dean.
11. Maintain a high level of professional efficiency by personal study and progressive schooling and research. Become a member of a learned society and attend meetings of this society

within the provisions of College policy. The Academic Dean should be consulted in making the choice of which learned society to join if the College is covering the expenses involved in attending the meeting or attendance is on College time.

12. Serve as sponsor, advisor, counselor, or head of student groups as may be arranged by the administrative officers.
13. Attend and participate in assemblies and general faculty and staff meetings, departmental activities and meetings, colloquiums, and graduation. Attendance at co-curricular campus activities is encouraged.
14. Be concerned with and assist in the cultural, moral, and ethical development of students.
15. Administer the class attendance regulations as outlined in the College Catalogue.
16. Arrange in advance, whenever possible, with the Department Head for necessary absences from class appointments for field trips or other activities and assist in obtaining substitutes.
17. Participate as requested in co-curricular activities of the College.
18. Schedule and post regular office hours for student conferences of not less than eight hours weekly.
19. Be responsible for all classroom guest speakers, audio-visual equipment/materials, and programmes to ensure that they meet the ethical and professional standards of the College.
20. Become acquainted with students on a one-to-one basis and within the bounds of professional conduct.

TERMS AND CONDITIONS OF SERVICE

FACULTY RANK

The systematic ranking of faculty is based upon criteria including qualification, leadership, teaching, and service. The H. Lavity Stoutt Community College assumes the responsibility to put into operation an acceptable method by which all of its faculty will be regularly ranked.

CLASSIFICATION AND CONSIDERATIONS

The Board of Governors of the H. Lavity Stoutt Community College appoints full time members of the faculty in the ranks of Assistant Lecturer, Lecturer, Senior Lecturer, and Principal Lecturer.