

WEST INDIES SCHOOL OF THEOLOGY

FACULTY HANDBOOK



JULY 2014

4TH BRIDGE MARACAS VALLEY, ST. JOSEPH, TRINIDAD&TOBAGO
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Serving the World

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From the Desk of the President



Dear Faculty Member,

This Faculty Handbook has been prepared to provide members of the WIST Faculty with pertinent information regarding policies and procedures that direct the administration at the school.

At WIST each person contributes directly to the growth and success of the Institution and the achievement of the Mission “Providing higher education to equip Christians to be godly servant-leaders”. We hope that you will take pride in being a member of the team.

These articles are designed to clearly set forth the basic responsibilities of the faculty. It is our hope that these guidelines will enhance the quality of this growing institution.

Please take some time to familiarize yourself with the contents of this handbook. Individual and collective adherence to the policies herein outlined will facilitate effective management of time and avoid unnecessary confusion and potential misunderstandings. In fact, it is generally true that when policies are carefully followed, we are freed to utilize our creative energies in the more important tasks so essential to excellence in Christian higher education.

Your continuing suggestions are requested in order to facilitate the appropriate and necessary revisions of this document.

May we truly prove to be **Workers Inspired of God Serving Trustworthily**.

Yours in Christ

A handwritten signature in blue ink that reads "Pat P. Glasgow". The signature is fluid and cursive.

Rev. Pat P. Glasgow, Ed. D
President

INSTITUTIONAL HISTORY

In 1946, missionaries of the Pentecostal Assemblies of Canada (PAOC) founded the West Indies School of Theology (WIST) in Trinidad. This school was intended to provide training for people who became pastors in the West Indies District of the Pentecostal Assemblies of Canada. The District currently embraces most of the English-speaking islands in the region and a small part of Venezuela and Brazil. As the vision expanded and the student body increased, classes were moved from the Woodbrook Pentecostal Chapel, its birthplace, to the El Dorado Pentecostal Church.

In 1954, the six-and-one-third-acre campus at Fourth Bridge, Maracas Valley, was purchased, and from that time has been the home of the School. Since its founding, the scope of the School has gone beyond training for pastoral ministry and now includes training for evangelism, missions, counselling, Christian education, leadership in para-church organizations, and general church leadership.

In 1966 the Pentecostal Assemblies of the West Indies (PAWI) became an independent body and four years later, a Caribbean national was appointed as President of the School for the first time. Since then the leadership of the institution has rested entirely in the hands of Caribbean nationals and all Presidents have been WIST graduates. PAWI continues to enjoy fraternal relations with PAOC.

The student population has increased significantly, from six in 1946 to an average of 250 over the past five years. Approximately 85 percent of our students come from member churches of PAWI. The remaining 15 percent comprise representatives from other evangelical church groups. Students are drawn mainly from the English-speaking Caribbean countries.

Graduates of WIST fill 98 percent of the pulpits of PAWI member churches. Other graduates are presently ministering in the United Kingdom, the United States, Canada, Kenya, Zambia, Ghana, Venezuela, Brazil and most of the English-speaking Caribbean islands.

The curriculum of the School has been broadened significantly since its foundation. New undergraduate offerings include Sociology, Social Work, Curriculum Development, Computing, Educational Technology, Sound Engineering, Audio-Visual and Performing Arts, and Psychology.

Students are now able to read for the Certificate programme through Extension Schools in Grenada, St. Vincent, Antigua, St. Lucia, Montserrat, North, South and Central Trinidad, and for the Interdisciplinary Diploma programmes through Extension schools in Tobago, Barbados and St Vincent, as well as the main campus. They are also able to pursue the Interdisciplinary Bachelor programmes at the main campus and the South Trinidad site. Facilities exist in some PAWI Districts to allow persons who are unable to reside in Trinidad to read for a degree through a modular programme that involves specific arrangements to instruct them in their home Districts.

WIST participates online in a Master's programme in Interdisciplinary Studies, in association with the Caribbean Graduate School of Theology (CGST). Several WIST graduates have gone on to earn Master's and Doctoral degrees abroad. The School also offers Honorary Doctorates during its graduation exercises to persons who have made outstanding contributions to the spread of the Gospel regionally and internationally.

Currently, WIST enjoys official registration status with the Accreditation Council of Trinidad and Tobago (ACTT), and all programmes are approved by the ACTT. One of the benefits of this registration is that students who are nationals of Trinidad and Tobago have access to the Government Assistance for Tertiary Education (GATE) programme which allows them to apply for 100% tuition assistance. WIST is a member of the Caribbean Evangelical Theological Association (CETA), and is a candidate for accreditation status with CETA and ACTT. WIST is also a member of Caribbean Area Network for Quality Assurance in Tertiary Education (CANQATE) and the Association of Caribbean Tertiary Institutions (ACTI).

Presidents

NAME	YEARS
Rev. A. T Jacobson	1946-1955
Rev. Robert Eames	1955-1964
Rev. C.A. Barker	1964-1970
Rev. Dennis White	1970-1974
Rev. Thomas Maginley	1974-1979
Rev. Alvin Nicholson	1979-1986
Rev. Cecil Vincent	1986-1988
Rev. Lew Thomson	1989-1991
Rev. Pat Glasgow	1991-present



GUIDING STATEMENTS

The following are the institution's key guiding statements

Vision Statement

A leader in biblically-based ministerial training for the Caribbean and beyond.

Mission Statement

Providing higher education to equip Christians to be godly servant-leaders for the fulfilling of the Great Commission.

Motto

Serving the World

Core Values

1. Bible-Centredness
2. Excellence
3. Integrity
4. Life-long Learning
5. Team Work

Quality Policy Statement

WIST is committed to maintaining a quality management system that ensures all programmes and services meet or exceed the expectations of our stakeholders. It is also our policy to maintain a process of continual improvement that is accomplished in part through diligent follow-up on stakeholder feedback, employee suggestions, internal and external audits and through management review of the quality system.

Statement of Faith

WE BELIEVE the Holy Scriptures, both Old and New Testaments, are the divinely inspired Word of God, without error in the original writings, and the final authority for all Christian faith and life (2 Tim. 3:16-17; 2 Pet. 1:21).

WE BELIEVE in one God, infinite, perfect and eternally existing in three persons Father, Son and Holy Spirit (Matt. 3:16-17; 1 Pet.1:2; 2 Cor.13: 14).

WE BELIEVE in the virgin birth of the Lord Jesus Christ, His unqualified deity, His sinless humanity, the eternal all-sufficiency of His atoning death, His bodily resurrection, and His ascension to the Father's right hand (1Cor.15:3-4; Jn.1:1, 20:24-29; Heb. 4:15; 1 Tim. 2:5; Rev. 20:1-6).

WE BELIEVE in the personal and imminent, pre-tribulation return of Jesus Christ for His church, that is, the rapture; the pre-millennial return of Jesus Christ with His church and His millennial reign on earth (Heb. 9:28; 1Thess. 4:13-18; Rev. 20:1-6; 1Cor. 15:51; Phil 3:20-21; Titus 2: 13).

WE BELIEVE that justification is a judicial act of God on the believer's behalf solely through faith in Christ's death and resurrection (Rom. 4:18-25; 3:24, 26, 5:1; 1 Cor. 6:11; Gal. 3:24).

WE BELIEVE that man was created in the image of God but fell into sin and is under condemnation, and that it is only through the atoning work of the Lord Jesus Christ and regeneration by the Holy Spirit that salvation can be obtained (Gen.1:26, 27; 2:17; 3:1-13; Jn.14:6; Acts 4:12; 1 Tim 2:5-6).

WE BELIEVE that water baptism by immersion and the Lord's Supper are ordinances to be observed by the church during the present age (1Cor.11:17-34; Matt. 28:19; Mk. 16:16; Acts 2:28).

WE BELIEVE that the Christian life involves discipleship, obedience to the word of God, holiness, witness and service through the power of the Holy Spirit (Matt. 28:19; Mk 16: 16; Acts 1:8; 2:38; 2 Cor. 6:14-18; 7:1).

WE BELIEVE in the baptism with the Holy Spirit, with the initial physical evidence of speaking in other tongues (Acts 2:4, 4:31, 10:46, 1Cor. 12: 13-14; Eph 5:18).

WE BELIEVE in the demonstration of the gifts of the Spirit, and the manifestation of the fruit of the Spirit (Gal 5:22-23).

WE BELIEVE in the divine healing of the human body as provided for in the atonement, which is the privilege of all believers (Is. 53:4, 5; Jam. 5:14-15).

WE BELIEVE in heaven as the eternal inheritance of the believers, and in Hell and the lake of fire as the place of eternal doom for the devil, his angels, and all unbelievers (Rev. 20:10-15; 21:1-6; Jn. 14:1-4).

WE BELIEVE that the true church consists of all who through faith in Jesus Christ have been regenerated by the Holy Spirit and are united in the Body of Christ (Eph 1:22, 23; 2:22; 4:3-6).

WE BELIEVE in and practise the five-fold Ministries and the supporting Ministries to be operational in the Church (Eph 4:11-13).

Philosophy of Education

The West Indies School of Theology is the official training institution of the Pentecostal Assemblies of the West Indies (PAWI), for students who wish to do Christian ministry. It also seeks to prepare the Christian for subsidiary tasks other than pulpit ministry.

The educational experience at WIST is developed in the context of the historic and evangelical Christian faith. The educational philosophy of WIST rests upon a theological base, which respects the forthright commitment to evangelical theology and to those spiritual, intellectual, moral, and attitudinal values deeply rooted in the Holy Scriptures.

It is the conviction of the faculty of WIST that learning takes place within a context of basic assumptions which form the point of reference from which one analyses, interprets and knows his world. Some of these fundamental concepts are:

- (1) That the God revealed in Holy Scripture is the triune, sovereign Lord, Creator and Sustainer of all of life.
- (2) That God has disclosed Himself to man, both through His Word and in His coming in history in the person of Jesus Christ.
- (3) That all truth is God's truth and Christians are expected to diligently search for clear understanding of this truth. Once understood, truth is to be applied to our lives, so as to affect our thought and behaviour for the ultimate purpose of bringing glory to God.
- (4) Christian faith and analytical thought are not only compatible with each other but each demands the other to produce the most satisfying world and life view.

In order to achieve the desired training for students, it is necessary that our curriculum reflect the basic foundations of our philosophy, theology and Pentecostal outlook. For this reason all students are required to complete an institutional core in the areas of Biblical Studies, Theology, Evangelism and related areas that provide the foundation for their training. Our major emphases are in Bible and Theology, Missions, Christian Education, Pastoral Studies, Psychology and Counselling that are all taught from this foundational perspective. In addition, there are related courses under General Education - Arts, Sciences and Business Studies that help to complete the student's all-round preparation.

It is our firm belief, that Scripture demands appropriate response in Christian service. This service becomes the application of the theological and practical concepts studied in the classroom. Within the broad confines of the church, the Christian worker relates truth through evangelism, worship, preaching, teaching, counselling and general service to both God and man. This is reflected in the internship experiences required of every student.

Statement of Purposes

General Institutional Purposes:

The WIST charter identifies the following general purposes of the institution are to:

- a. prepare men and women for Christian ministry.
- b. foster missionary interest and to help missionary candidates to prepare for their fields of calling.
- c. help students develop wholesome spiritual, intellectual, social and moral attitudes that they may be better prepared to live a Christian life, for effective Christian service and to be worthwhile citizens.
- d. provide opportunities for student participation in Christian Education and various Church ministries.
- e. provide opportunities for life-long learning and continuing professional development.
- f. promote the continuing professional development of all staff of the School.
- g. promote research into and publication on subjects which advance the cause of the School's vision and mission.
- h. do all things incidental and consistent with its purpose to fulfil its mission.

Related Institutional Purposes:

The Charter also identifies the following pursuant purposes of the School:

To

- a. Provide and develop through means deemed desirable such physical facilities that are appropriate to its purpose.
- b. Hire administrative, teaching, clerical staff and other employees as deemed appropriate.
- c. Conduct or participate in such research as will inform its purposes.
- d. Offer, award and confer on persons certificates, diplomas and degrees as evidence and in recognition of having met the School's standards for academic achievement and excellence.
- e. Solicit and accept donations and contributions in accordance with Biblical principles.
- f. Manage the assets of the School in accordance with the provisions of this Charter, the Bylaws and the Schedules attached hereto.
- g. Be vigilant to ensure that the pursuit of academic inquiry should not take precedence over the emphasis on spiritual truth.

ADMINISTRATIVE STRUCTURE AND RESPONSIBILITIES

Committees

Administrative Committee

The Administrative Committee is charged with the responsibility of the day-to-day management of the school. The members of this committee are the President, the Vice President, Academic Affairs; The Vice President, Student Affairs; the Registrar; the Vice President, Business Services and any other persons deemed necessary by the President.

This committee meets at least once per month to consider all administrative concerns of the institution. Faculty members wishing to submit matters for consideration by this committee, shall do so in writing to the President, at least 3 days before the scheduled meeting.

The Administrative Committee shall, as far as possible, carefully administrate the business of the school. In order to accomplish this, mutual respect and professional competence are expected between the faculty and Administrative Committee. Faculty suggestions to improve the administrative process at the school are welcomed.

Academic Affairs Committee

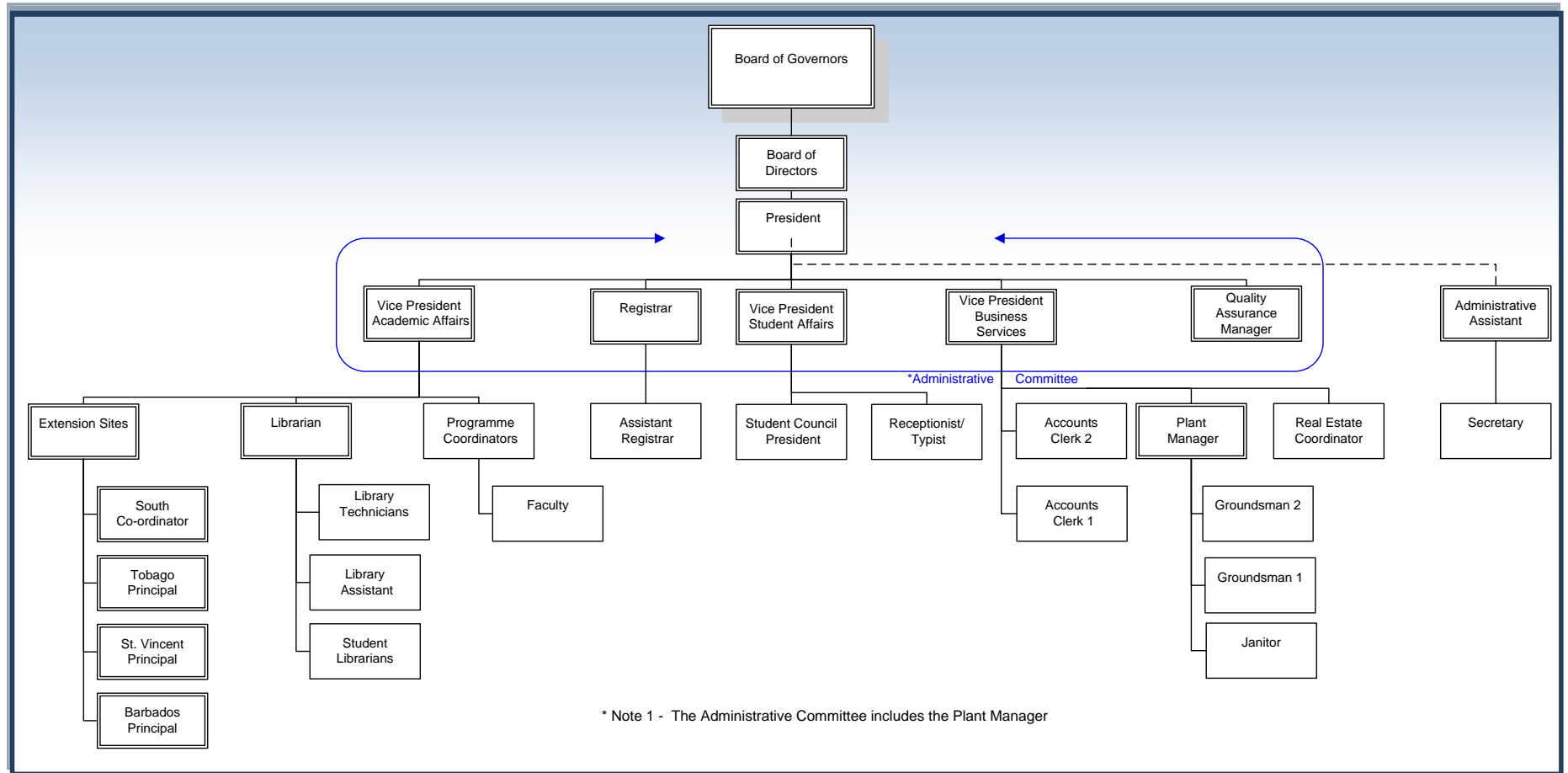
The Academic Affairs Committee shall:

- a. Monitor and review policies and practices of the School covering admission, assessment, academic progress and grievance procedures.
- b. Monitor and review the content, structure and assessment of the academic programmes offered by the School to ensure that they meet the needs of the students of the School.
- c. Provide advice to the Vice President, Academic Affairs of the School, and the President (as appropriate) on the development of the academic programmes to be provided by the School.
- d. Monitor student feedback on their perception of courses and the learning environment.
- e. Provide advice to the Board of Directors on the academic standards of the programmes provided by the School.
- f. Make recommendations to the Board of Directors on policies and procedures relating to the: academic standards of the School including the admission, assessment and academic progress of its students; the content, structure and assessment of the academic programmes provided by the School.
- g. Support the Vice President, Academic Affairs in the implementation of School policies and procedures relating to the academic activities of the School.
- h. Advise on other matters referred to it by the Board of Governors, the Board of Directors, the President or the Vice President for Academic Affairs.



West Indies School of Theology

ORGANISATIONAL CHART



FACULTY RESPONSIBILITIES AND RIGHTS

Definition of Faculty

The Faculty of the West Indies School of Theology shall comprise the President, the Vice President, Academic Affairs; The Vice President, Student Affairs; the Registrar; the Vice President, Business Services and members of the teaching staff of the School. Other non-teaching staff who have faculty status include Quality Assurance Officer, and Librarian. The teaching staff may be Full-time, Part-time, Adjunct or Visiting.

General Responsibilities of the Faculty

The following are the responsibilities of a member of faculty of the West Indies School of Theology:

To

- a. Work assiduously to achieve the educational objectives of the West Indies School of Theology.
- b. Build the interests and the general reputation of the West Indies School of Theology.
- c. Co-operate with the Administration in the observation and enforcement of rules and regulations of the School.
- d. Adhere to and further develop the spiritual and ethical standards of the School, including attendance at Chapel as often as possible.
- e. Actively participate in school activities, including Faculty meetings.
- f. Maintain the highest academic standards.
- g. Fulfill your responsibilities to the students while holding student to their responsibilities. Does not sound good
- h. Demonstrate professionalism when dealing with colleagues and students
- i. Work toward personal and professional improvement.
- j. Maintain confidentiality at all times
- k. Maintain proper decorum in dress.

Specific Responsibilities and Rights

The Faculty of WIST has responsibilities relating to the educational philosophy, academic policy and spiritual life of the School. The Faculty acts as an advisory body to the Administrative Committee and the Board of Directors. Unless otherwise specified, the following are the general responsibilities of the Faculty:

The Faculty advises and assists the Administrative Committee and the Board of Directors in the following areas:

- a. Aspects of Educational Philosophy
This includes the objectives of the school and the basic means of achieving these objectives and the general programmes of study at the school.
- b. Academic Policies
Inclusive of entrance requirements and matters relating to accreditation and the school's status
- c. Spiritual Standards
Including the promotion of spiritual maturity in the lives of the students, the maintenance of an exemplary testimony by the Faculty and the securing of suitable speakers for the weekly chapel services and spiritual emphasis. Furthermore, faculty members help guide students in student outreach activities; sponsor student group activities for the promotion of spiritual, cultural and social life; and help provide oversight of the chapel services, spiritual emphasis and special prayer meetings.
- d. Educational Philosophy
Faculty assists with the promotion of scholarly research and provides suggestions regarding course offerings within the various divisions and departments of the school
- e. Academic Policies
Faculty may also advise regarding Standards for Admission of students, the Establishment of requirements for Degrees, Diplomas and Certificates, evaluation of the progress of students.
- f. Faculty Retreat
The school may organize Faculty Retreats from time to time. The purpose of such retreats is to allow faculty, administration and staff an opportunity to review the progress of the school and to plan for upcoming activities in an informal setting. In addition, this retreat also provides opportunity for participants to engage in faculty and staff development and spiritual formation, and to strengthen community life Attendance at faculty retreat is considered a definite part of faculty responsibility. All members of the faculty and staff are therefore required to attend the faculty retreat. Except in the case of grave emergencies, or unavoidable circumstances, members absent from the retreat must forward a written excuse to the President no later than one week after the retreat.

- g. Attendance at Chapel
Attendance at the regular weekly chapel services is required of all full-time members of faculty. Members of faculty are also reminded that they have an important function in setting an example to students on the proper approach to chapel services. Adjunct faculty are encouraged to attend as often as possible.
- h. Attendance at school functions
WIST is a community, and a small one at that; for this reason, as far as possible, members of faculty are encouraged to make every effort to attend school functions.
- i. Availability to students
All full-time faculty members are expected to post hours when they are available during the semester to assist and advise students. It is expected that all faculty members will make a definite effort to encourage healthy relationships between students and faculty. Adjunct faculty members should also make some time available for assisting and advising students
- j. General Assistance
Because of the nature and size of the WIST community, it is desirable that faculty be available to give general assistance to the school, as much as is practicable.

Appointment and Termination

- a. Appointment
All full time and adjunct members of Faculty are appointed by the President.
- b. Termination of Contract
The termination of the contract of any member of Faculty can only be done with approval of the Board of Directors. Termination of contract or dismissal may arise by any of the following:
 - i. Incompetence
 - ii. Insubordination
 - iii. Adopting or teaching views contrary to the doctrines and standards of the Pentecostal Assemblies of the West Indies
 - iv. Immoral behaviour
 - v. Inability to fulfill contractual obligations
 - vi. Breach of the school's Faculty Code of Ethics (cf. Appendix 1)
 If the Board of Directors becomes aware of additional evidence having bearing on the case, it shall refer such evidence to the Administrative committee for the scheduling of a review.
- c. Right of Appeal
The right of appeal and of personal appearance before the Board of Directors and the Board of Governors, respectively, is open to the accused.

Faculty Meetings

a. Scheduled Meetings

The faculty shall meet at least once during the respective semesters of each academic year. During the recess between consecutive academic years, the faculty shall meet at such time as deemed appropriate by the Vice President, Academic Affairs.

b. Attendance

All members of the faculty, so designated, are obligated to attend faculty meetings. Members absent from any faculty meeting must submit in writing, at least two (2) days prior to the meeting or no later than two (2) days after the meeting, the reason for the absence. Any member absent from two (2) consecutive meetings without acceptable excuses, will be considered failing in his/her responsibility and may be called before the Administrative Committee to explain such actions. Persistent failure to attend faculty meetings will be treated as a breach of contract and will be dealt with accordingly.

c. Notice of Meetings

Vice President, Academic Affairs shall inform all members of faculty of the date, time and place of all faculty meetings no less than 7 days prior to the meeting. At such time, a copy of the Agenda and all other documents pertaining to the meeting will be forwarded to each member.

d. Agenda

Any member of the faculty wishing to place an item or item(s) on the agenda must do so in writing no later than ten (10) days before the scheduled date of the meeting. All Agenda items must be sent to the Vice President, Academic Affairs.

e. Chairman

Vice President, Academic Affairs shall be Chair of the faculty meeting. In his absence, a Chair shall be designated by the Administrative Committee.

f. Quorum

A quorum for a faculty meeting shall consist of a majority of the faculty teaching during a particular semester. If less than a quorum is present at a called meeting, the meeting may be adjourned to a later date, or until such members are present.

g. Parliamentary Authority

Roberts' Rules of Order shall govern the conduct of the Faculty meetings, and committee meetings except in so far as the Faculty Handbook makes express provision to the contrary.

Faculty Procedures:

a. Security

All faculty members are required to wear their identification badges while on the school compound.

b. Attendance

It is the responsibility of all faculty members to be present at each class session determined by the time-table for each semester. One class session is of 50 minutes duration.

c. Absences

Absences caused by illness, death in a family or other approved professional responsibilities, must be reported to the Vice President, Academic Affairs, before such absences occur. In cases where this is impossible, such absences must be reported no later than two (2) days after said absence. In the event of a prolonged absence, a substitute must be secured by the instructor in consultation with the Vice President, Academic Affairs. Any time lost because of absence must be redeemed during the course of the semester.

After 10 minutes from the start of a scheduled 50 minute class session, the students may disperse from the classroom. After 30 minutes, the students can consider an Instructor absent. Students must await official word from the Vice President, Academic Affairs, member of the Administrative Committee or Faculty before abandoning class for that session.

In the event of multiple periods, after 30 minutes, the students may disperse, and after 50 minutes may consider the lecturer absent. Students must await word from a competent authority mentioned above before abandoning the class session.

d. Punctuality

Faculty members are required to insist upon punctuality by both verbal request and example. In the event that a late arrival is predictable, the class should be informed prior to the scheduled start. It is traditional at WIST that a short period of prayer/devotion be observed at the start of each session.

e. Course Planning – Course Outline

Faculty members are required to provide a course outline for each course taught. Each member of the class should receive a copy on the first day the class meets. The outline must receive prior approval from the Vice President, Academic Affairs. Two (2) copies of the final outline must be lodged with the Vice President, Academic Affairs no later than two weeks after the start of the course. One copy of all handouts used in the course should also be lodged with the Vice President, Academic Affairs by the final week of classes in each semester. All outlines should follow the approved template provided by the Academic Office (cf. Appendix_)

f. Textbooks and Class Notes

Each Instructor is required to identify suitable textbook(s) for his/her Course in collaboration with the Vice President, Academic Affairs. Should a change of text be required, instructors should consult with the Vice President, Academic Affairs.

The school will not be responsible for none arrival or late arrival of texts if requests are not made on time. The Instructor is entitled to the use of the text(s) for the duration of the course. Texts are to be returned to the school at the end of the semester. The library should also be advised of recommended reading to ensure sufficient quantities are available to adequately serve the class.

g. Setting and Grading Assignments

The Instructor in setting assignments must give the following general information to the class:

- i. Clear concise heading
- ii. Approximate length required
- iii. Form of presentation
- iv. Due date
- v. Method of evaluation
- vi. Any other information that will assist students in successfully completing the assignment.

The following considerations should be taken into account in evaluating assignments and papers:

- i. Content
- ii. Clarity of expression
- iii. Grammatical accuracy and spelling
- iv. Neatness
- v. Logical presentation
- vi. Accurate use of APA style
- vii. Other factors that may be relevant to the specific discipline

The following system is the standard by which all work should be graded is given in Table 1.

h. Examinations and Quizzes

Examinations and quizzes may be given at any time that they best contribute to the course. All students are expected to take exams on the due dates. At the discretion of the Instructor and under special circumstances, a student may take an examination at another time and be charged a late examination fee set by the Business Office. Mid-term exams are generally given for all courses, according to the school's calendar. In the event that an Instructor decides to waive a mid-term examination, the Vice President, Academic Affairs must be advised.

Students who are absent from final exams are subject to the penalties outlined in the student handbook. If the student is allowed to take the mid-term and final examinations at other than the scheduled times, an alternative exam must be given.

**TABLE 1
GRADE ASSIGNMENTS**

Grade	Grade Points	Percentages	Definition	
A A-	4.00 3.70	94-100 86-93	Excellent	Outstanding grasp of subject matter; considerable evidence of original thinking; demonstrated outstanding capacity to analyze and synthesize; evidence of extensive knowledge base.
B+ B B-	3.30 3.00 2.70	80-85 75-79 70-74	Good	Evidence of grasp of subject matter, some evidence of critical capacity and analytical ability; reasonable understanding of relevant issues; evidence of familiarity with the literature.
C+ C C-	2.30 2.00 1.70	65-69 60-64 55-59	Satisfactory	Evidence of some understanding of the subject matter; ability to develop solutions to simple problems; benefitting from his/her university experience.
D	1.00	50-54	Marginal Pass	Evidence of minimally acceptable familiarity with subject matter, critical and analytical skills.
F	0.00		Inadequate	Insufficient evidence of understanding of the subject matter; weakness in critical and analytical skills; limited or irrelevant use of the literature OR withdrawal after sixth (6 th) week of class.
I	0.00		Incomplete	A temporary grade given to the student doing passing work but who for some reason is unable to complete course requirements before semester-end. The grade recorded would be (I) plus whatever grade the student has fulfilled (e.g., in the case of a student who has a (C) average for the semester, including an unfinished project graded as (0), the grade recorded would be (I-C). Then, if the incomplete portion of the course is not completed within the 4 weeks after the previous semester, the (I) is automatically dropped and the letter grade remaining becomes the permanent grade.
W	Neutral and no credit obtained		Withdrew after deadline	Assigned for courses dropped during the third through fifth weeks of the semester. Grade is not calculated in grade point average, or as hours attempted. WP indicates the student was passing when withdrawn. WF indicates the student was failing when withdrawn.
ILL	Neutral and no credit obtained		Compassionate reasons, illness	Indicates the student withdrew from the course as a result of proven illness or on other proven compassionate grounds approved by the Director of Education.
P	Neutral		Pass	
T	Neutral		Transfer of credit	
AU	No Credit		Audited course	

i. Teaching Load

Twelve hours of classroom instruction is the minimum requirement for full-time faculty members. This figure may be reduced in relation to other professional responsibilities which are held at the school. All faculty members are expected to spend at least two (2) hours in preparation for each hour of class taught.

Each full-time faculty member is also required to serve on at least one school committee and serve in a student advisory capacity as assigned by the Vice President, Academic Affairs or President.

j. Class Size

Unless the course is required for graduation, no less than eight students may comprise a class. No class should comprise more than forty students.

k. Notification of withdrawal of services

Faculty members who wish to withdraw their teaching services from the school must do so in writing to the Vice President, Academic Affairs no later than three (3) months before the scheduled start of the semester. Failure to comply with this regulation will be counted as a breach of contract and will be dealt with accordingly. Request for special consideration in cases of emergency must be directed to the Vice President, Academic Affairs in writing. Administrative Committee is the duly authorized body to determine such requests.

Faculty Rights & Benefits

WIST recognizes and upholds all of the following faculty members rights to-:

- a. Be governed by clear, written and mutually binding terms of appointment.
- b. Be remunerated for services in proportion to function and responsibility.
- c. An equitable teaching load.
- d. Share impartially in the Institution's provisions for faculty welfare.
- e. Follow due process of appeal in matters of dispute - Vice President, Academic Affairs; President, Board of Directors, Board of Governors
- f. Expect and to seek appropriate information regarding the Board of Directors and/or the Board of Governors, regarding any operational decisions of the school

Academic Freedom

Inasmuch as the West Indies School of Theology (WIST) was founded and has been maintained by the Pentecostal Assemblies of the West Indies (PAWI) for the express purpose of strengthening the church through trained leadership, it is therefore incumbent upon the members of the WIST faculty to exercise their right of academic freedom within the framework of the specific objectives of the School.

This freedom arises from the Christian faith with its promise of freedom in Christ, to know the truth which is from God, which judges all human forms and institutions and which sets men free (John 8:32). This freedom, like all true freedom, has necessary limitations. Some social and scriptural limitations include truthfulness, decency, moral integrity and loyalty. In addition to these, there are appropriate limitations which the Christian community as well as the parent organization have a right to expect of the Faculty of its Institution.

These limitations do not involve the suppression of truth or the rejection of rigorous pursuit of clear Biblical, Theological or Professional understanding. However, they involve the requirement that all ideas and views be presented in a Christian context. All officials, faculty and others, who speak or write publicly or in Institutions, growing out of their official capacity on behalf of the school, are expected to contribute to the objectives of the school by conforming to them. This will necessitate that they advocate nothing contrary to the Bible as God's written Word, the Statement of Faith of the School and the P.A.W.I., and the stated purpose of the school.

It is to be always remembered that the freedom of the Christian always involves a commensurate responsibility toward God and neighbour. It is never the freedom merely to be left alone or to ignore basic obligations. Further, while freedom must ultimately be realized through the Spirit and loyalties of men/women, it must take form and be protected through concrete standards of institutional practice. Such standards take the form of laws and regulations. However, the effectiveness of our stated principles depends finally upon the dedication within the School to a genuine concern for liberty of mind and spirit in our teaching.

All administrators and faculty are expected to show a respectful and sympathetic attitude towards the doctrines of the PAWI. Any grave offense against these doctrines or principles must be considered just cause for dismissal from the school according to its recognized procedures for handling dismissals.

Leave of Absence

Leave of absence is not an entitlement. Priority for leave of absence shall be given to proposals which would contribute to the ultimate enrichment of the faculty member and the institution.

Leave of absence shall be granted for up to a maximum of one semester at a time. To qualify for leave of absence, a faculty member must have served at least six (6) consecutive semesters.

It shall be left to the discretion of the Administrative Committee to make representation to determine whether the school's programme can afford a reduction in its personnel consequent on leave of absence.

Leave of absence for full-time faculty is governed by the WIST Staff Handbook and related policies.

Sabbatical

Sabbaticals are not an entitlement but are earned based on tenure with the institution. A faculty member having served at least seven consecutive years is eligible for one year sabbatical. For each consecutive seven years served by full-time members of faculty thereafter, there shall be a corresponding eligibility for one year's sabbatical. Members granted sabbatical will be granted full salary for the duration of the sabbatical leave. Sabbaticals are designed to provide full-time faculty with an opportunity for personal, academic and spiritual enrichment.

Request for sabbatical must be submitted at least two semesters in advance.

The sabbatical program shall be administered by the Board of Directors of WIST, in close consultation with the Administrative Committee.

A member of faculty on sabbatical shall not accept any form of full-time paid employment without the permission of the Board of Directors of WIST.

Continuing Education

The School encourages all its faculty members to engage in programs of continuing education as far as it is practical within its resources. The school will seek to provide all possible assistance.

Faculty outside Engagements

Faculty are permitted a limited number of outside engagements. Outside engagements not affecting the faculty member's professional responsibilities at the school shall not require prior permission. Outside engagements impinging on the faculty member's professional responsibilities shall be subject to those limitations governing absences and shall be subject to approval by the Vice President, Academic Affairs with the concurrence of the Administrative Committee.

Faculty Socials

Every effort is made at WIST to provide ample opportunity for faculty members to build community social relationships. Members of faculty are encouraged to take part in these activities.

Faculty Policy

a. Catalogue changes

Copies of the school's catalogue, which is published biennially, may be obtained from the office of the Vice President, Academic Affairs. All catalogue changes requiring faculty action for the subsequent catalogue must be requested at least 6 months before the publication of the new catalogue.

All recommendations for changes affecting present curriculum offerings must be reported by the department to the Academic Committee for consideration in the next issue of the catalogue. A new catalogue will normally be published at least 2 months before the expiration of the old catalogue.

b. Course changes

A student may not change a course after the third week of classes except in cases of emergency. In such a case permission must be granted by the Registrar and the respective faculty member.

c. Agenda Items – Administrative Committee Meeting

Faculty members who wish to have any matter of general administration discussed by the Administrative Committee, must submit in writing details of this matter to the office of the Vice President, Academic Affairs no later than 14 days before the date of the scheduled meeting.

d. Scholarship for Continuing Education

Fulltime Faculty members desiring scholarship help for continuing education in their field of study must apply in writing to the Administrative Committee. Preference will be given to seniority. Requests are subject to the availability of funds.

A faculty member receiving scholarship must agree to return to the school for the stated period of service, as outlined in the following schedule:

<u>Amount of scholarship</u>	<u>Duration of service</u>
Up to \$30,000	2 years of service
Up to \$50,000	3 years of service
Up to \$70,000	4 years of service

If the faculty member does not continue with the school, he/she will reimburse the school on a pro-rata basis.

e. Use of School Equipment and Instruments

All school equipment and instruments used in classroom instruction, or related to the educational program of the school, fall under the direct responsibility of the Library Technician.

When equipment is to be used, the faculty member or staff must inform the library of his/her desire in advance. All faculty and staff members are expected to take good care of all school property, and ensure its safe return to its proper place.

f. Discipline/Grievances

All grievances should be reported in writing to the Administrative Committee which will entertain same. All efforts will be made to ensure quick and just settlement of all grievances.

Faculty Salaries

a. Full-Time Faculty

Full-time faculty will be paid at rates decided by the Administrative Committee. Under no circumstances shall faculty suffer loss of earnings without their consent.

b. Adjunct Faculty

All adjunct faculty are paid at a rate established by the Administrative Committee.

c. Visiting Faculty

All visiting faculty are paid at a rate established by the Administrative Committee.

LIBRARY

Borrowing Privileges

a. Books

Borrowing privileges are extended to all faculty members. Five items may be borrowed at a time from the general collection for a period of two (2) weeks. Faculty members are also allowed to check out books on a semester basis (one (1) semester) provided those books are for use with their specific courses. Any book(s) requested for the semester must be approved by the Librarian.

Additional items may be loaned at the discretion of the Librarian in cases of special need. All loans are automatically recalled at the end of each semester or if the book is overdue and is needed by other persons also engaged in research.

All faculty members are expected to comply with all Library regulations as published in the Library handbook.

b. Serials

Periodicals and other serials may be issued on loan to members of faculty for a period of seven (7) days. Their loan shall not be renewable. The most recently received issue of a periodical may not be borrowed.

c. Reserved Books

At the beginning of each semester, a list of books and/or magazines that are likely to be in great demand may be given to the Librarian, to be placed on special reserve. The purpose of this 'reserve collection' is to ensure an equitable circulation of the items recommended as required reading for a large number of students over a short period of time.

If a class is required to read an article in a journal, a specific book or a passage in a book in a short period, it is recommended that the material be placed on reserve before the students are told to read it.

d. Book Requests and Recommendations

Our library relies heavily, though not exclusively, on order suggestions from academic staff in building and maintaining adequate selections of material in support of teaching and research programs at all levels. If lecturers believe, however, that there is one book of particular interest that each student should read, it is highly recommended that they make such a book part of those that the students are required to purchase rather than putting the pressure on a lot of students to access one book in the library.

e. Encouraging Use of the Library

The library functions as the resource centre for both curriculum and research objectives in the academic programme. It also provides teaching aids for the use of faculty members during class lectures, for example, the overhead projector, maps, audio visual equipment, film strips and cassettes. Faculty members are expected to familiarize themselves with the available equipment and to make full use of them. Faculty members are also expected to encourage students to make the maximum use of online databases provided for student research.

MISCELLANEOUS

Purchasing Supplies

- i. Requisition forms for supplies must be completed by Faculty and submitted to the Vice President, Business Services.
- ii. Requests for textbooks and equipment should be submitted to the Vice President, Academic Affairs.
- iii. Requests for (ii) should be submitted three (3) months before the semester begins.
- iv. All requisitions for purchases must be approved by the Business Office.
- v. All requests will then be dealt with through the proper purchasing channels.

Duplicating Services

Faculty members are advised to submit work to duplicated to the Vice President Academic Affairs at least one (1) week in advance to facilitate more effective operation of the academic office.

Work submitted less than one (1) week in advance, will be done at the discretion of the academic office.

FACULTY BENEFITS

Immediate Family Tuition Waiver

Faculty members, their spouses and children will be given a discount of 50% per term on administrative and tuition fees for courses taken at WIST.

Textbooks

All faculty members will have access to one copy of each new text for individual courses taught for the duration of the semester. All other books available at the school will be sold at a 50% discount to faculty, at the discretion of the school.

APPENDIX A

CODE OF ETHICS FOR FACULTY MEMBERS



Code of Ethics for Faculty Members

The listing of faculty responsibilities, ethical principles, and specific standards of conduct are organized around the individual faculty member's relation to teaching and students, to their colleagues, to their discipline, to the school, the denomination that supports the school, and to the larger community. A distinction is made between statements of (1) ethical principles and (2) standards of conduct.

1. Ethical Principles -- They comprise ethical prescriptions affirming the highest professional ideals. They are aspirational in character, and represent ideals toward which faculty members should strive.
2. Standards of Conduct –They are derived from ethical principles and state minimum levels of conduct below which a faculty member should not fall. They are mandatory in character.

Each of the above categories encompass major concerns traditionally and currently important to the profession however they are not exhaustive.

In the interest of maintaining professional standards, the Board of Directors of WIST has both the authority and the obligation to uphold and enforce this Code of Ethics and Professional Standards.

Professional Responsibilities, Ethical Principles, and Standards of Conduct

I. Students

Ethical Principle:

"As teachers, faculty members encourage the free pursuit of learning among their students. They model the highest scholarly and ethical standards of their disciplines. They demonstrate respect for students as individuals, and adhere to their proper roles as intellectual guides and counsellors. Faculty members 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."

Standards of Conduct:

- a. Faculty treat all students with fairness and respect.
- b. Faculty encourage the free exchange of ideas between themselves and students.
- c. Faculty conscientiously strive to be fair and balanced in their evaluation of student work.
- d. Faculty should not exploit their students for personal gain.
- e. Faculty should be fair and objective when providing references for students.
- f. Faculty shall not disclose information about students obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law.
- g. Faculty-student personal relationships are unethical when they hinder any student's academic progress or create a situation in which any student is either favoured or negatively impacted on grounds other than academic performance.
- h. Because a teacher/student relationship is inherently unequal, a member of the faculty should not enter into a sexual relationship with his/her student while engaged in a professional relationship except in the case of a legally married spouse.
- i. Where a faculty member must teach a spouse or other family member, arrangements should be made to have all assignments marked by a neutral marker assigned by the Academic office.
- j. Faculty have the obligation to meet classes as scheduled, to maintain office hours (*Fulltime Faculty*) and to provide reasonable means for student access to course information.

II. Colleagues

Ethical Principle:

"As colleagues, faculty members have obligations that derive from common membership in the community of scholars. Faculty Members do not discriminate against or harass colleagues. They respect and defend the free inquiry of associates. In the exchange of criticism and ideas faculty members show due respect for the opinions of others. They acknowledge academic debt and strive to be objective in their professional judgment of colleagues. They accept their share of faculty responsibilities for the governance of their institution." (Adopted from AAUP Statement, 1990)

Standards of Conduct:

- a. Faculty, whether acting in academic or administrative capacity, treat each other with fairness and respect, and conduct themselves with dignity and restraint in all exchanges with colleagues.
- b. Faculty defend the right of their colleagues to academic freedom.



- c. While critical evaluation is an essential part of academic activity, faculty should be fair and objective when presenting a professional judgment on their colleagues' work and shall not knowingly make false or malicious statements about a colleague.
- d. Faculty shall avoid threatening or abusive behaviour or language, verbal harassment or intimidation of another member of the faculty, under any circumstance.
- e. A faculty member shall not knowingly misrepresent the views/positions of colleagues to further their own position or point of view.

III. Disciplines

Ethical Principle:

Faculty members, 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 they 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 they may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry. (Adopted from AAUP Statement, 1990)

Standards of Conduct:

- a. Faculty maintain currency in their academic fields.
- b. Faculty exhibit intellectual honesty and integrity in all scholarly endeavours. For example plagiarism.
- c. Faculty work toward improving the quality of instruction.
- d. Faculty should not denigrate other disciplines or undermine the confidence of students in other duly approved programs or academic departments of the school.

IV. School and Denomination

Ethical Principle:

As members of an academic institution, faculty members seek above all to be effective teachers and scholars. Although they observe the stated regulations of the institution, provided they do not contravene academic freedom, they maintain their right to criticize and seek revision. They give due regard to their paramount responsibilities within their institution in determining the amount and character of the work done outside it. When considering the interruption or termination of their service, they recognize the effect of their decision upon the program of the institution and give due notice of their intentions." (Adopted from AAUP Statement, 1990)

Standards of Conduct:

- a. In accepting a position at the school, faculty assume obligations to contribute to the school community. They should act so as to secure the good of the school. Such activities include, though are not limited to, participation in the governance and administration of the school through membership on committees and organizations at various levels.
- b. Faculty assume the responsibility of informing themselves of, and abiding by the policies established for the orderly conduct of affairs of the school.
- c. Faculty avoid potential conflicts of interest unless, after full consultation, they have the approval of the appropriate school authority to whom they are responsible.
- d. Faculty avoid engaging in outside professional activity that conflict with their responsibilities and duties to their school appointments.
- e. Faculty treat school support staff with fairness and respect and should not exploit support staff for personal gain, or abuse them either verbally or physically.
- f. Faculty avoid disrespect or disregard to any theological/doctrinal and ethical principles adopted by the Pentecostal Assemblies of the West Indies

V. Community

Ethical Principle

As members of their community, faculty members have the rights and obligations of other citizens. They measure the urgency of these obligations in the light of their responsibilities to their subject, to their students, to their profession, and to the institution. When they speak or act as private persons they avoid creating the impression of speaking for or acting on behalf of their school or the denomination that supports the school. As citizens engaged in a profession that depends upon freedom for its health and integrity, they have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom. (*Adopted from the AAUP Statement, 1990*)

Standards of Conduct:

- a. In their roles as representatives of the school, faculty should avoid misrepresentation of personal views as a statement of position of the school or any of its agencies.



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