

ST. ANDREW'S THEOLOGICAL
COLLEGE
Trinidad, West Indies



FACULTY HANDBOOK

Table of Contents

A Brief History of St. Andrew's Vision and Mission Statement.....	2
Introduction.....	3
Roles and Responsibilities of Faculty Members: 3	
Preface	
Appointments	
Duties and Responsibilities	
Academic Freedom Policy	
Faculty Advisor	
Faculty Absence and Tardiness	
Faculty Dismissal	
Faculty Personnel Records	
Faculty Performance Plan Guidelines	
Course Syllabus/Outline	
Credit Hour	
Examination, Grading System and Methods of Assessment	10
General Information.....	12
Student Lecturer Relationships	
Instructional Supplies	
Library Materials	
Faculty Listing.....	13

ST. ANDREW'S RICH HISTORY

St. Andrew's Theological College, situated in San Fernando Trinidad, was founded in the year 1892, to provide training for Local Pastors of the Presbyterian Church in Trinidad. Later, it opened its doors to students of other denominations who received part of their training here before proceeding to other Theological Institutions. Although the College is administered under the authority of the Synod of the Presbyterian Church in Trinidad, it is committed to theological training within an ecumenical setting with both students and lecturers coming from other Christian denominations.

St. Andrew's offers a variety of courses aimed at catering to a broad spectrum of interests such as those who want to have a better understanding of the Christian faith to enable them to be more effective Christian witnesses in the community. We also cater to those who are aiming to serve in the various Orders of the Church, either on a part-time or full-time basis.

VISION AND MISSION STATEMENT

Vision Statement

St. Andrew's Theological College (SATC) offers theological training in an ecumenical setting in order to equip persons for various forms of Christian Ministry locally, regionally and internationally.

Mission Statement

The mission of St. Andrew's Theological College (SATC), grounded in its motto *adduxit eum ad Jesum* (and he brought him to Jesus), is to provide programs of training that prepare its students for leadership marked by faith, integrity, scholarship, and competence in the Church and in the wider community.

INTRODUCTION

The *Faculty Handbook* refers to policies and procedures of particular interest to faculty and some of the general policies. This publication is a comprehensive document that will answer questions and provide information on many aspects of the College, which are not available in written form elsewhere. Faculty members are expected to be familiar with the contents of the *Faculty Handbook* and the *Student Handbook*

ROLES AND RESPONSIBILITIES OF FACULTY MEMBERS

Preface

Faculty members play a special role in the life of the College as teachers, mentors, scholars, and participants in academic governance. The terms of their appointments and duties are different from those of other employees. The following sections explain the different kinds of faculty appointments and the duties of faculty members.

Appointments:

Faculty members are appointed by the Board of Theological Education on a recommendation by the Principal to teach full-time or part-time on term or temporary appointments for a stated period of time. Such individuals may be assigned faculty rank as an adjunct or visiting member of the faculty.

Part-time faculty shall consist of those persons who are appointed on a semester basis or less, and who contract to teach courses which are specified in their letters of appointment.

Duties and Responsibilities of the Faculty Members

Each faculty member is expected to maintain the highest personal standards of character and conduct, to keep abreast of his or her academic discipline through continuing study, research, and/or participation in the activities of his or her professional organization, to strive to improve the effectiveness of his or her teaching, to take a sympathetic interest in the progress and development of each of his or her students, to keep accurate records of academic standing of each student in his or her classes, and to hand in promptly all reports of grades and other information required by the College.

Each faculty member is expected to meet his or her classes as regularly scheduled. In case any faculty member is kept from his or her duties by illness or other disability, the faculty member must inform the Principal or Administrative Assistant in advance, if possible, so that arrangements may be made for assignments or a substitute Lecturer. If a faculty member finds it necessary to incur an extended absence from his or her regular duties, the faculty member must inform the Office of the Administrative Assistant. Each faculty member is expected to participate in the faculty-student advisory program.

Each faculty member is expected to attend all meetings of the faculty, to attend commencements and graduation exercises, to serve loyally and diligently on faculty committees, and to assist colleagues in carrying out the vision and mission of the College.

Each faculty member is expected to continue to teach until the end of the period for which his or her services were engaged. Any faculty member who wishes release from his or her obligation to teach for the agreed period is expected to make a written request to the Principal.

However, the following is expected of each faculty member:

- Each faculty member is responsible for the curriculum and for insuring that students meet the requirements of the various programs.
- Each faculty member must attend all Faculty meetings; absences are excused in advance by the Principal.
- Each faculty member must demonstrate their support and concern for students by offering their services wherever needed and as time allows, and by participation in College community events.
- Whereas participation in church and civic organizations is encouraged, the members of the Faculty are responsible, where necessary in consultation with the Principal, for insuring that such participation does not hinder teaching, scholarship and College community participation.

Academic Freedom Policy

SATC is a tertiary institution of the Presbyterian Church of Trinidad and Tobago that fosters a learning environment within an ecumenical Christian ethos, preparing students for service within the church and community. The academic freedom and responsibility of its lecturers are shaped by our allegiance to Jesus as Lord, and our common Christian identity under the triune God.

Within this framework, a faculty member is free to express opinions in research, publishing, teaching and public actions, without prior authorization of SATC. In this freedom, faculty may expect the support of their institution. Where there are disagreements between SATC colleagues concerning substantive matters of the faith, it is expected that debate will take place within an atmosphere of respect, born of Christian truth and love.

Faculty Advisor

At the beginning of each academic year or as necessary, members of Faculty will be appointed Faculty Advisors to not more than two (2) students.

The Faculty is available for student advising at Orientation and both in the week prior to and during the period of Registration. If for any reason an absence is unavoidable, the Principal and the Faculty member's advisees are notified in advance of the absence, so that a replacement can be arranged.

The Faculty is available to all students seeking their counsel.

Faculty Absence and Tardiness

It is the responsibility of faculty members to meet their classes regularly and faithfully. No faculty member should be absent from class unless it is unavoidable or unless prior arrangements have been made for the class to be profitably continued. Each faculty member is expected to act professionally in this regard and any dismissal of a class should be the exception instead of the rule. In case of an absence caused by an emergency for which advance provision could not be made, the faculty member should call the Office of the Principal or the Administrative Assistant. When any faculty member is tardy for class, the class is expected to remain fifteen minutes before it is dismissed. In the event that the teacher does not appear at the end of the time limit, the class is expected to sign a roll and be dismissed. Following this procedure will ensure that students present for class will not be marked absent.

Faculty Dismissal

The Board of Theological Education (BOTE) reserves the right to dismiss at any time any faculty member.

Such cause would include, but not be restricted to, incompetence, gross indiscretion, teaching contrary to the ideals and purposes of the College, or general neglect or inability to cooperate with the policies of the College. In such cases, the Principal present charges to the BOTE after consultation with the faculty member involved. The matter would be reviewed by the BOTE. The faculty member has full right of being heard, including the right of a hearing before the Board. The Board has final authority in such cases.

Faculty Personnel Records

Faculty personnel records are kept in the Office. These records are confidential, and questions relating to the records may be directed to the Principal. Members of the faculty will be asked to update their personnel file every year prior to each academic year. The following is the list of information that should be provided and kept in the file of each faculty member:

- a letter of appointment
- an up to date resume
- official transcripts of all academic preparation for tertiary level teaching,
- any certificates pertaining to the profession.

Faculty Performance Plan Guidelines

Teaching involves those activities associated with the design and delivery of course material to the student. It is a process designed to advance the student's learning experience. For purposes of evaluation, the teaching role may include the following components:

A. Instructional Delivery

For example,

1. Teaching classes
2. Explaining concepts and procedures and demonstrating skills
3. Conducting help/problem sessions
4. Communicating with students
5. Establishing good relationships with students
6. Encouraging student participation
7. Directing research projects
8. Planning/participating in field trips
9. Conducting independent studies
10. Helping students with academic problems
11. Mentoring students outside the classroom

B. Content Expertise

For example,

1. Keeping up with current information in the field
2. Conveying content to students
3. Conferring with faculty in own discipline

C. Course Design

For example,

1. Preparing for classes
2. Previewing materials for possible classroom use
3. Developing pedagogy to bring latest developments to students
4. Creating or revising programs and courses
5. Preparing laboratories
6. Developing and revising course syllabi
7. Conferring with faculty in own discipline
8. Evaluating and revising instruction

D. Evaluation and Feedback to Students

For example,

1. Preparing and grading exams and make-up tests
2. Assigning grades for courses
3. Evaluating class presentations, projects, and research work

Course Syllabus/Outline

No later than the second week of classes, each faculty member shall deliver to the Administrative Assistant or Principal and to his/her classes, the course outlines/syllabi. The outline should vividly contain the following information: Course title and number, course description and objectives, textbook name, author and edition, what will be taught, chapters to be covered or material to be done, assignments, evaluation method and grading policies, etc. In an effort to provide the best possible instruction, each Lecturer will prepare a course syllabus in accordance with the approved standardized format. The syllabus will be submitted by the deadline specified, to the Administrative Assistant of the

College (who will in turn submit to the Principal). It will be the responsibility of the Lecturer to give each student a course syllabus for each course taught. The syllabi should be distributed at the first session of each course.

Credit Hour

A credit hour represents a sixty (60) minutes weekly session of class work per week for the period of one semester (15 weeks).

1. The normal course load is 25 hours which include tutorials.
2. Faculty may not excuse themselves from teaching responsibilities without arrangements being made for adequate substitution in consultation with the Principal.
3. The Faculty is a body of professional teachers who pursue opportunities to improve their teaching and the learning of their students. This includes review of student evaluations of courses and, as needed, conversations with the Principal about them.

EXAMINATION, GRADING SYSTEM AND METHODS OF ASSESSMENT

1. Examinations:

A course may be examined in one or more examination papers. This may include course papers. Supplemental Examinations would also be held if necessary. Students would be required to gain at least a 50% grade in order to obtain a Credit in a particular course. In addition, they must have a 90% record of attendance at classes in order to write examinations and obtain Credits for any course.

Ministerial students of the Presbyterian Church in Trinidad and Tobago are required to gain a 60% mark to obtain a Credit.

Any student who has failed three (3) or more courses in a year will be required to repeat the particular year, before proceeding further in the program.

It is important to note that if a **deadline date** is given for course papers/work or Final Examination Papers, the lecturer should honor that deadline. In extenuating cases, the lecturer may give reasonable extensions.

Lecturers are responsible for the supervision of their examinations. **If they are unable to do so they must inform the Administrative Assistant to make other arrangements.**

Each lecturer is required to submit his/her Examination Grade Sheets **no later than three (3) weeks** following the date of the final examination on the Examination Time-Table for each Semester.

Grading System

Grade	Mark	Definition	Point-Value
A+	86-100		4.30
A	70-85	Excellent	4.00
A-	67-69		3.70
B+	63-66	Good	3.30
B	60-62		3.00
B-	57-59		2.70
C+	53-56		2.30
C	50-52	Fair	2.00
C-	47-49		1.70
D+	43-46		1.30
D	40-42	Poor	1.00
D-	37-39		0.70
F	33-36	Failure	0.00

Methods of Assessment

Methods of Assessment will vary according to the specific programmes and courses. However, one or more of the following forms of assessment can be used by lecturers:

- ❖ Semester Examination (written/oral)
- ❖ Class Presentation
- ❖ Class Attendance
- ❖ Course papers
- ❖ Final Examinations
- ❖ Reading Assignments
- ❖ Practicum

GENERAL INFORMATION

Student Lecturer Relationships

An effective relationship between faculty members and their students is an essential ingredient of good teaching. The opinions and reactions of students to the College depend largely upon their impressions of instructors. Lecturers usually help to create favorable attitudes toward the College as well as toward the subject they teach.

Each faculty member should exemplify the skills, knowledge, appreciations, habits, and attitudes she or he strives to impart to the students. A good teacher is characterized by a desire to understand the students' backgrounds and viewpoints, a sympathetic concern for their problems, the capacity and willingness to communicate effectively with the students, and an interest in making subject matter as relevant as possible to the students' needs.

Instructional Supplies

The College recognizes instruction to be the core of the institution's program. It is the policy of the college to provide sufficient supplies for the accomplishment of effective teaching. All requests for materials should be done through the college Administrative Assistant.

Library Materials

Believing that faculty members are the most qualified book selectors in their areas of expertise, the Library staff works with individual faculty members to provide periodic reviews of holdings. Recommendations concerning the collection and new materials are solicited. Faculty, staff, and students may submit material requests and suggestions at any time.

A faculty member is allowed to keep a book checked out of the Library for as long as necessary, up to a semester at a time. At the end of each semester faculty members are asked to return all books. If the books are needed, then arrangements can be made with the Librarian to check them out again.

FACULTY LISTING

Rev. Joy E. Abdul-Mohan (Principal)
Licentiate in Theology (St. Andrew's Theological College)
Master of Arts (Princeton Theological Seminary).

Rev. Elvis Elahie
Licentiate in Theology (St. Andrew's Theological College)
Master of Theology (University of Edinburgh – Scotland.)

Rev. Dr. Randall Sammah
Licentiate in Theology (St. Andrew's Theological College)
Master in Religious Education (Emmanuel College)
Doctor of Ministry (Memphis Theological Seminary)

Rev. Winston B. Gopaul
Bachelor of Divinity (London University)
Master in Sacred Theology (McGill University)

Rev. Cyril Paul
Licentiate in Theology (University of the West Indies)
Master in Theology (Princeton Theological Seminary)

Rev. Harold Sitahal
Bachelor of Divinity (London University)
Master in Sacred Theology (McGill University)

Mr. Ken Kalloo
Bachelor of Divinity – University of West Indies
Diploma in Education- University of West Indies

Visiting Lecturers

Dr. Allan McKenzie
Bachelor of Arts (Mc Master University)
Bachelor in Education (University of New Brunswick)
Masters of Arts (Queen's University)
Master of Arts (University of Minnesota)
Doctor of Philosophy (University of Minnesota)

Mr. Ronald Ramcharan
Bachelor of Science (University of the West Indies)
Bachelor in Theology ((University of the West Indies)
Post Graduate Diploma (University of the West Indies)

Rev. Dr. Brian Brown (Canada)
Bachelor of Arts (University of Toronto)
Master in Divinity (McGill University)
Doctor of Ministry (San Francisco Theological Seminary).

Dr. Ken Boodoo (United States)
Bachelor of Arts (Waterloo Lutheran University)
Master of Arts (Carleton University)
Master of Arts (Knox Seminary)
Doctor of Philosophy (University of the West Indies)

Rev. Dr. Richard Goldring (United Kingdom)
Masters in Theology (Glasgow University)
Doctor of Philosophy (Birmingham University)