



ALL AMERICAN INSTITUTE OF MEDICAL SCIENCES

BYLAWS

of

ALL AMERICAN INSTITUTE OF MEDICAL SCIENCES

New Edition Issued February 2021

CONTENTS

| | PAGES |
|---|--------------|
| Preface | 5 |
| ARTICLE I NAME, STATUS, PURPOSE, OFFICES & CAMPUSES | 6 |
| 1.1 NAME & STATUS | |
| 1.2 PURPOSE | |
| 1.3 OFFICES & CAMPUSES | |
| ARTICLE II BOARD OF MANAGEMENT | 7 |
| 2.1 Powers of the Board of Management | |
| 2.2 Membership | |
| 2.3 Rules Governing its Operations | |
| 2.4 Conflict of Interest Policy | |
| ARTICLE III BOARD OF MANAGEMENT (BOM) COMMITTEES | 9 |
| 3.0 GENERAL | |
| 3.1 BOM APPEALS COMMITTEE | |
| 3.2 BOM GOVERNANCE COMMITTEE | |
| 3.3 BOM STRATEGY & LINKAGES COMMITTEE | |
| 3.4 BOM FINANCE & AUDIT COMMITTEE | |
| ARTICLE IV OFFICERS OF THE INSTITUTE | 12 |
| 4.0 GENERAL | |
| 4.1 Chairman of the Board of Management | |
| 4.2 Vice Chair of the Board of Management | |
| 4.3 Corporate Secretary | |
| ARTICLE V EXECUTIVE ADMINISTRATIVE OFFICERS | 13 |
| 5.0 General | |
| 5.1 President | |
| 5.2 Executive Dean & Chief Academic Officer | |
| 5.3 Director of Operations | |
| ARTICLE VI SENIOR ADMINISTRATIVE MANAGEMENT COMMITTEES | 15 |
| 6.0 GENERAL | |
| 6.1 Senior Admin Management Committee | |
| 6.2 Policy Management Committee | |
| 6.3 Student Disciplinary Committee | |
| 6.4 Student Finance Committee | |
| ARTICLE VII ORGANIZATION OF SCHOOLS, COLLEGES & ACADEMIC DEPARTMENTS | 17 |
| 7.0 GENERAL | |
| 7.1 AAIMS School of Medicine | |
| 7.2 AAIMS School of Natural & Applied Sciences | |
| 7.3 Academic Heads; Appointment & Duties | |
| 7.4 Degrees in Course | |

CONTENTS

| | PAGES |
|---|--------------|
| ARTICLE VIII FACULTY | 19 |
| 8.0 Composition | |
| 8.1 Authority | |
| 8.2 Faculty Handbook | |
| 8.3 Staff Handbook | |
| 8.4 Collaboration between Faculty & Administrative Officers | |
| ARTICLE IX FACULTY BOARD | 20 |
| 9.0 General | |
| 9.1 Membership | |
| 9.2 Governing Rules | |
| ARTICLE X COMMITTEES OF THE FACULTY BOARD | 21 |
| 10.0 General | |
| 10.1 Admissions Committee | |
| 10.2 Core Curriculum Committee | |
| 10.3 Promotions Committee | |
| 10.4 Faculty Development & Research Committee | |
| 10.5 Student Academic Advising Committee | |
| 10.6 Library Advisory Committee | |
| 10.7 Technology Governance Committee | |
| ARTICLE XI STUDENT BODY | 25 |
| 11.1 Composition | |
| 11.2 Rules Governing Students | |
| 11.3 Undergraduate Representation | |
| 11.4 Graduate Representation | |
| ARTICLE XII GENERAL PROVISIONS: ACADEMIC & FISCAL YEAR, EXECUTION OF DOCUMENTS | 26 |
| 12.0 Academic & Fiscal Year | |
| 12.1 Execution of Documents | |
| ARTICLE XIII INDEMNITY | 27 |
| 13.0 General | |
| ARTICLE XIV AMENDMENTS TO BYLAWS | 27 |
| 14.0 General | |
| DOCUMENT REVISION HISTORY PAGE | 28 |

LIST OF APPENDICES

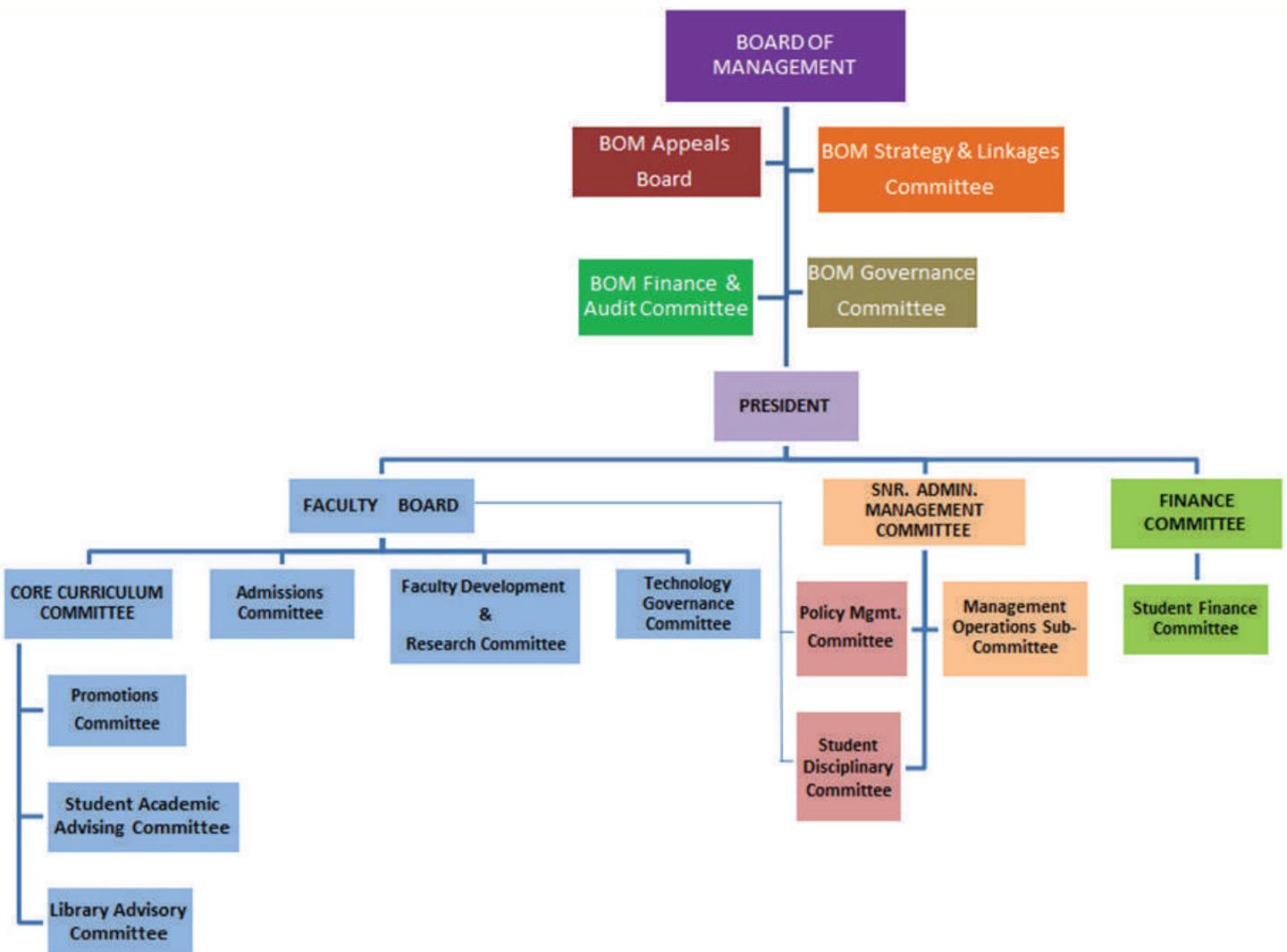
- Appendix II.1** – AAIMS Board of Management Terms of Reference
- Appendix II.2** – AAIMS Conflict of Interest Policy
- Appendix III.1** – AAIMS BOM Governance Committee Terms of Reference
- Appendix III.2** – AAIMS BOM Strategy & Linkages Committee Terms of Reference
- Appendix III.3** – AAIMS BOM Finance & Audit Committee Terms of Reference
- Appendix III.4** – AAIMS BOM Appeals Committee Terms of Reference
- Appendix VI.1** – Snr. Admin. Management Committee Terms of Reference
- Appendix VI.2** – Policy Management Committee Terms of Reference
- Appendix VI.3** – Students Disciplinary Committee Terms of Reference & Regulations
- Appendix VI.4** – Student Finance Committee Terms of Reference
- Appendix VIII.1** – Faculty Handbook
- Appendix VIII.2** – Staff Handbook
- Appendix IX.1** – Faculty Board Terms of Reference
- Appendix X.1** – Admissions Committee Terms of Reference
- Appendix X.2** – Core Curriculum Committee Terms of Reference
- Appendix X.3** – Promotions Committee Terms of Reference
- Appendix X.4** – Faculty Development & Research Committee Terms of Reference
- Appendix X.5** – Student Academic Advisory Committee Terms of Reference
- Appendix X.6** – Library Advisory Committee Terms of Reference
- Appendix X.7** – IT Governance Committee Terms of Reference
- Appendix XI.1** – Student Handbook

PREFACE

This Edition of AAIMS Bylaws was compiled in February 2021, incorporating updated Terms of Reference for the Institute’s Permanent Committees, all of which were reviewed and revised where necessary, between March 2020 -February 2021. In some instances, new Terms of Reference were developed for newly adopted Committees.

Arising from the review discussions and deliberations regarding the current and specific governance needs of the Institute over the period, the committee hierarchical structure depicted in the chart below, represents the governance framework which is currently established for AAIMS, and on which basis, these Bylaws have been compiled.

AAIMS Governance Structure: Organization of Permanent Committees



ARTICLE I

NAME, STATUS, PURPOSE, OFFICES & CAMPUSES

1.1 Name & Status

The name of the Institution is The All American Institute of Medical Sciences (hereinafter referred to as the “Institute”). It is duly incorporated as a for-profit school of medical education, under the Companies Laws of Jamaica, West Indies.

1.2 Purpose

The Institute was incorporated exclusively for educational and scientific purposes, deriving its powers from a charter granted by an act of the Governor General of Jamaica on May 1, 2009. The specific purposes of the Institute to operate as an educational facility primarily for the purpose of providing health care and education.

1.3 Offices & Campuses

- (a) **Principal Office:** The Principal Registered Office of the Institute will be located at such a place in Jamaica as the Board of Management of the Institute (the “Board”) may from time to time determine. The Principal Office is currently located at 107 Constant Spring Road, Kingston, Jamaica, West Indies
- (b) **Other Offices and Campuses:** The Institute also may have other offices at such other places within Jamaica as the Board may from time to time determine, or the business of the Institute may require. The other offices of the Institute currently are as follows:
- **Black River Campus**
66 High Street, Black River
St. Elizabeth, Jamaica
 - **Mandeville Campus**
3 ½ Caledonia Road
Mandeville, Manchester, Jamaica

ARTICLE II

BOARD OF MANAGEMENT

2.1 Powers of the Board of Management

The Board of Management, hereinafter referred to as the “Board”, shall have the entire control and management of the affairs of the Institute. The Board will establish policy and strategic direction for the Institute and oversee the business and affairs of the Institute; and nothing provided in these Bylaws shall diminish or reduce the Board’s plenary authority over all matters related to the control and management of the affairs of the Institute.

2.2 Membership of the Board

- (a) **General Members** are nominated by the Shareholder Board of Directors, and membership shall comprise the number and categories of external as well as internal stakeholders, as specified in the *AAIMS Board of Management Terms of Reference*, included in these Bylaws as **Appendix II.1**
- (b) **The Chairman of the Board** is elected by the members of the Board, and shall be an external stakeholder.

2.3 Rules Governing the Operations of the Board of Management

The rules governing the operations of the Board of Management are outlined in the *AAIMS Board of Management Terms of Reference document*, included in these Bylaws as **Appendix II.1**

2.4. Conflicts of Interest

(a) General

The Board will establish one or more policies with respect to Conflicts of Interest by Board Members, Officers and Committee members and such other persons at the Institute as determined by the Board.

(b) Definition of Conflict of Interest

“Conflict of interest” means a situation in which a Board Member’s financial interest in a transaction for the provision of goods or services to the Institute for compensation or remuneration, or his or her relationship with an individual or organization comprises the Board Member’s independence of judgment, allows a Board Member to exploit his or her position for personal or financial gain, or causes harm to the Institute’s reputation.

(c) Responsibility of Board Members to Recuse

Board Members shall avoid participating in any decision in which, by any reasonable standard, institutional or other connections could influence the Board Member's independent judgment. Where the Board Member is in doubt as to whether he or she should avoid participating in a decision, he/she shall raise the issue in advance with the Chair of the Board for determination.

(d) Responsibility of Board Members to Declare Interests

Each Board Member shall be required to file on an annual basis, and at such other times as a potential conflict of interest may arise, a Disclosure and Compliance Affirmation Statement disclosing his or her financial interest, or that of an affiliate, in a transaction for the provision of goods and services to the Institute for compensation or remuneration, and affirming that (1) the Board Member has read the Conflict of Interest Policy contained in these Bylaws, and (2) the Board Member will avoid participating in any decision of the Institute involving or affecting such transaction or where for other reasons the Board Member's independent judgment could be affected by a conflict of interest.

(e) Conflict of Interest Policy

The Institute's Conflict of Interest Policy applicable to Board Members, Faculty and Staff Members, is included in these Bylaws at **Appendix II.2**, and which includes a Declaration of Interest Form to be used for filing actual or potential sources of conflict of interest.

ARTICLE III

COMMITTEES OF THE BOARD OF MANAGEMENT

3.0 General

The Board may establish such committees of the Board with such powers and responsibilities as determined by the Board and as permitted by law. Each such committee of the Board, and subcommittee where permitted, will consist of a specified number of external members, and may include other internal members.

The four (4) current Committees of the Board are:

- i. BOM Governance Committee (Policies and Administration)
- ii. BOM Strategic & Linkages Committee
- iii. BOM Finance and Audit Committee
- iv. BOM Appeals Committee

3.1 BOM Governance Committee – Purpose, Membership & Governing Rules

(a) Purpose:

To Keep under review and oversee matters relating to the Governance aspects of the Institute, including its Permanent Committees Structure, Organization Structure, Policies, Regulations, Rules and any other relevant Administrative aspects necessary for the efficient and effective functioning of the organization. To Review the adherence of the operations of the Institute to its Mission Statement; and advise the Board of Management of any need for adjustments.

(b) Membership & Governing Rules of Operation:

Membership of the BOM Governance Committee shall comprise all the persons and ex-officio positions described in the *AAIMS BOM Governance Committee Terms of Reference document*, included in these Bylaws as **Appendix III.1**

The Chairman of this committee shall be appointed by the Chairman of the Board of Management.

The rules governing the operations of the BOM Governance Committee are outlined in the *AAIMS BOM Governance Committee Terms of Reference document*, included in these Bylaws as **Appendix III.1**

3.2 BOM Strategy & Linkages Committee – Purpose, Membership & Governing Rules

(a) Purpose

The BOM Strategy & Linkages Committee will focus on strategy rather than detailed governance and administrative matters, but to be effective it must take a keen interest in how strategy is implemented. This information will be provided through the Senior Management Committee.

The BOM Strategy & Linkages Committee will consider the long-term vision of the Institution, and the preferred strategic options in achieving that vision, utilising advocacy, linkages and strategic alliances where appropriate, in support of the Institute’s plan to become the Medical School of choice for students locally and internationally.

(b) Membership & Governing Rules of Operation

Membership of the BOM Strategy & Linkages Committee shall comprise all the persons and ex-officio positions described in the *AAIMS BOM Strategy & Linkages Committee Terms of Reference document*, included in these Bylaws as **Appendix III.2**

The Chairman of this committee shall be appointed by the Chairman of the Board of Management.

The rules governing the operations of the BOM Strategy & Linkages Committee are outlined in the *AAIMS BOM Strategy & Linkages Committee Terms of Reference document*, included in these Bylaws as **Appendix III.2**

3.3 BOM Finance & Audit Committee – Purpose, Membership & Governing Rules

(a) Purpose

The BOM Finance & Audit Committee exercises governance responsibilities in the oversight of the Institute’s financial and business affairs and, within delegated authority, acts on behalf of the Board of Management (the Board) on those matters.

The BOM Finance & Audit Committee shall be responsible for reviewing and recommending to the Board of Management, policies affecting the financial affairs of the Institute. It shall review and consider the budget and requests for appropriation of funds for the Institute as prepared by the Administration.

The BOM Finance & Audit Committee shall review and approve the audited Financial Statements of the Institution.

(b) Membership & Governing Rules of Operation

Membership of the BOM Finance & Audit Committee shall comprise all the persons and ex-officio positions described in the *AAIMS BOM Finance & Audit Committee Terms of Reference document*, included in these Bylaws as **Appendix III.3**

The Chairman of this committee shall be appointed by the Chairman of the Board of Management.

The rules governing the operations of the BOM Finance & Audit Committee are outlined in the *AAIMS BOM Finance & Audit Committee Terms of Reference document*, included in these Bylaws as **Appendix III.3**

3.4 BOM Appeals Committee – Purpose & Authority, Membership & Governing Rules

(a) Purpose & Authority

The BOM Appeals Board has authority to hear appeals against decisions of the Senior Management Committee as it relates to student discipline, faculty and staff disciplinary, or any other issues on which students, faculty or staff may be not satisfied.

Matters brought to the BOM Appeals Board shall be restricted to procedural matters, issues of leniency or submission of fresh evidence not available at the time of the hearing by the Senior Management Committee.

The BOM Appeals Board may set aside, vary or confirm the decision of the Senior Management Committee or may set aside or vary the penalty imposed.

There shall be no appeal from a decision of the BOM Appeals Board.

(b) Membership & Governing Rules of Operation

Membership of the BOM Appeals Committee shall comprise all the persons and ex-officio positions described in the *AAIMS BOM Appeals Committee Terms of Reference document*, included in these Bylaws as *Appendix III.4*

The Chairman of this committee shall be appointed by the Chairman of the Board of Management.

The rules governing the operations of the BOM Appeals Committee are outlined in the *AAIMS BOM Appeals Committee Terms of Reference document*, included in these Bylaws as **Appendix III.4**

ARTICLE IV

OFFICERS OF THE BOARD

4.0 General

The Officers of the Board shall consist of the following:

- Chairman of the Board of Management
- Vice Chair of the Board of Management
- Board Secretary

4.1 Chairman of the Board of Management

- The Chair of the Board shall preside at all meetings of the Board when present.
- The Chair of the Board shall have the authority to perform the duties imposed by law, the Charter of the Institute, these Bylaws, and resolutions of the Board. The Chair of the Board shall perform generally the functions of the executive head of the Board.
- The Chair of the Board shall be an ex officio member of all standing and special committees of the Board.
- The Chair of the Board shall not be counted for purposes of determining the presence of a quorum and shall have no vote in standing and special committees.

4.2 Vice-Chair of the Board of Management

- In the event of the absence or disability of the Chair of the Board, the powers and duties of the Chair of the Board shall devolve upon the Vice Chair of the Board.

4.3 Board Secretary

- It shall be the duty of the Secretary of the Institute to keep, or cause to be kept, at the principal executive office, or such other place as the Board may order, the original or a copy of the Institute's Articles of Incorporation and Bylaws, as amended to date.
- Under the direction of the President and the Board, the Secretary is responsible for the administration of matters related to the Board, its standing, special, and visiting committees, and providing staff support for the Board and its committees.
- The Secretary of the Institute shall give, or cause to be given, notice of all meetings of the Board required by the Bylaws or by law to be given and shall have such other powers to perform such other duties incident to the office of the Secretary of the Institute and as may be prescribed by the Board or by the Bylaws.
- The Secretary of the Institute shall also record or cause to be recorded and shall keep or cause to be kept full records of the proceedings of the Board and its Committees,
- The Secretary shall keep the seal of the corporation and when so instructed to affix the same to documents as required,
- The Secretary is the liaison between the Board and the Institute's administration.
- The Secretary of the Institute may from time to time appoint Associate and Assistant Secretaries of the Institute, which Associate and Assistant Secretaries shall not be officers of the Institute. Such Associate and Assistant Secretaries shall be directly responsible to the Secretary of the Institute and shall perform such duties as are assigned by the Secretary of the Institute.

ARTICLE V

ADMINISTRATIVE EXECUTIVE OFFICERS

5.0 General

Subject to the approval of the Board of Management, the President of the Institute may from time to time appoint administrative executives of the Institute with such titles as the President deems appropriate, which executives shall not be officers of the Institute. All of the officers of the Institute except the Chairman of the Board, all administrative executives, and all academic officers of the Institute shall be subject to the nomination/selection by the President of the Institute, and operate according to his/her direction.

The administrative officers of the Institution shall be:

- the President;
- the Ex-officio Executive Director
- the Executive Dean & Chief Academic Officer;
- the Director of Operations;
- and such other senior administrative officers as the Board, by resolution, shall from time to time establish.

5.1 President

- The President of the Institute shall be elected by the Board. He/she shall be the chief executive officer of the Institute in charge of all its operations. He/she shall be responsible for carrying out policies established by the Board; but he/she may delegate any of his/her functions.
- The President has direct managerial responsibility for the Financial affairs of the Institute.

5.2 Executive Director

- Ex-Officio Member of the Board of Management
- Shall provide consultation for various aspects of the organization

5.3 Executive Dean & Chief Academic Officer ("Executive Dean")

- The Executive Dean shall be the chief academic officer of the Institute next in authority to the President of the Institute. The Executive Dean shall report to the President and, in addition to the powers and duties specified in this Bylaw, shall have such additional powers and duties as shall be assigned from time to time by the President.

- As chief academic officer, the Executive Dean shall be responsible for proposing academic and educational policies to the Faculty Board and for reviewing and approving, prior to implementation, all academic and educational policies of the Institute which are initiated and approved by the Faculty Board.
- The Executive Dean shall receive through the Faculty Board, recommendations developed by the faculty and educational officers for consideration and recommendation to the President and Board of Management.

5.4 Director of Operations

- In the absence or incapacity of the President of the Institute, his/her duties shall be performed by the Director of Operations.
- The Director of Operations shall devise strategies to ensure growth of programs enterprise-wide, identifying and implementing process improvements that will maximize output and minimize costs.
- A fundamental office of the Director of Operations is to develop, implement, and monitor the day-to-day operational systems and processes that provide visibility into goals and progress for the Institution.
- It is the authority of the Director of Operation to collaborate with executive-level management in the development of performance goals and long-term operational plans

ARTICLE VI

SENIOR ADMINISTRATIVE MANAGEMENT COMMITTEES

6.0 General

The President may establish such committees of the Senior Administrative Management, with such powers and responsibilities as approved by the Board and as permitted by law. Each such committee of the Senior Administrative Management, and subcommittee where permitted, will consist of the specified number of members as provided for in their respective Terms of Reference.

The four (4) current standing committees of the Senior Administrative Management are:

- (i) Senior Administrative Management Committee
- (ii) Policy Management Committee
- (iii) Student Disciplinary Committee
- (iv) Student Finance Committee

6.1 Senior Administrative Management Committee

- (a) **Purpose of this Committee:** To provide a forum in which to receive reports from, and collaboratively review the progress of all departments and other Administrative Committees on the Institutes' objectives; at the operational level as well as at the strategic level, and to brainstorm/develop strategies to address any foreseen challenges.
- (b) **Rules Governing Operations of the Committee:** These are provided in the *Snr. Admin Management Committee Terms of Reference document*, at **Appendix VI.1**

6.2 Policy Management Committee

- (a) **Purpose of this Committee:** The Policy Management Committee is established as a joint Committee of the Senior Management Committee and the Faculty Board, under the authority of the Chairman of the Board of Management.

The Policy Management Committee is to be a high-level management committee that coordinates and oversees the rules, policies, procedures and similar instruments (referred to collectively in this document as Policies); and terms of reference for management committees.

This committee is delegated to perform the approval, advice and monitoring functions in relation to Policies as set out in these Terms of Reference, and all matters ancillary to those functions. In particular, the Committee will ensure that the development, implementation, review, and where necessary the abolition of Policies follows proper process, including consultation with affected parts of the Institution.

- (b) Rules Governing Operations of the Committee:** These are provided in the *Policy Management Committee Terms of Reference document*, at **Appendix VI.2**

6.3 Students Disciplinary Committee

- (a) Purpose of this Committee:** The Student Disciplinary Committee is created under the authority of the Board of Management, which is ultimately responsible for the discipline of the Students of the Institution and the procedures related thereto.

The Student Disciplinary Committee is to review, investigate and adjudicate on matters referred to it by authorised officers of the Institution. This Committee is to also hear the appeals of Students on whom penalties may have been imposed by authorised officers of the Institution.

In the conduct of its duties, the Student Disciplinary Committee will follow the procedures prescribed in the Student Disciplinary Regulations 2011/01, and its Schedules attached thereto, at all times ensuring that students are provided with adequate opportunity for their point of view to be presented and fairly considered.

- (b) Rules Governing Operations of the Committee:** These are provided in the *Student Disciplinary Committee Terms of Reference, Regulations & Procedures document*, at **Appendix VI.3**

6.3 Student Finance Committee

- (a) Purpose of this Committee:** The Student Finance Committee (SFC) ensures that a sound resource framework is in place and that decisions are made within the approved framework to have general supervision of the finances associated with the payment of tuition at AAIMS and to ensure that fees are calibrated accurately and has been properly authorised.

As part of its portfolio the SFC reviews trends and predispositions which have implications to impair the strategic plan approved by the Finance Committee while making recommendations on related matters.

- (b) Rules Governing Operations of the Committee:** These are provided in the *Student Finance Committee Terms of Reference document*, at **Appendix VI.4**

ARTICLE VII

ORGANIZATION OF SCHOOLS & ACADEMIC DEPARTMENTS

7.0 General

The Institute currently comprises the following integral schools and academic departments:

- **AAIMS School of Medicine**, which offers a 4 year track to completion with the highest terminal degree being Doctor of Medicine;
- **AAIMS School of Natural & Applied Sciences, which offers two categories of programs:**
 - **Associates Degree Program** which serves also as a qualifying program for entry to the MD program for students who elect to take this route.
 - **Paramedical Certificate programs** in various fields of the medical profession, under the auspices of the AAIMS Alliance Health Division.

7.1 AAIMS School of Medicine

The AAIMS School of Medicine shall be organized into departments, to offer the Basic Sciences and Clinical Sciences components of the MD program. The Clinical Sciences (or Clerkship) department is further organized into Clerkship Chairs, based on the six (6) specified Core Clerkship subject areas, as depicted below:

MD Program

- MD Basic Sciences Department
- MD Clinical Sciences Department
 - Six (6) Core Clerkship Subject Chairs

7.2 AAIMS School of Natural & Applied Sciences

The two main categories of programs offered in this school are:

- Associates Degree in Health Sciences, which includes qualification for entry into the MD Program for students who elect to take this route.
- AAIMS Alliance Health Division is a paramedical institution established in Jamaica with an objective of providing quality healthcare training services to its students. Students matriculate as Certified Technicians or Aides in the programme of their choice

7.3 Academic Heads; Appointment & Duties

(a) Academic Heads:

The Executive Dean of AAIMS School of Medicine is the Chief Academic officer for all the Schools of AAIMS.

The School of Medicine shall have **Associate Deans** to manage each of its two departments as follows: Associate Dean of Basic Sciences and Associate Dean of Clinical Sciences.

Each of the six (6) Core Clerkship (Clinical) subject departments shall be headed by a **Department Chair**, who will coordinate the activities and responsibilities of preceptors across all clinical sites, via the designated Site Director's.

The Associates Degree/Pre-Med Program is managed by a Program Manager, while the Alliance Health Division is managed by a **Principal**.

(b) Appointment:

Department Chairs, Program Managers and Principals, shall be appointed by the President of the Institute, upon the recommendation of the appropriate Associate deans and the Executive Dean, with the President having the authority to replace a Department Chair/Programme Manager/ Principal at any time if, in the opinion of the President, Executive Dean, or the appropriate Associate Dean, such action shall be desirable.

(c) Duties:

The chair/director of any department/school, in addition to other duties, shall have immediate charge of supervising and coordinating all research, instructional, educational, and outreach activities of that department/school.

7.4 Degrees in Course, Certificates and Diplomas

(a) **Degrees in course** shall be conferred by the President upon recommendation of the Executive Dean, via the appropriately designated Associate Dean or Program Manager, and approved by the Board of Management.

(b) **Certificates and Diplomas** shall be in such form and signed in such a manner as may be determined by the Board

ARTICLE VIII

FACULTY

8.0 Composition

The Faculty shall consist of the President of the Institute; the Executive Dean, Senior Vice President, Academic Affairs; Academic Deans and Programme Managers; and members of the teaching and research staff holding titles including the following terms: Professors, Associate Professors, Assistant Professors, Instructors, Lecturers (but not Assistant Lecturers) and Librarians

8.1 Authority of Faculty

Until otherwise ordered by the Board, and to the extent provided in these Bylaws, authority is hereby delegated to the Faculty of the Institute to formulate and administer the academic and educational policies of the Institute in accordance with the Charter of the Institute, provided that any changes in academic and educational policies having a material financial impact upon the Institute shall require approval of the Board.

8.2 Faculty Handbook

The Faculty Handbook shall contain the major policies and regulations of the Institute relevant to the recruitment, appointment, and duties and responsibilities of Faculty, and shall be maintained jointly by the Faculty Board and the Executive Dean's Office. The Faculty Handbook is an integral part of these bylaws and is included as Appendix VIII.1

8.3 Staff Handbook

The Staff Handbook shall contain the major policies and regulations of the Institute relevant to the general management of the human resources of the Institute. These policies shall apply to the academic as well as non-academic staff. The Staff Handbook is an integral part of these bylaws and is included as Appendix VIII.2

8.4 Collaboration between Faculty & Administrative Officers

The Faculty and Administrative Officers of the Institute shall administer the academic and educational policies of the Institute in a collaborative manner. All matters of conflicting jurisdiction as to the exercise of powers by the several schools, programmes and departments, shall be decided by the President of the Institute in his or her sole discretion.

ARTICLE IX

FACULTY BOARD

9.0 General

The role of the Faculty Board shall be to advise and assist the Executive Dean in a range of practical and policy matters, to bring together into one forum consideration of all aspects of academic matters relating to the Faculty and, through the Executive Dean, to have input to the Board of Management (BOM).

The Faculty Board is to provide a forum for deliberation on matters of the AAIMS academic policy and the development of the Faculty so as to contribute to the formulation and review of the academic policies of the Institute and of its vision, mission and strategy

9.1 Membership of the Faculty Board

Members are nominated by the Board of Management, and membership shall comprise the number and categories of Faculty and Staff, as specified in the *Faculty Board Terms of Reference*, included in these Bylaws as **Appendix IX.1**

The Chairman of the Faculty Board shall be the Executive Dean.

9.2 Rules Governing the Operations of the Faculty Board

The rules governing the operations of the Faculty Board are outlined in the *Faculty Board Terms of Reference document*, included in these Bylaws as **Appendix IX.2**

ARTICLE X

COMMITTEES OF THE FACULTY BOARD

10.0 General

The Board of Management may establish such committees of the Faculty Board with such powers and responsibilities as determined by the Board and as permitted by law. Each such committee of the Faculty Board, and subcommittee where permitted, will consist of specified categories and numbers of members as outlined in the respective Terms of Reference for each Committee or subcommittee.

The seven (7) current Committees of the Faculty Board are:

- i. Admissions Committee
- ii. Core Curriculum Committee
- iii. Promotions Committee
- iv. Faculty Development & Research Committee
- v. Student Academic Advising Committee
- vi. Library Advisory Committee
- vii. Technology Governance Committee

10.1 Admissions Committee – Purpose, Membership & Governing Rules

- (a) **Purpose:** The Admissions Committee for the Doctor of Medicine (MD) Program is chaired by the Director of Student Services, and is accountable to the Faculty Board. The Committee is vested with responsibility for approving decisions throughout the admissions process, for ongoing evaluation of admissions policies and procedures, and for ensuring that the entire admissions process reflects the MD Programme’s academic plan, mission and goals. The Committee holds final authority for all decisions concerning offers of admission to or notices of rejection from the MD Program.
- (b) **Members of the Admissions Committee** are nominated by the Board of Management, and membership shall comprise the number and categories of *Faculty and Staff*, as specified in the *Admissions Committee Terms of Reference*, included in these Bylaws as **Appendix X.1**
- (c) **The rules governing the operations of the Admissions Committee** are also outlined in the *Admissions Committee Terms of Reference document*, included in these Bylaws as **Appendix X.1**

10.2 Core Curriculum Committee

- (a) **Purpose:** The AAIMS Core Curriculum Committee monitors the broad scope of the curriculum and implements and oversees all planned curricular changes. In addition, it serves as a forum to review and approve course proposals, to study special issues and problems, and to report to the faculty on curricular issues.

The committee will oversee the core curriculum, revising and developing it as necessary, to ensure that it remains compatible with the mission of the Institution and the educational tradition in which it stands, and maintains adherence to the standards set forth for Educational Programmes by the Institution's primary accreditation bodies: the UCJ and CAAM-HP.

- (b) **Members of the Curriculum Committee** are nominated by the Board of Management, and membership shall comprise the number and categories of Faculty and Staff, as specified in the *Curriculum Committee Terms of Reference*, included in these Bylaws as **Appendix X.2**
- (c) **The rules governing the operations of the Curriculum Committee** are also outlined in the *Curriculum Committee Terms of Reference document*, included in these Bylaws as Appendix X.2

10.3 Promotions Committee – Purpose, Membership and Governing Rules

- (a) **Purpose:** The Promotions Committee is responsible for the consideration and final determination of module and year results for all taught programmes of study that are under its remit.

The Promotions Committee is responsible for the approving and marking of all assessment items relevant to the programmes of study under its remit. The formal procedures to be followed in the approving and marking of all assessment items will be determined by the members of the Examination Board and must take account of all School policies and guidance on assessment matters, set out in the relevant policies and procedures documents.

- (b) **Members of the Promotion Committee** are nominated by the Board of Management, and membership shall comprise the number and categories of Faculty and Staff, as specified in the *Promotions Committee Terms of Reference*, included in these Bylaws as **Appendix X.3**
- (c) **The rules governing the operations of the Promotions Committee** are also outlined in the *Promotions Committee Terms of Reference document*, included in these Bylaws as **Appendix X.3**

10.4 Faculty Development & Research Committee – Purpose, Membership and Governing Rules

(a) Purpose:

The Faculty Development & Research Committee shall

- Support a professional development program for full-time and adjunct faculty.
- Find ways to identify, from among our own Residents in training, individuals who possess potential for development as academic Faculty for the future, facilitate that development, and finally to successfully recruit them to the Faculty.
- Encourage and facilitate high levels of scholarship and research within the Institution.

(b) **Members** of the Faculty Development & Research Committee are nominated by the Board of Management, and membership shall comprise the number and categories of Faculty and Staff, as specified in the *Faculty Development & Research Committee Terms of Reference*, included in these Bylaws as **Appendix X.4**

(c) **The rules governing the operations of the Faculty Development & Research Committee** are also outlined in the *Faculty Development & Research Committee Terms of Reference document*, included in these Bylaws as **Appendix X.4**

10.5 Student Academic Advising Committee – Purpose, Membership and Governing Rules

(a) **Purpose:** The AAIMS Student Academic Advisory Committee (SAAC), is mandated to provide guidance to students not only on academic matters but also on other areas of their development.

The Student Academic Advisory System (SAAS) Committee plays an important role in the academic success and progression of students. This is a process in which students are provided with support for identifying their academic and career goals, devising plans to achieve these goals, and evaluating their own progress.

(b) **Members of the Student Academic Advising Committee** are nominated by the Board of Management, and membership shall comprise the number and categories of Faculty and Staff, as specified in the *Student Academic Advising Committee Terms of Reference*, included in these Bylaws as **Appendix X.5**

(c) **The rules governing the operations of the Student Academic Advising Committee** are also outlined in the *Student Academic Advising Committee Terms of Reference document*, included in these Bylaws as **Appendix X.5**

10.6 Library Advisory Committee – Purpose, Membership and Governing Rules

- (a) **The purpose** of the Library Advisory Committee is to advise the Director of Library Services on the development, coordination and evaluation of library resources and services, including provision of multi-media and information technology to meet the needs of students and faculty. The Library Advisory Committee receives booklists from faculty members and make recommendations for materials to be added to the Collection.
- (b) **Members** of the Library Committee are nominated by the Board of Management, and membership shall comprise the number and categories of Faculty and Staff, as specified in the *Library Committee Terms of Reference*, included in these Bylaws as **Appendix X.6**
- (c) **The rules governing the operations of the Library Committee** are also outlined in the *Library Committee Terms of Reference* document, included in these Bylaws as **Appendix X.6**

10.7 IT Governance Committee – Purpose, Membership and Governing Rules

- (a) **Purpose:** The IT Governance Committee is a university-wide information technology governance body which exists to develop strategic initiatives in information technology, approve policy recommendations of subcommittees, oversee information technology including but not limited to administrative systems, personal computing, telecommunications, audio/video, and distance learning.
- (b) **Members** of the IT Governance Committee are nominated by the Board of Management, and membership shall comprise the number and categories of Faculty and Staff, as specified in the *IT Governance Committee Terms of Reference*, included in these Bylaws as **Appendix X.7**
- (c) **The rules governing the operations of the IT Governance Committee** are also outlined in the *IT Governance Committee Terms of Reference* document, included in these Bylaws as Appendix X.7

ARTICLE XI

STUDENT BODY

11.1 Composition

The Student Body of the Institute shall consist of all students from time to time registered in the University.

11.2 Rules governing Students

The Institute shall publish a Student Handbook for the guidance of Students concerning student support services, their rights and responsibilities, and outlining the main policies and procedures relevant to students. The Institute shall also promulgate as many other policies and procedures which may be required to address specific aspects of student life. *The AAIM Student Handbook* is included in these Bylaws at **Appendix XI.1**

11.3 Undergraduate Representation

The AAIMS Student Guild is the official undergraduate student representative government of the Institute, with power to make studies, reports, and recommendations to the President of the Institute in any and all matters pertaining to the well-being of the undergraduate student body.

11.4 Graduate Representation

The Alumni Association of the Institute shall be the official graduate student representative government of the Institute, with power to make studies, reports, and recommendations to the President of the University in any and all matters pertaining to the well-being of the graduate student body.

ARTICLE XII

GENERAL PROVISIONS: ACADEMIC & FISCAL YEARS, EXECUTION OF DOCUMENTS

12.0 Academic & Fiscal Years

- (a) **The academic year** of the Institute shall commence on the first day of the Fall Term, usually in September or October of the calendar year, and shall conclude twelve months hence.
- (b) **The fiscal year** of the Institute shall commence on the first day of January of each calendar year and shall conclude on and with the thirty-first day of December of each such fiscal year.

12.1 Execution of Documents

Except as otherwise required by law or by the Board, documents shall be executed on behalf of the Institute as follows: All contracts, deeds, leases, notes, and other instruments in writing shall be signed by any one of: Chairman of the Board, President of the University, Any Senior Officer (as defined in Article V of these Bylaws)

In addition to the above, the President of the University, and those Senior Officers authorized by the President of the Institute, may give written authorization to other administrative executives to sign various described classifications of documents.

ARTICLE XIII INDEMNITY

13.0 General

The Institute, upon appropriate resolution of its Board, will indemnify and hold a person who is, or was, a Member of the Board, an officer, employee or other agent of the Institute harmless from and against all expenses, judgments, fines, settlements, and other amounts actually and reasonably incurred in any civil, criminal, administrative, investigative or other legal proceeding brought against them or any of them arising out of the performance of their duties as Board members, officers, employees or other agents of the Institute, to the full extent allowed by the law of Jamaica.

ARTICLE XIV AMENDMENTS TO BYLAWS

14.0 General

The Board may amend or repeal these Bylaws at any meeting of the Board by a vote of a majority of the voting members present at any meeting of the Board at which there is a quorum, or by unanimous written consent of the Board of Management.

DOCUMENT REVISION HISTORY

| VERSION | DATE | AUTHOR (& Approvals) | RATIONALE |
|-----------------|---------------|--|--------------|
| Final | 2004 | Dr. Trevor Hamilton | First Issue |
| Version 2 Final | February 2021 | Andrea Reid, Registrar (Policy Committee, Board of Management) | Second Issue |
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BOARD OF MANAGEMENT TERMS OF REFERENCE

Updated December 29, 2020

ARRANGEMENT OF SECTIONS

- A. Mandate
- B. Membership
- C. In attendance as required
- D. Appointment of Board Chairman
- E. Frequency of Meetings
- F. In Camera/Executive Sessions
- G. Membership (duration)
- H. Reporting relationships
- I. List of Standing Committees
- J. Roles and Responsibilities of Board of Management
- K. Guidelines for Board Members
- L. Self review and annual report

DEFINITIONS:

Board of Directors refers to the governing body of AAIMS and its shareholders. This board has the ultimate decision-making authority and sets the institute's policy, objectives, and overall direction.

Board of Management refers to a secondary Board appointed by the Board of Directors to oversee the purpose, governance, conduct and management of the Institute.

A. MANDATE

1. There shall be a Board to be called the All American Institute of Medical Sciences (AAIMS) Board of Management.
2. The Board of Management is responsible to oversee the purpose, governance, conduct, and management of the institution.
3. The Board shall have the power to do all such things (in its opinion) necessary for the proper discharge of its functions without prejudice for the best interest of the Institute, and in the delivery of quality medical education to students.
4. The Board of Directors will indemnify the Board of Management of any external legal issues directly related to AAIMS and which fall within the terms of reference of the Board.

B. MEMBERSHIP

The Board shall consist of not less than nine (9) members and not more than fifteen (15) and members are nominated by the Board of Directors. The Membership comprise of the following categories:

External Stakeholders

1. A nominee from the Public Health system
2. A nominee from the field of Education
3. A nominee from the field of Medical Education
4. Two (2) nominees from the Private Sector (Finance / Business)
5. A nominee from the field of Academic Administration
6. A nominee from the Private Medical Community

Internal Stakeholders

7. Representative from Student Guild/Alumni
8. Academic Representatives being either one of the following:
 - a. The Dean (*ex officio*)
 - b. Vice President Academic Affairs (*ex officio*)
9. Non-Academic Representatives
 - a. President (*ex officio*)
 - b. Executive Director (*ex officio*)
 - c. Registrar (*ex officio*)
 - d. Bursar (*ex officio*)

In the absence of an *ex officio* member, a senior member of the management team can be nominated to represent the absent member.

Chairman

The Board will be chaired by an External Board member.

C. IN ATTENDANCE AS REQUIRED

The following persons, and any other, as the Chairman may designate from time to time.

- Legal Advisor
- Public Relations

The Chairman on the recommendation of the Board may invite other persons to attend meetings as required.

D. APPOINTMENT OF BOARD CHAIRMAN

Board Chairman is elected by the members of the Board, and shall be an external member.

E. FREQUENCY OF MEETINGS

The Board will meet at least three times per year. The board will appoint a secretary who is a member of the Institute's administration (Registrar or other appointed staff) and is responsible for calling meetings, proposing and agreeing on agenda; circulating notices and other relevant documents; and maintaining records and formal minutes.

QUORUM

The meetings shall have a quorum of at least five (5) persons of which at least two (2) should be external members attending each meeting.

The Board may also conduct meetings via round robin, conference calls or video conference, in certain circumstances.

F. IN CAMERA/EXECUTIVE SESSIONS

In camera/executive sessions may occur for agenda items that require discussion of materials or issues that require confidentiality that do not include student or alumni members or those persons in attendance.

G. TERM OF APPOINTMENT

Each Board member shall serve for a **three-year term** in the first instance unless he resigns in the interim. Every member of the Board shall be eligible for re-nomination/re-appointment.

A member of the Board may, at any time, resign his office in writing addressed to the Board and transmitted through the Chairman.

The Chairman may, at any time, resign his office in writing addressed to the Board through the Secretary.

Any casual vacancy occurring by death, resignation or otherwise in the membership of the Board shall be filled in the same manner as the previous member, by the appointment of another such member who shall hold office for the remainder of the period for which the previous member was appointed; and such appointed member is subject to the same rules and conditions in all respects as the previous member would have been subject if no vacancy has arisen.

H. REPORTING RELATIONSHIPS

Reports to: The Board of Directors

Receives Report from:

- Board of Management Standing Committees
- AAIMS Internal Management Committee
- When required directly from Sub Committees of the Institute
- When required directly from the Board of Directors

I. LIST OF STANDING BOARD COMMITTEES

The following are the Standing Committees of the Board of Management (BOM):

- i. BOM Governance Committee (Policies and Administration)
- ii. BOM Finance and Audit Committee
- iii. BOM Strategic & Linkages Committee
- iv. BOM Appeals Committee

J. ROLES AND RESPONSIBILITIES OF THE BOARD OF MANAGEMENT

The following are roles and responsibilities of Board of Management:

1. Establishing Policies

- Policies which support the mission statement
- Policies that coordinate resources necessary to deliver excellent medical education
- Policies that encourage the students to become physicians that serve the community
- Policies that encourage the students to become lifelong learners
- Policies that enhance the commitment of students to excel in competence

2. Oversee the Administration of the Institute

- Assess if there are any lapses in the administration while following institutes policies.
- Assess the appointment of faculty and staff if it's in accordance with the directive of the institutes policies.
- Review policies in relation to student admissions and school administration with regards to discrimination, integrity, honesty, examinations and clinical training and make recommendation as necessary.
- Review the appropriate financial and administrative controls that are in place to oversee the management of the institution's monetary, physical and human resources.
- Assess whether the allocation of resources is consistent with the achievement of the institution's objectives.

3. Make Recommendations in relation to:

- Expansion of the school
- Introduction of new courses, revision of existing curriculum, and any changes thereto
- Partnership with other organizations
- Proposal for strategies to increase revenue of the institute

K. THE FOLLOWING GUIDELINES ARE INTENDED TO ASSIST BOARD MEMBERS IN THE EXECUTION OF THEIR RESPONSIBILITIES AND POWERS.

Members shall at all time demonstrate attributes of integrity, honesty and openness and shall declare where appropriate any commercial or other interest material to discussion/ decision. All information forming part of the proceedings of the Board shall be considered as confidential unless otherwise agreed.

Each Member Is:

- To support the mission of the Institution.
- Attend the official orientation exercise for Board members and to become acquainted with all Procedures, Rules and Regulations set out in the Handbook of the Institution.
- Seek to be informed about the medical education practices around the World.
- To help enhance the public image of the Institution.
- To respect the difference between matters of policy (Board's responsibility) and matters of administration (Executive Directors responsibility).
- To discuss issues frankly at all meetings and to abide by the will of the majority.
- To put the interests of the Institution in its entirety ahead of the interests of any special group.
- To be familiar with, maintain, and respect the Board's rules on conflict of interest.
- To maintain the highest ethical standards
- To be familiar with, maintain, and respect the Board's rules of confidentiality.
- To refer any request for specific information on the Institution or Board's activities to the Board Chair or the Board Secretary.

L. SELF-REVIEW

Once every year, the Board shall devote at least part of one meeting to a review of its policies, practices and procedures over the preceding 12 months. At the end of the review an annual report of the stewardship of the Board of Management will be compiled and submitted to the Board of Directors.

Secretariat: Corporate Secretary

Tel: (876) 634-4068

Document Revision History

| Version | Date | Author & Approvals | Rationale |
|---------|-------------|--|--|
| Final | 2-Sep-2014 | name... Registrar, AAIMS Board of Management | Original Issue |
| Final | 29-Dec-2020 | Andrea Reid, Registrar AAIMS Policy Committee | <ol style="list-style-type: none"> 1. Added BOM Appeals Committee 2. Joined BOM Strategic & Linkages Committees 3. General Formatting 4. Included document revision page |
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Conflict of Interest Policy

1. DEFINITION OF CONFLICT OF INTEREST

- 1.1 A **“conflict of interest”** is generally defined as an actual or perceived interest by a Board member, staff member or faculty member in actions or financial transactions or due to association with related parties that results in, or has the appearance of compromising the Board, staff or faculty member’s independence of judgement for their personal, financial, organizational, or professional gain at the expense of the Institute, or causes harm to the Institute’s reputation.
- 1.2 **Conflicts of Research Integrity** exists when the potential for personal gain jeopardises or appears to jeopardise the integrity of research activities, including the choice of research, its design, the interpretation of results, or the reporting of such results.

2. DEFINITION OF CONFLICT OF COMMITMENT

- 2.1 A **“conflict of commitment”** exists when a Board, Faculty or Staff member’s private external relationships or activities have the possibility (either in actuality or in appearance) of interfering or competing with the Institute’s educational, research, or service missions, or with that individual’s ability or willingness to perform the full range of responsibilities associated with his or her position.

3. PURPOSES OF THE POLICY

- 3.1 The **purpose of this policy** is to protect the integrity of the Institute’s decision-making process, to enable all stakeholders to have confidence in the integrity of AAIMS, and to protect the integrity and reputation of Staff, Faculty, Board and Committee members.

4. EXAMPLES OF CONFLICT OF INTEREST

- 4.1 A conflict of interest could include:
- Employment of or by a member of the Board of Directors or Board of Trustees or an employee where one or the other has supervisory authority over the other or with a client who receives services.
 - Contractual relationship with a member of the Board of Directors or Board of Trustees or an employee where one or the other has supervisory authority over the other or with a client who receives services.

- Creditor or debtor to a member of the Board of Directors/Trustees or an employee where one or the other has supervisory authority over the other or with a client who receives services.
 - Consultative or consumer relationship with a member of the Board of Directors/Trustees or an employee where one or the other has supervisory authority over the other or with a client who receives services.
 - “Self-policing” (i.e. operating without accountability or reference to an external authority) by any committee or individual is also a conflict of interest
- 4.2 The definition of conflict of interest includes any bias or the appearance of bias in a decision-making process that would reflect a dual role played by a member of the Institute. An example, for instance, might involve a person who is an employee and a Board member, or a person who is an employee and who hires family members as consultants.
- 4.3 A conflict of interest may also arise when a Member of the Board of Directors, Board of Management, a Supervisor or Employee, either directly or indirectly, uses his or her position at AAIMS to give improper advantage or financial benefit to him/herself, a family member or associate, in contravention of the Institute’s policies. The following are examples:
- a. to influence academic or administrative decisions, eg. of the Admissions Office, the Examination Board, and/or the Registry
 - b. to influence the Institute’s business decisions
 - c. to obtain for oneself, a family member, or an associate a financial benefit beyond the compensation he or she is authorized to receive for performing his or her responsibilities at the Institute.
- 4.4 No member of the AAIMS community may participate in decisions involving a direct benefit (e.g., initial employment, salary, work assignments, performance evaluations, etc.) to family members.
- 4.5 Conflicts of interest can arise naturally from an individual’s engagement with the world outside the Institute, and the mere existence of a conflict of interest does not necessarily imply “wrongdoing” on anyone’s part. **When conflicts of interest do arise, however, they must be recognized, disclosed and either properly managed or eliminated**

5. EMPLOYEE RESPONSIBILITIES

- 5.1 It is in the interest of the Institute, individual staff, and Board members to **strengthen trust and confidence in each other, to expedite resolution of problems**, to mitigate the effect and to minimize organizational and individual stress that can be caused by a conflict of interest.
- 5.2 **Employees are to avoid any conflict of interest, even the appearance of a conflict of interest.** This institution serves the community as a whole rather than only serving a special interest group.

The appearance of a conflict of interest can cause embarrassment to the Institute and jeopardize its credibility. Any conflict of interest, potential conflict of interest, or the appearance of a conflict of interest is to be reported to your supervisor immediately. Employees are to maintain independence and objectivity with students, parents, and clients, inside and outside of the community, and the organization. Employees are called to maintain a sense of fairness, civility, ethics, and personal integrity even if law, regulation, or custom does not require them.

- 5.3 **Responsibility of Members to Recuse** Board, Staff and Faculty Members shall avoid participating in any decision in which, by any reasonable standard, institutional or other connections could influence their independent judgment. Where the Board, staff or Faculty Member is in doubt as to whether he or she should avoid participating in a decision, he/she shall raise the issue in advance with the Chair of the Board (Board Members), or President (Staff and Faculty members), for determination.
- 5.4 The Institute's employees should maintain the highest standards of integrity in the conduct of research. The complete, objective and timely dissemination of new findings through publications, is essential for research integrity. In this context, 'publication' means any means of dissemination of research findings, including publication in a journal, information placed on the web, conference presentations or any other kind of scholarly communication. Note that if a particular research project is covered by a contract with an external sponsor then care should be taken to follow agreed procedures for publication.

6. ACCEPTANCE OF GIFTS

- 6.1 Employees, members of employee's immediate family, and members of the Board are prohibited from accepting gifts, money, or gratuities from the following:
- Persons receiving benefits or services from the Institute;
 - Any person or organization performing or seeking to perform services under contract with the Institute; and
 - Persons who are otherwise in a position to benefit from the actions of any employee of the organization.
- 6.2 Employees may, with the prior written approval of their supervisor, receive honoraria for lectures and other such activities while on personal days off, compensatory time, annual leave, or leave without pay. If the employee is acting in any official capacity, honoraria received by an employee in connection with activities relating to employment with the organization are to be paid to the organization.

7. DEFINITIONS

1. Interested Person

Any Employee, Faculty Member, Director, Principal Officer, or Member of the Board of Directors, Board of Management or a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an Interested Person.

2. Financial Interest

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- a. An ownership or investment interest in any entity with which the Institute has a transaction or arrangement,
- b. A compensation arrangement with the Institute or with any entity or individual with which the Organization has a transaction or arrangement, or
- c. A potential ownership or investment interest in, or compensation arrangements with, any entity or individual with which the University is negotiating a transaction or arrangement.

“Compensation” includes direct and indirect remuneration as well as gifts or favors that are not insubstantial. A financial interest is not necessarily a conflict of interest. A person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

8. PROCEDURES

1. Duty to Disclose

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest or time commitment, and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

Upon appointment each Board / Committee member will make a full, written disclosure of interests, such as relationships, and posts held, that could potentially result in a conflict of interest. This written disclosure will be kept on file and will be updated as appropriate. The Disclosure of Interest Form appended to this document should be utilized.

2. Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists. The minutes of the meeting will reflect that a disclosure was made, and the abstention from voting.

3. Procedures for Addressing the Conflict of Interest

- a. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
- b. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- c. After exercising due diligence, the governing board or committee shall determine whether the Institute can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

- d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in AAIMS's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

4. Procedures for Addressing the Conflict of Commitment

- a. The responsibility for addressing conflict of commitment rests, in the first instance, with the individual. An essential step is for the individual involved to make full disclosure of relevant information to the Dean or Department Head. A conflict of commitment occurs when the commitment to external activities of a faculty or staff member adversely affects his or her capacity to meet University responsibilities. This form of conflict is easily defined and recognized since it involves a perceptible reduction of the individual's time and energy devoted to AAIMS' activities.

5. Violations of the Conflicts of Interest Policy, including Conflicts in Research.

- a. If the governing board, a chief officer, or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board, chief officer, or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

9. RECORDS OF PROCEEDINGS

- 9.1 The minutes of the Governing Board and all committees with Board delegated powers shall contain:
 - a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing Board's or committee's decision as to whether a conflict of interest in fact existed.
 - b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

10. ANNUAL STATEMENTS

- 10.1 Each Director, Principal Officer and Member of a Committee with governing Board-delegated powers shall annually sign a statement which affirms that such person:
 - a. Has received a copy of the conflicts of interest policy,
 - b. Has read and understands the policy,
 - c. Has agreed to comply with the policy

AFFIRMATION:

I have read the above statement regarding the Conflict of Interest Policy of the All American Institute of Medical Sciences. I understand the policy, have received a copy, and agree to adhere to and abide by the policy:

Signature: _____

Printed Name: _____

Title: _____ Dated: _____

FORM FOR DISCLOSURE OF ACTIVITIES WHICH MAY INVOLVE CONFLICT OF INTEREST

I, _____, have read and understood the AAIMS Conflict of Interest Policy", and in accordance with this policy, I state the following:

1. I attach a list with summary details of all my affiliations with any person (including any officer or employee of the Institution), firm, organization, or corporation with which I have reason to believe the Institution does business:
 - NOT APPLICABLE
 - LIST ATTACHED
2. I attach a list with summary details of all my affiliations with any person (including any officer or employee of the Institution), firm, organization, or corporation from whom I may benefit due to the research work I do at AAIMS.
 - NOT APPLICABLE
 - LIST ATTACHED
3. I attach a list with summary details of my significant Private Interests/commitments, whether or not I believe that they may involve potential conflict of interest. These include Equity holdings, Consultancy or other professional or commercial services offered, Directorships held, Financial grants received, etc.:
 - NOT APPLICABLE
 - LIST ATTACHED
4. I shall amend these three lists promptly (Items 1, 2 and 3) whenever my affiliations or duties change.
5. If I become aware that any member of my family (parents, brothers and sisters, children, spouse, and/or in-laws) is engaged in business with the University, I shall disclose my relationship with the person(s) concerned and the nature of this business.
6. I understand that I am not to participate in any decision or vote on an issue in which I may have conflicts of interest because of affiliations listed in Items 1, 2, 3 and 5.

I submit this information to the President of the University

Signature: _____

Date: _____

Position : _____

Faculty/Department: _____

Note that a new declaration shall be submitted by all Board Members and Faculty and Staff members not less frequently than once per year in January. Please also note that in addition, individuals are expected to amend their declarations from time to time as their affiliations or duties change. Failure to declare a conflict of interest may result in disciplinary action up to and including termination of employment.

DOCUMENT REVISION HISTORY

| Version | Date | Author (& Approvals) | Rationale |
|---------|-------------|--|---|
| 1.0 | 06-Oct-2015 | Lois Robinson | First Issue |
| 2.0 | 28-Feb-2021 | Andrea Reid, Registrar (AAIMS Policy Committee) | <ol style="list-style-type: none"> 1. Included statements to incorporate Conflict of Interest in Research 2. Included responsibility of Members to Recuse 3. Added Disclosure of Interest Form 4. Added this document revision page |
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Board of Management (BOM) GOVERNANCE COMMITTEE Terms of Reference

Updated December 29, 2020

ROLE & PURPOSE

Keep under review and oversee matters relating to the Governance aspects of the Institute, including its **Permanent Committees Structure, Organization Structure**, Policies, Regulations, Rules and any other relevant Administrative aspects necessary for the efficient and effective functioning of the organization.

Review the adherence of the operations of the Institute to its Mission Statement; and advise the Board of Management of any need for adjustments.

DUTIES & FUNCTIONS

Monitor the membership skills needed by the Board. Manage processes for succession planning and monitor and evaluate the contributions and leadership potential of individuals. Identify and help recruit new External Members when necessary to fill upcoming vacancies; Review and recommend the ratification of election results for Board seats allocated to students, faculty and staff.

Monitor orientation needs for all Board members. Approve the orientation programs for External and other new members of the Board, as needed and wherever possible a member of the Governance Committee will attend the orientation meetings. Provide for the continuing training of the members of the Board of Trustees in matters relating to their role.

Review member composition and Terms of Reference of all Permanent /Standing Committees and in consultation with Committee Chairs, forward recommendations to the Board for its approval of any necessary changes.

Monitor to ensure the functioning of the Permanent/Standing Committees. Review and approve changes to the Organization Structure. Approve staff complement and any changes to it.

Review and recommend the Institution's Annual Report for approval to Board;
Perform such other functions as may from time to time be assigned to the Committee by the Board.

REPORTING LINE

A report on the decisions and recommendations of each meeting shall normally be submitted to the next meeting of the Board of Management.

LIST OF SUB-COMMITTEES

The BOM Governance Committee may request reports from other Committees in pursuance of executing its responsibilities.

FREQUENCY OF MEETINGS

The Committee shall meet on call of the Chairman, and no less than once for the Academic Year. At the Chairman's discretion, the committee may also conduct business via "round robin" or conference calls.

MEMBERSHIP

Categories prescribed

- Chairman of the Board (or Nominee), Chair
- President
- Two members of the Board of Management,
- One member from the Community, external to the University. (preferably with legal qualifications), appointed by the Board
- Executive Dean
- Director of Operations or nominee
- Registrar
- Director, Student Services
- One Member of the Faculty
- President of the Guild of Students (or Nominee)
- Member of the Alumni

In attendance: Others as may be required

QUORUM

The quorum is **four (4)**; being one third of the full membership plus one in cases where one third is an even number. Additionally, at least one member appointed by the Board shall be present.

TERM OF OFFICE

All members of this Committee are eligible to serve for up to three years with an option of reappointment for a further term. Terms of office should coincide with their Board of Management Tenure.

Procedures prescribed: By itself

SELF REVIEW

Once every twelve-month period, the Committee shall devote at least part of one meeting to a review of its policies, practices and procedures over the preceding 12 months.

Secretariat: Administrator

DOCUMENT REVISION HISTORY

| Version | Date | Author (& Approvals) | Rationale |
|---------|-------------|---|---|
| Final | 12-Oct-2013 | Registrar (Board of Management) | Original Issue |
| Final | 29-Dec-2020 | Andrea Reid, Registrar (Policy Committee) | <ol style="list-style-type: none"> 1. Updated Terminology from Board of Trustees to Board of Management 2. Incorporated oversight of Permanent Committees & Organization Structure 3. Revised Secretariat to be the Administrator 4. General formatting of document 5. Included Document Revision page |
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Board of Management (BOM) STRATEGIC & LINKAGES COMMITTEE

Terms of Reference

Updated December 29, 2020

PURPOSE & FUNCTION

The BOM Strategy & Linkages Committee will focus on strategy rather than detailed governance and administrative matters, but to be effective it must take a keen interest in how strategy is implemented. This information will be provided through the Senior Management Committee.

The BOM Strategy & Linkages Committee will consider the long-term vision of the Institution, and the preferred strategic options in achieving that vision, utilising advocacy, linkages and strategic alliances where appropriate, in support of the Institute's plan to become the Medical School of choice for students locally and internationally.

The Committee will seek to ensure inclusion of inter-cultural and global perspectives into research, learning and teaching activities and community service engagement; to enhance and ensure the quality of educational activities and strategic partnerships; and to diversify recruitment, curricula and student experience.

The Committee will recommend to The Board areas of collaboration with national and international organizations, and institutions of learning, and will provide advice on strategies for diversifying the student body and increasing overseas recruitment.

The BOM Strategy & Linkages Committee will review and recommend approval of the Institute's Strategic Plan to the Board of Management, and will also review progress on Strategy Implementation based on status reports submitted by the Management Committee.

REPORTING LINE

A report on the decisions and recommendations of each meeting shall normally be submitted to the next meeting of the Board of Management.

The Management Committee shall submit quarterly reports on the status of Strategy Implementation to the BOM Strategy & Linkages Committee.

List of any sub-committees: To be advised

FREQUENCY OF MEETINGS

The Committee shall meet on call of its Chairman, and no less than once for the Academic Year. At the Chairman's discretion, the committee may also conduct business via "round robin" or conference calls.

MEMBERSHIP

- Chairman of the Board of Management or nominee
- President, AAIMS
- Chair, Finance Committee
- Executive Dean
- Senior Academic Representatives x3
- Senior Administration Representatives x 3
- Director, Student Services
- Student/ Alumni Representative x2

IN ATTENDANCE

Such other persons as the Chairman may designate from time to time.

QUORUM

Five (5), being one third of the full membership plus one in cases where one third is an even number unless stated otherwise. At least one external member appointed by the Board of Management shall be present in the quorum.

TERM OF OFFICE

The term of office for other than those who are members by virtue of their office is three years

IN CAMERA

In camera sessions may occur for agenda items that require discussion of materials or issues that require confidentiality that does not include student or alumni members.

Procedures prescribed: By itself

SELF REVIEW

Once every twelve-month period, the Committee shall devote at least part of one meeting to a review of its policies, practices and procedures over the preceding 12 months.

Secretariat: Office of Registrar
Tel: (876) 634-4068

DOCUMENT REVISION HISTORY

| Version | Date | Author (& Approvals) | Rationale |
|---------|-------------|--|--|
| Draft | 2012 | Registrar (NYA) | First Draft |
| Final | 29-Dec-2020 | Andrea Reid, Registrar (Policy Committee) | <ol style="list-style-type: none"> 1. Join Strategy Committee with Linkages Committee 2. General Formatting 3. Include Document Revision page |
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Board of Management (BOM) FINANCE & AUDIT COMMITTEE

Terms of Reference

Updated December 29, 2020

ROLE & PURPOSE

The BOM Finance & Audit Committee exercises governance responsibilities in the oversight of the Institute's financial and business affairs and, within delegated authority, acts on behalf of the Board of Management (the Board) on those matters.

The BOM Finance & Audit Committee shall be responsible for reviewing and recommending to the Board of Management, policies affecting the financial affairs of the Institute. It shall review and consider the budget and requests for appropriation of funds for the Institute as prepared by the Administration. **The Committee shall review and approve the audited Financial Statements of the Institution.**

DUTIES & FUNCTIONS

1. Recommend to the Board the total funds that may be used as operating expense of the Institute in any year.
2. Receive and review the Institute's budget on behalf of the Board of Management, for timely submission to the Board of Directors.
3. To receive from other committees, and after consideration convey to the Board together with any comments it wishes to make,
 - 3.1 the annual financial statements
 - 3.2 reports from its Subsidiary Sub-Committee(s)
 - 3.3 reports from all Board and other Committees dealing with financial matters together with reports on the exercise of all financial delegations.
4. Provide advice to the Board on financial policy guidelines including, but not limited to,
 - 4.1 the amounts of any charges to students and charges for the Institute's services generally

- 4.2 any financial agreements with, and budgets of, outside or self-governing bodies or institutions
 - 4.3 the delegations of authority to incur expenditure, purchasing, and the review of Tender Boards and other procurement matters;
 - 4.4 the accounting system, external and internal reporting, and receipts and payments
 - 4.5 the Institute's arrangements regarding banking
5. Evaluating, on a continuous basis, the financial needs of the Institute and making recommendations on how best to obtain resources for those needs.
 6. Monitor the Institute's financing strategies including all capital planning and expenditure, and provide advice to Board on proposals for the investment of the Institute's financial resources in new enterprises which are of strategic interest to the University's development.
 7. Receiving and reviewing capital projects and other major expenditures not included in the annual budget
 8. Provide advice to the Board on policy covering borrowings and recommend to Board action to be taken within established policy.
 9. Review the Institute's arrangements regarding all types of insurance.
 10. Receive reports from all Board and other Committees dealing with financial matters together with reports on the exercise of all financial delegations and after consideration forward appropriate items to the Board with comments.
 11. Monitor generally the income and expenditure of the Institute and report to each Board meeting the financial situation of the Institute.
 12. Monitor the financial aspect of capital expenditure items
 13. **Oversee the selection of an external auditor for the Institution**
 14. **Review and approve the annual audited financial statements**
 15. This Committee shall normally meet before each Board meeting. It includes in its report to Board a summary of the most significant matters referred to it by other committees

REPORTING RELATIONSHIPS

Reporting line:

To the Board of Management

A report on the decisions and recommendations of each meeting shall normally be submitted to the next meeting of the Board

Receives reports from:

Accounting Department / Bursary

List of Optional sub-committees:

Investment Committee

Student Finance Committee

FREQUENCY OF MEETINGS

The Committee shall meet on call of the Chairman, no less than twice for the academic year, and usually before every Board of Management meeting. The Committee may also conduct meetings via round robin or conference calls in exceptional circumstances.

MEMBERSHIP

Any categories prescribed:

- Committee Chairman: appointed by the Chairman of the Board
- President
- Two other Board members (not being members of staff or students)
- Appointed by the Board, with relevant expertise
- One member nominated by the Faculty Board

ATTENDANCE

Manager / Bursar, Accounting Department

Internal Auditor

Such other persons as the Committee Chairman may designate from time to time

QUORUM

At least three (3), being one third of the full membership of the Committee plus one, in cases where one third is an even number. Additionally, at least one external member appointed by the Board shall be present.

TERM OF OFFICE

The term of office for other than those who are members by virtue of their office is two years, with an option of reappointment for a further term.

Procedures prescribed:

Determined by itself:

SELF REVIEW

Once every twelve-month period, the Committee shall devote at least part of one meeting to a review of its policies, practices and procedures over the preceding 12 months.

Secretariat: Bursar/Department of Accounts
Tel: (876) 634-4068

DOCUMENT REVISION HISTORY

| Version | Date | Author (& Approvals) | Rationale |
|---------|-------------|--|--|
| Final | Sept 2012 | (Board of Management) | Original Issue |
| Final | August 2014 | Registrar/Board Secretary (Board of Management) | Update |
| Final | 29-Dec-2020 | Andrea Reid, Registrar (Policy Committee) | <ol style="list-style-type: none"> 1. Include Audit Responsibility as part of the Finance Committee 2. General formatting 3. Add Document Revision page |
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Board of Management (BOM) APPEALS BOARD

Terms of Reference

Updated December 29, 2020

PURPOSE & FUNCTION

The BOM Appeals Board has authority to hear appeals against decisions of the Senior Management Committee as it relates to student discipline, faculty and staff disciplinary, or any other issues on which students, faculty or staff may be not satisfied.

Matters brought to the BOM Appeals Board shall be restricted to procedural matters, issues of leniency or submission of fresh evidence not available at the time of the hearing by the Senior Management Committee.

The BOM Appeals Board may set aside, vary or confirm the decision of the Senior Management Committee or may set aside or vary the penalty imposed.

There shall be no appeal from a decision of the BOM Appeals Board.

Reports to:

The Board of Management

A report of the decision(s) of the BOM Appeals Board shall be submitted to the next meeting of the Board of Management.

Frequency of meetings:

As required, on the call of the Chairman of the Board of Management.

MEMBERSHIP

- a) Two (2) members of the BOM, not being members of staff or students, appointed by the Chairman of the BOM;
- b) One of the two BOM Members shall be the Chairman of the BOM Appeals Board
- c) Two senior members of the Faculty Board, appointed by the Faculty Board.
- d) Member of the Alumni

NOTE

No member of the BOM Appeals Board shall have been a member of the Disciplinary Committee or in attendance at the Senior Management Committee at the time when it took the decision or made the recommendation against which the student or faculty or staff has appealed;

No member of the BOM Appeals Board shall have direct or indirect involvement in the case under consideration

QUORUM

The BOM Appeals Board shall be quorate provided at least three (3) members are present and that at least one member is from the BOM.

In Attendance (non-voting):

- (a) External / Legal Representative (as may be required)
- (b) Director of Operations (on all matters)
- (c) Director of Students Services (on matters related to Students).

TERM OF OFFICE

The term of office for members of the BOM Appeals Board is three years.

PROCEDURES

The BOM Appeals Board shall follow the procedures prescribed in Section D of Student Disciplinary Regulations 2011/01, as it relates to appeals of students against student disciplinary committee rulings.

For other types of appeals, the BOM Appeals Board shall be guided by the general principles and intent outlined in the aforementioned Section D of the Student Disciplinary Regulations 2011/01, with a view always to offer due process and arrive at fair decisions on all matters brought before it.

Secretariat: Registrar
Tel: (876) 634-4068

Procedures applicable to the BOM Appeals Board
regarding Student Disciplinary Appeals

Schedule D of Student Disciplinary Regulations 2011/01

The following procedures shall be used in relation to appeals to the **BOM Appeal Board**, which shall be restricted to procedural matters, issues of leniency or submission of fresh evidence not available at the time of the hearing.

1. When an appeal has been lodged, the BOM Appeal Board, through the Registrar shall notify the student in writing of the hearing. The student shall be notified of the date, place and time of the hearing. At the same time, the student shall be informed:
 - a. Of the names of the members of the Appeal Board and the rule regarding the appropriate quorum;
 - b. The student may be represented by a member of the University, who shall be entitled to make a representation on behalf of the appellant student;
 - c. The student shall inform the Registrar of the name of his/her representative at least 48 hours before the appeal is heard.
2. The BOM Appeal Board shall itself decide on any objections to its members lodged by the student, such objection shall be for cause and no more than 2 such objections shall be permitted. No member to whom objection is raised shall take part in the decision in relation to membership, and the Board may ask a member to withdraw when reaching its decision. The remaining members, for the purposes of this section, shall constitute a quorum.
3. Hearings shall not be held in public.
4. The BOM Appeal Board has the discretion to adjourn, continue or postpone a hearing. If a student does appear on the date and at the time appointed, and the Appeal Board is satisfied that due notice to appear has been received, it may proceed to hear the appeal and, the Appeal Board may dismiss the appeal in the absence of the student.
5. The appeal process must commence with the filing by the student of:
 - a. A Notice of Appeal
 - b. Ground for Appeal
 - c. The name of **the person** who will represent the Appellant at the review of the findings of the Disciplinary Committee by the Appeal Board
 - d. The Notice and Grounds of Appeal must be filed within **seven (7)** Working days of the release of the findings of the Disciplinary Committee
 - e. The Appellant must apply to the Disciplinary Committee with **three (3)** working days for the written reasons for its decision, and for the notes of the hearing.
 - f. The written reasons must be supplied by the Disciplinary Committee within **seven (7)** working days of receiving the request from the Appellant.

6. The BOM Appeal Board shall review the reasons given for the decision of the Disciplinary Committee and the notes of the hearing and shall invite the Appellant and/or his/her representative to address them on the grounds of the appeal. The Appeal Board can ask questions of the representative and if necessary, as the Chairman of the Disciplinary Committee to respond. Having reviewed the notes of the hearing, reasons for the decision of the Disciplinary Committee and heard the submissions of the parties, the Appeal Board may allow or dismiss the Appeal or make such findings as in its discretion is just.
7. The student may be allowed to call or present fresh evidence at the discretion of the Appeal Board, in which event the Appeal Board shall present any evidence to the contrary.
8. Decisions of the Appeal Board shall be by simple majority of the members attending. The Chairman has the right to exercise a casting vote in the event of a tie of votes.
9. In cases where the Appeal Board rejects an appeal, it may at its discretion confirm, reduce or increase the penalty. The student shall be entitled to be heard in mitigation before the penalty is determined.
10. Some other sanction may be imposed where the Committee dismisses the Appeal.
11. In determining the penalty, the Appeal Board may take into account any records of previous misconduct in respect of which a disciplinary penalty has been imposed. In addition, the Appeal Board shall examine the sanction imposed accordingly.
12. A minute of the proceedings shall be kept by the Disciplinary Committee, which shall form part of the record of the appeal submitted by the Appellant to the Appeal Board.

DOCUMENT REVISION HISTORY

| Version | Date | Author (& Approvals) | Rationale |
|-------------|-------------|--|--|
| Draft Final | 2011 | Registrar | Originally Issued as part of Student Disciplinary Regulations 2011/01 |
| Final | 29-Dec-2020 | Andrea Reid, Registrar (Policy Mgmt. Committee) | <ol style="list-style-type: none"> 1. Created as a standalone document 2. Changed name to "BOM Appeals Board" 3. Updated committee membership and quorum 4. general formatting 5. included document revision page |
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SENIOR ADMINISTRATIVE MANAGEMENT COMMITTEE

Terms of Reference

29-January-2021

PURPOSE

To provide a forum in which to receive reports from, and collaboratively review the progress of all departments on the Institutes' objectives; at the operational level as well as at the strategic level, and to brainstorm/develop strategies to address any foreseen challenges.

Areas of Focus/ Standing Agenda:

1. AAIMS Policy Moment - To be Rotated
2. Marketing & Recruitment - Director of Student Services
3. Student Body Enrollment Status – Registrar
4. Student Welfare & Activities Report – Administrator & Director of Student Services
5. Academic Programs Delivery - Admin Support Systems - Pre-Clinical & Clinical Program Managers
 - a. Pre-Med
 - b. Basic Sciences
 - c. Clerkship Program
6. Report on AHD Division - AHD Administrator
7. Standing Committees Activity Status - Registrar
8. Other Key Accreditation Requirements - Administrator & Registrar
9. Status of other Key Strategic Initiatives/ Projects - Director of Operations
10. Financial Management Matters - Bursar
11. General HR/Organizational Matters (non-confidential) - Director of Operations/ Administrators

Reports To:

The President

Receives reports from:

- All HODs and Senior Administrative Staff
- Policy Mgmt. Committee
- Student Disciplinary Committee

FREQUENCY OF MEETINGS

The Senior Administrative Management Committee shall meet monthly, with the authority to convene additional meetings.

MEMBERSHIP

- President – Chairman (the President may delegate the Chair to another Senior Officer)
- Director of Operations
- Registrar
- Director of Student Services
- Administrator
- Pre-Med Program Manager
- Pre-Clinical Associate Dean
- Clinical Associate Dean
- AAIMS AHD Administrator
- Bursar

In Attendance: Such persons as may be invited at the discretion of the Chairman

Quorum: The quorum for this Committees is **six (6)**, being two thirds of the full membership

Term of Office: All members of this Committee are ex officio members.

Procedures: Determined by itself

SELF REVIEW

Once every year, the Committee shall devote at least part of one meeting to a review of its policies, practices and procedures over the preceding 12 months

Secretariat: Administrator
Tel: 876-634-4068

DOCUMENT REVISION HISTORY

| Version | Date | Author (& Approvals) | Rationale |
|---------|-------------|--|-------------|
| Draft | 29-Jan-2021 | Andrea Reid, Registrar (Policy Management Committee) | First Issue |
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STUDENT DISCIPLINARY COMMITTEE

Terms of Reference, Regulations & Procedures

Updated December 2020

1.0 Role & Purpose of the Student Disciplinary Committee

The Student Disciplinary Committee is created under the authority of the Board of Management, which is ultimately responsible for the discipline of the Students of the Institution and the procedures related thereto.

The Student Disciplinary Committee is to review, investigate and adjudicate on matters referred to it by authorised officers of the Institution. This Committee is to also hear the appeals of Students on whom penalties may have been imposed by authorised officers of the Institution.

In the conduct of its duties, the Student Disciplinary Committee will follow the procedures prescribed in the Student Disciplinary Regulations 2011/01, and its Schedules attached thereto, at all times ensuring that students are provided with adequate opportunity for their point of view to be presented and fairly considered.

Should a student not be satisfied with the decision of the Disciplinary Committee, he/she has the right of further appeal to the **BOM Appeals Board, which is the final level of appeal for the Institution.**

Note: the BOM Appeals Board may set aside, vary or confirm the decision of the Disciplinary Committee or may set aside or vary the penalty imposed. **In determining appeals, the BOM Appeals Committee shall follow the procedures set out in Schedule D of the Regulations.**

2.0 STUDENT DISCIPLINARY COMMITTEE MEMBERSHIP

The Student Disciplinary Committee shall consist of the following members:

- (a) Up to Three members of the Administrative/Management Staff, appointed by the President, one of whom shall be the Chairman;
- (b) Up to Three members of the Academic Staff appointed by the Faculty Board;
- (c) The President of the Students' Guild or his/her nominee.

3.0 Quorum:

Three (3) members shall constitute a quorum for meetings of the Committee provided that one member appointed by the President and one member appointed by the Faculty Board is in attendance.

If the Chairman is unavailable the Committee shall elect its own Chairman for the duration of the meeting.

4.0 Term of Office: Two years for all members.

5.0 Procedures & Reporting:

Applicable instructions and guidelines for the conduct of the Student Disciplinary Committee are contained within The Student Discipline Regulations 2011/01 and its associated Schedules; these Regulations are appended to these Terms of Reference in the pages following.

Secretariat: Student Services Coordinator
Tel: (876) 634-4068

STUDENT DISCIPLINE REGULATION

1. RESPONSIBILITY FOR DISCIPLINE

The Board of Management is responsible for the discipline of the Students of the Institute and procedures related thereto.

2.0 BREACH OF DISCIPLINE

2.1 Breach of discipline shall include but not limited to misconduct or omissions stated in Schedule A.

2.2 Breach of discipline shall be classified as minor, major or gross misconduct.

3.0 OFFENCES: JURISDICTION

3.1 **The appropriate officer** shall have jurisdiction to investigate and punish minor offences in accordance with procedure stated in 4.1 of this Regulation.

Definition of Appropriate Officers

Any member of the University Community may file a report. The following persons are designated as Appropriate Officers empowered to act in accordance with this Regulation in relation to offences within their area of responsibility.

- President
- Vice Presidents
- Executive Dean
- Heads of Departments
- Director, Library Services
- Any persons acting in the above capacity
- Any other person so designated by the Registrar of the University

3.2 **The Disciplinary Committee** shall have jurisdiction to investigate and punish major offences and offences of gross misconduct in accordance with the procedures stated in 4.2 of this Regulation.

4.0 DISCIPLINARY PROCEDURE

4.1 Minor Offences

- 4.1.1 After a complaint is made, the Director of Student Services shall cause a written allegation of the offence to be submitted to his/her office within 3 days of an oral report or shall make a written notation of an allegation.
- 4.1.2 A copy of the allegation shall be served on the student within 7 work days of the written report /notation and the student shall acknowledge receipt of the report or a notation of non-acknowledgement shall be made by the person serving.
- 4.1.3 The student shall submit a written response to the allegation within 7 work days of receipt and the appropriate officer shall upon receipt of the response or in any event within 14 days either impose a penalty in accordance with Schedule B, dismiss the allegation or refer the matter to the Director of Student Services for further action.
- 4.1.4 The appropriate officer before making a decision under 4.1.3 may request the Director of Student Services to call a Panel of Enquiry, within two working days of the receipt of the written response, if the circumstances deem this necessary. The student shall be informed in writing by the Director of Student Services of the date, time and place of the meeting at least three days before the meeting. The Panel shall submit a written report to the appropriate officer within 14 work days of its meeting.
- 4.1.5 The Director of Student Services may call oral evidence or may direct the Panel of Enquiry to do the same.
- 4.1.6 The appropriate officer shall inform the student in writing of the decision taken under 4.1.3 within 7 work days and the right of final appeal to the Executive Dean, if punishment is imposed.
- 4.1.7 If the alleged offender does not attend a Panel of Enquiry on the date and at the time appointed, without prior satisfactory written explanation having been received, the appropriate officer named in section 3.1, may deal with the matter and, if necessary, impose a penalty in the student's absence, or refer the matter to the Director of Student Services for consideration by the President.
- 4.1.8 The complainant or witnesses summoned to attend a meeting arranged by the Director of Student Services or the Enquiry Panel under section 4.1.4 who fails to attend without due cause may be liable to disciplinary proceedings.
- 4.1.9 If the student is not prepared to accept the decision of the Panel of Enquiry/Associate Dean who has dealt with the alleged offence, the student has the right of final appeal in writing to the Executive Dean through the Registrar within ten working days of the notification of the decision. An appeal may be brought against the procedure, the decision, or against the penalty whereupon the grounds must be stated briefly and clearly.

- 4.1.10 The Executive Dean shall have the power to set aside, vary, confirm or advise the Registrar to refer the matter to the Disciplinary Committee.
- 4.1.11 In determining the appeals, the Disciplinary Committee shall follow the procedure set out in Schedule C of this Regulation.
- 4.1.12 The Disciplinary Committee may set aside, vary, or confirm the decision taken by the appropriate officer/Enquiry Panel/Associate Dean/Executive Dean, or may set aside or vary the penalty imposed. There shall be no further appeal from a decision taken by the Disciplinary Committee under this section unless the Committee has imposed a greater penalty.

4.2 Major Offences (See Schedule A)

- 4.2.1 All major offenses shall be reported immediately to the President who may suspend or exclude the student pending investigation and determination of the allegation in accordance with Section 5 of this Regulation.
- 4.2.2 The President shall cause a written allegation of the offence to be submitted to the Director of Student Services Office within 24 hours of an oral report or shall give instructions for a written notation of the allegation to be forwarded to the Director of Student Services.
- 4.2.3 A copy of the allegation or a letter outlining the allegation shall be served on the student within 24 hours (next work day) of the written report/notation and the student shall acknowledge receipt of same or a notation of non-acknowledgement shall be made by the person serving.
- 4.2.4 The student shall submit a written response to the allegation to the Director of Student Services within 3 days of receipt.
- 4.2.5 The Director of Student Services shall upon further investigation impose appropriate penalty in accordance with Schedule B, refer the matter to the Disciplinary Committee, or refer the matter to the Vice President, Academic Affairs.
- 4.2.6 In all circumstances when oral testimony or evidence is required to do justice, the Director of Student Services shall refer the matter to the Disciplinary Committee.**
- 4.2.7 When the Director of Student Services imposes an appropriate penalty under Schedule B, he/she shall **within 24 hours** inform the student in writing of his/her decision and the right of appeal to the Disciplinary Committee, and shall inform the Vice President, Academic Affairs.
- 4.2.8 When the Director of Student Services refers a matter to the Vice President, Academic Affairs instead of imposing a penalty under 4.2.5, and the Vice President, Academic Affairs imposes a penalty, the Director of Student Services shall within 24 hours inform the student of the penalty and the right of appeal to the Disciplinary Committee on receipt of the information under 4.2.7.
- 4.2.9 The Vice President, Academic Affairs, shall have the power to set aside, vary, confirm or advise the Associate Dean to refer the matter to the Disciplinary Committee.
- 4.2.10 In investigations or appeals, the Disciplinary Committee shall follow the procedures set out in Schedule C of the Regulation.

4.2.11 The Disciplinary Committee may set aside, vary or confirm the decision taken by the Director of Student Services or may set aside or vary the penalty imposed under 4.2.5 and shall inform the student in writing *within 3 days* of its decision and of the right or further appeal to the Appeal Board.

4.2.12 The procedure of appeal or further appeal to the BOM Appeals Board, is as stated in Schedule D.

4.3 Gross Misconduct

4.3.1 All gross misconduct shall be reported immediately to the President who may suspend or exclude the student pending investigation and determination of the allegation in accordance with Section 5 of this Regulation.

4.3.2 The President shall cause a written allegation of the offence to be submitted to the Director of Student Services Office ***within 24 hours*** (next day) of an oral report or shall give instructions for a written notation of the allegation to be forwarded to Director of Students Services Office who shall submit a copy to the President for consideration by a Disciplinary Committee.

4.3.3 The Director of Student Services shall serve the student with ***a copy of*** the written allegation or a letter outlining the allegation and instruct the student to submit a written response ***within 24 hours (next day)*** of receipt.

4.3.4 Following 4.3.3 at the expiration of 24 hours, the Director of Student Services shall refer the matter with all relevant documents received or compiled to the Disciplinary Committee.

4.3.5 In investigation or appeals, the Disciplinary Committee shall follow the procedures set out in Schedule C of the Regulation.

4.3.6 The Disciplinary Committee may dismiss the allegation or impose a penalty in accordance with Schedule B of this Regulation and shall inform the student in writing within 7 days of its decision and of the right of appeal to the **BOM Appeals Board**.

5.0 SUSPENSION OR EXCLUSION BY THE PRESIDENT

The President may suspend any student or any other person studying at the Institute from any or all studies at the Institute, and may exclude any student or other persons studying at the Institute or who is a candidate for an examination to be conducted at or under the auspices of the Institute from the Institute or any part of the Institute and its precincts and other premises owned or occupied by the Institute, for such period as the President may determine, but not lasting after the conclusion of disciplinary proceedings (including an appeal, if any) in respect of that student or person.

5.1 The President shall report any such suspension or exclusion to the next meeting of the Board of Management (BOM) and the Faculty Board.

- 5.2 The President shall inform the student or other person in writing at the time of suspension or exclusion of:
- (a) The reason(s) for the suspension or exclusion
 - (b) The right of appeal to the Disciplinary Committee against such suspension or exclusion
 - (c) The right of appeal shall not apply to suspension or exclusion pending hearings.
- 5.3 A student who has been suspended from any class or classes, or excluded from the whole or any part of the Institute by the President, may apply in writing to the Disciplinary Committee for review of the decision through the Director of Student Services within ten work days of the President's decision. The application must state briefly the grounds on which it is made.
- 5.4 In considering such application, the Disciplinary Committee shall follow the procedures set out in Schedule C of this Regulation.
- 5.5 The Disciplinary Committee may amend, ratify or revoke the suspension or exclusion of the student, or may forward a recommendation to the Board of Management and Faculty Board for the student's expulsion from the Institute.
- 5.6 The Disciplinary Committee shall report its decision or recommendation to the President and to the next meeting of the BOM and Faculty Board. The Board of Management and Faculty Board may not take any action on a decision or recommendation of the Committee until the period within which the student may appeal to the Board has expired or, if an appeal has been lodged within that period, until the decision of the Appeal Board is known.
- 5.7 Where the Disciplinary Committee forwards a recommendation to the Board of Management and Faculty Board for the student's expulsion from the Institute, it may direct, without reference to the Board of Management and Faculty Board, that the student be suspended from any class or classes or excluded from any part of the Institute or its precincts during the whole or any part of the period between the time of its recommendation and the decision of the Appeal Board or, in a case where the student does not exercise the right of appeal, the expiry of the period within which that right may be exercised.

6.0 Disciplinary Committee Mandate & Responsibilities

- 6.1 The penalties which may be imposed by the Disciplinary Committee may include reprimand, suspension from academic or other privileges or a recommendation to the Board of Management and Faculty Board for the student's suspension or expulsion from the University as well as restitution and, in the case of damage to property or premises, a requirement to pay the cost, in whole or in part, of any damage caused.
- 6.2 When the Director of Student Services receives a report of an alleged offence under Section 4.2 for consideration by the Disciplinary Committee, the Director of Student Services shall inform the student of the details of the alleged offence and shall ask the student to **respond in writing within the prescribed time**. If the student wishes to admit to the charge s/he may do so in writing to the Director of Student Services on receipt of the notice and shall then appear before the Disciplinary Committee to hear its decision in regard to the penalty. If the student does not admit to the charge the Disciplinary Committee shall meet to consider the alleged offence and shall follow the procedure set out in Schedule C of this Regulation.

- 6.3 If a student, charged with an offence does not attend a disciplinary meeting on the date and at the time appointed, without prior satisfactory written explanation having been received, the Disciplinary Committee may deal with the matter and, if necessary, impose a penalty in the student's absence.
- 6.4 A complainant or a witness, who is summoned to attend a meeting of the Disciplinary Committee, and who fails to attend without due cause, may be liable to disciplinary proceedings under sections of this Regulation. The Disciplinary Committee shall determine whether the complainant, or the witness, has due cause for absence.
- 6.5 The Disciplinary Committee shall report its decision or recommendation to the next meeting of the Board of Management and Faculty Board. The Board of Management and Faculty Board may not take any action on the decision or recommendations of the Committee until the period within which the student may appeal to the BOM Appeal Board has expired or, if an appeal was lodged within that period, until the decision of the Appeal Board is known.
- 6.6 Where the Disciplinary Committee forwards a recommendation to the Board of Management and Faculty Board for a student's expulsion from the University, it may direct, without reference to the Board of Management and Faculty Board, that the student be suspended from any class or classes or excluded from any part of the University or its precincts during the whole or any part of the time between the recommendation and the decision of the BOM Appeal Board or, in a case where the student does not exercise the right to appeal, the expiry of the period within which that right may be exercised.
- 6.7 Any student affected by a decision of the Disciplinary Committee has the right to appeal in writing to the BOM Appeal Board through the Registrar within ten (10) work days of the decision. The appeal may be against the decision of the Committee either in whole or in part, and the appellant must state briefly the grounds on which it is made.

SCHEDULE A

The Institute through the Office of the Registrar shall have the right to classify offences.

Minor Offences

Minor Offences shall be but not limited to the following:

1. Use of abusive, offensive or obscene language
2. Coming to class under the influence of alcohol
3. Failure to comply with a reasonable instruction given by an employee of the Institute
4. Gambling on Institute property
5. "Horse-play" or other similar conduct likely to cause injury to person or property
6. Disruption of legitimate Institute activity
7. Loitering in a prohibited zone
8. Playing loud music on Institute property
9. Using Institute property without permission
10. Parking in an unauthorized zone or area
11. Non-observance of Institute traffic regulations
12. Non-compliance with school dress code'
13. Abuse of Institute E-mail and internet facility
14. Smoking in non-smoking area
15. Refusal to provide identification when asked to do so by an employee of the Institute in connection with security or breach of discipline
16. Displays of sexually suggestive or degrading material in the classroom / lecture theatre

Major Offences

1. Persistent commission of the offences classified as minor offences
2. Causing damage or destruction to Institute's property
3. Causing damage to property of third parties on Institute's premises
4. Failure to comply with a reasonable instruction given by an academic staff or senior administrative staff
5. Fighting on Institute property.
6. Threatening a Institute employee
7. Coming to school under the influence of illegal drugs
8. Indiscriminate use of alcohol and illegal drugs on Institute property
9. Stealing Institute's property
10. Stealing from a fellow Institute student or third parties
11. Provoking or inciting students to riot or to behave in a disorderly manner
12. Verbal threats or assaults to fellow students or any of Institute officials
13. Possession of dangerous substance or weapon on Institute's property students or third parties
14. Possession of Institute's property without permission
15. Obstruction of teaching and learning
16. Malicious abuse (verbal or physical)

17. Infringing safety regulations or disregarding notices concerning safety precautions in any part of the Institute
18. Impersonation or unauthorized possession of identification card
19. Conduct aimed at putting the Institute in disrepute
20. Discrimination on grounds of sex, disability, race, religion, class
21. Non-payment of tuition or any other prescribed University fee
22. Forgery, alteration, unauthorized use or misuse of any official Institute document (e.g. work-study)
23. Vouchers, student IDs, registration forms, meal cards, keys, computer pass codes, parking passes, etc.). Unauthorized use of educational materials, records and property, which includes mutilation, defacing and/or failure to return such materials.
24. Submitting a check from a closed account or not covered by sufficient funds to a campus official or service or intentionally failing to repay monies from emergency student loan funds by the agreed upon deadlines.
25. If we have separate academic regulations, we cannot include plagiarism in this section. But if we don't have them, we must describe the Institute's strong policies against such cases.

Gross Misconduct

Gross misconduct shall be but not limited to the following:

1. Persistent commission of offences classified as major offences
2. Intentionally causing malicious damage to the Institute's property or property of an employee of the Institute or fellow student
3. Physical assault or battery of an individual on the Institute's premises
4. Falsification of report, record, or any other document
5. Stealing Institute's property
6. Proven sexual immorality on Institute's property
7. Provoking or inciting student to riot
8. Unauthorized use or disclosure of confidential information
9. Sexual harassment of student, visit or employee of the University
10. Unauthorized possession of firearm or any lethal weapon or instrument on Institute's property
11. Discharge of a firearm on Institute's property
12. Commission or conviction of a criminal offence
13. Unauthorized access to record and databases of the Institute or any member of staff
14. Impersonation or unauthorized possession of identification card
15. Non-compliance with punishment made under disciplinary procedure
16. Conduct aimed at putting the Institute in disrepute.
17. Hazing students on campus or off campus. Hazing can be mental or physical assault or conduct or method of initiation in which one enforces the students to any willful or reckless activities which endanger the person's life.

SCHEDULE B – Classification of Punishment

The Institute through the Office of the Registrar shall have the right to classify punishment.

Punishment of Minor Offences

The Institute reserves the right to punish minor offences either individually or with the combination of the following:

1. Exclusion from designated areas and/or activities of the University
2. Suspension from the Institute not exceeding one week
3. Oral reprimand
4. Written warning
5. Order / Instruction to write and publish letter of apology
6. Withdrawal of Institute privileges
7. Withdrawal from Institute representation on Student Guild representation
8. Reimburse Institute Employee / Student / Third party for damage at replacement

Punishment for Major Offences

The Institute reserves the right to punish major offences either individually or with the combination of the following:

1. Exclusion from Institute property or activities
2. Suspension not exceeding three years from the University
3. Written Warning
4. Binding student over to good behaviour
5. Mandatory attendance at Counselling and Psychology services.
6. Restricted participation of students in particular clubs, or any other such cocurricular activities in case of provocation or physical assault.
7. Order / Instruction to write and publish letter of apology
8. Withdrawal of Institute privileges
9. Withdrawal from Institute representation or Student Guild representation

10. Reimburse Institute / Employee / Student / Third Party for damage at replacement
11. Reimbursement of medical expenses resulting from physical injury
12. Reimburse Institute in case of false check or account information. University will not be responsible for any charges if any due will impose on student side.

Punishment for Gross Misconduct

The Institute reserves the right to punish gross misconduct either individually or with the combination of the following:

1. Withdrawal of Institute's Certification
2. Suspension
3. Expulsion
4. Reimbursement of Institute/Employee/Student/Third party for damage at replacement cost
5. Reimbursement of medical expenses resulting from physical injury
6. Alcohol or drug abuse
 - a. For the first time, student should be charged US\$100 fine. The fine will be double at each subsequent offense.

SCHEDULE C – Procedure to be followed by the Disciplinary Committee in dealing with offences and appeals against suspensions or exclusion or other punishments.

1. The Disciplinary Committee (through the Director of Student Services) shall notify the student in writing to appear before it, allowing at least 5 working days notice of the hearing. The notice shall give a brief statement of the alleged offence, and/or the reason for the suspension or exclusion. At the same time the student shall be informed:
 - b. Of the names of the members of the Disciplinary Committee
 - c. That any objection to any member of the Disciplinary Committee may be lodged with the registrar at least 48 hours before the hearing outlining the grounds of objection. Such objection shall be for cause; no more than 2 such objections shall be permitted.
 - d. That s/he may select a representative of his choice from the Institute's membership to make representation on his behalf before the Committee, and that s/he shall notify the Registrar of the name of his elected representative at least 48 hours before the hearing.
2. In the case of an alleged offence, if the student wishes to admit the charge, s/he may do so in writing to the Director of Student Services, on receipt of the notice. The student shall be called before the Committee to hear its decision in regard to penalty.
3. Hearings shall not be held in public.
4. The Committee has discretion to adjourn, continue or postpone a hearing. If the student does not appear on the date and at the time appointed, and the Committee is satisfied that due notice to appear has been received, it may proceed to deal with the matter and, if necessary, impose a penalty in the student's absence.
5. The names of witnesses called in support of the charge or the suspension or exclusion shall be made known to the student at least 48 hours before the hearing. The names of witnesses called by the student must be lodged with the Director of Student Services at least 48 hours before the hearing. Persons whose names are forwarded to the Director of Student Services after this period will not be called as witnesses
6. A Chairman shall be appointed and shall have overall responsibility for presiding over the committee and marshalling the evidence. The evidence in support of the charge or the suspension or exclusion shall be heard first, and then the evidence on behalf of the student. The student concerned, and witnesses who are called, shall be subject to examination and cross-examination in accordance with any procedural directions of the Chairman.

SCHEDULE D – Procedures applicable to the BOM Appeals Board regarding Student Disciplinary Appeals

The following procedures shall be used in relation to appeals to the **BOM Appeal Board, which shall be restricted to procedural matters, issues of leniency or submission of fresh evidence not available at the time of the hearing.**

- 1.0 When an appeal has been lodged, the BOM Appeal Board, through the Registrar) shall notify the student in writing of the hearing. The student shall be notified of the date, place and time of the hearing. At the same time, the student shall be informed:
 - a. Of the names of the members of the Appeal Board and the rule regarding the appropriate quorum;
 - b. The student may be represented by a member of the Institute, who shall be entitled to make a representation on behalf of the appellant student;
 - c. The student shall inform the Registrar of the name of his/her representative at least 48 hours before the appeal is heard.
- 2.0 The BOM Appeal Board shall itself decide on any objections to its members lodged by the student, such objection shall be for cause and no more than 2 such objections shall be permitted. No member to whom objection is raised shall take part in the decision in relation to membership, and the Board may ask a member to withdraw when reaching its decision. The remaining members, for the purposes of this section, shall constitute a quorum.
- 3.0 Hearings shall not be held in public.
- 4.0 The BOM Appeal Board has the discretion to adjourn, continue or postpone a hearing. If a student does appear on the date and at the time appointed, and the Appeal Board is satisfied that due notice to appear has been received, it may proceed to hear the appeal and, the Appeal Board may dismiss the appeal in the absence of the student.
- 5.0 The appeal process must commence with the filing by the student of:
 - 5.1 A Notice of Appeal
 - 5.2 Ground for Appeal
 - 5.3 The name of **the person** who will represent the Appellant at the review of the findings of the Disciplinary Committee by the Appeal Board
 - 5.4 The Notice and Grounds of Appeal must be filed within seven (7) Working days of the release of the findings of the Disciplinary Committee
 - 5.5 The Appellant must apply to the Disciplinary Committee with three (3) working days for the written reasons for its decision, and for the notes of the hearing.
 - 5.6 The written reasons must be supplied by the Disciplinary Committee within seven (7) working days of receiving the request from the Appellant.

- 6.0 The BOM Appeal Board shall review the reasons given for the decision of the Disciplinary Committee and the notes of the hearing and shall invite the Appellant and/or his/her representative to address them on the grounds of the appeal. The Appeal Board can ask questions of the representative and if necessary, as the Chairman of the Disciplinary Committee to respond. Having reviewed the notes of the hearing, reasons for the decision of the Disciplinary Committee and heard the submissions of the parties, the Appeal Board may allow or dismiss the Appeal or make such findings as in its discretion is just.
- 7.0 The student may be allowed to call or present fresh evidence at the discretion of the Appeal Board, in which event the Appeal Board shall present any evidence to the contrary.
- 8.0 Decisions of the Appeal Board shall be by simple majority of the members attending. The Chairman has the right to exercise a casting vote in the event of a tie of votes.
- 9.0 In cases where the Appeal Board rejects an appeal, it may at its discretion confirm, reduce or increase the penalty. The student shall be entitled to be heard in mitigation before the penalty is determined.
- 10.0 Some other sanction may be imposed where the Committee dismisses the Appeal.
- 11.0 In determining the penalty, the Appeal Board may take into account any records of previous misconduct in respect of which a disciplinary penalty has been imposed. In addition, the Appeal Board shall examine the sanction imposed accordingly.
- 12.0 A minute of the proceedings shall be kept by the Disciplinary Committee, which shall form part of the record of the appeal submitted by the Appellant to the Appeal Board.

DOCUMENT REVISION HISTORY

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|-------------|-------------|---|---|
| Draft Final | 14-Jul-2011 | | First Issue |
| Final | 29-Dec-2020 | Andrea Reid, Registrar (Policy Management Committee) | <ol style="list-style-type: none"> 1. Converted and renamed document from “Student Discipline Regulations” to “Student Disciplinary Committee Terms of Reference, Regulations and Procedures” . 2. Removed sections relating to Appeals Board appointment to a separate document: BOM Appeals Board Terms of Reference. 3. Updated terminology for some organizational roles/positions 4. Updated committee membership composition 5. General Formatting 6. Inclusion of Document Revision page |
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Student Finance Committee (SFC)

Terms of Reference

Updated March 2021

MANDATE

The Board of Management of All American Institute of Medical Sciences (AAIMS) has delegated the Student Finance Committee (SFC) as authority to fulfill its oversight responsibilities over the financial affairs of the institution's tuition fee structure, and for ensuring the establishment of sound financial policies and practices which will lead to long-term financial sustainability.

The Student Finance Committee (SFC) ensures that a sound resource framework is in place and that decisions are made within the approved framework to have general supervision of the finances associated with the payment of tuition at AAIMS and to ensure that fees are calibrated accurately and has been properly authorised.

As part of its portfolio the SFC reviews trends and predispositions which have implications to impair the strategic plan approved by the Finance Committee while making recommendations on related matters.

DUTIES AND FUNCTIONS

The Student Finance Committee ensures that the designated targets and projections are achieved. The main duties and functions of the STFC are namely:

- A. To keep under review the various fee agreements, and to make recommendations on the resolution of fee queries relating to individual students and or cohorts of students.
- B. To engage with the institute and where appropriate, other bodies on matters relating to student fees and funding.
- C. To collate and advise on the public presentation of the institute fees.
- D. To undertake regular audits of the student fee status assessments.

- E. To advise the Finance Committee on the implications of external regulation or legislation in relating to fees, and other student-related finances.
- F. To consider any other matters referred to it by the Finance and Audit Committee.

REPORTING LINE

The Student Finance Committee SFC reports to the Finance Committee through the bursar.

FREQUENCY OF MEETING

AAIMS Student Finance Committee shall meet at least once each term.

MEMBERSHIP

The Student Finance Committee membership shall constitute no less than three and no more than seven persons chosen by the Bursar on the recommendation of the President. The SFC consists of the following members:

- A. The Chair; Bursar.
- B. The Chair of the Faculty Board or nominee ex officio.
- C. The Director of Operations, or nominee ex officio.
- D. A representative from the Bursary Department

IN ATTENDANCE

The chair and or the secretary of the committee, at his or her or their discretion, may permit other persons to attend meetings, providing that permission has been sought in advance.

QUORUM

There is no quorum for the approval of business.

TERM OF OFFICE

The term of office for other than those who are members by virtue of their office is three years, with an option of reappointment for a further term.

PROCEDURES

Determined by itself.

SELF REVIEW

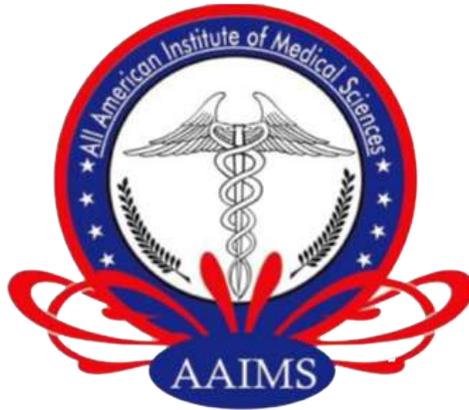
Once every year, the STFC shall devote at least part of one meeting to a review of its policies and procedures over the preceding 12 months.

Secretariat: Bursar's Office

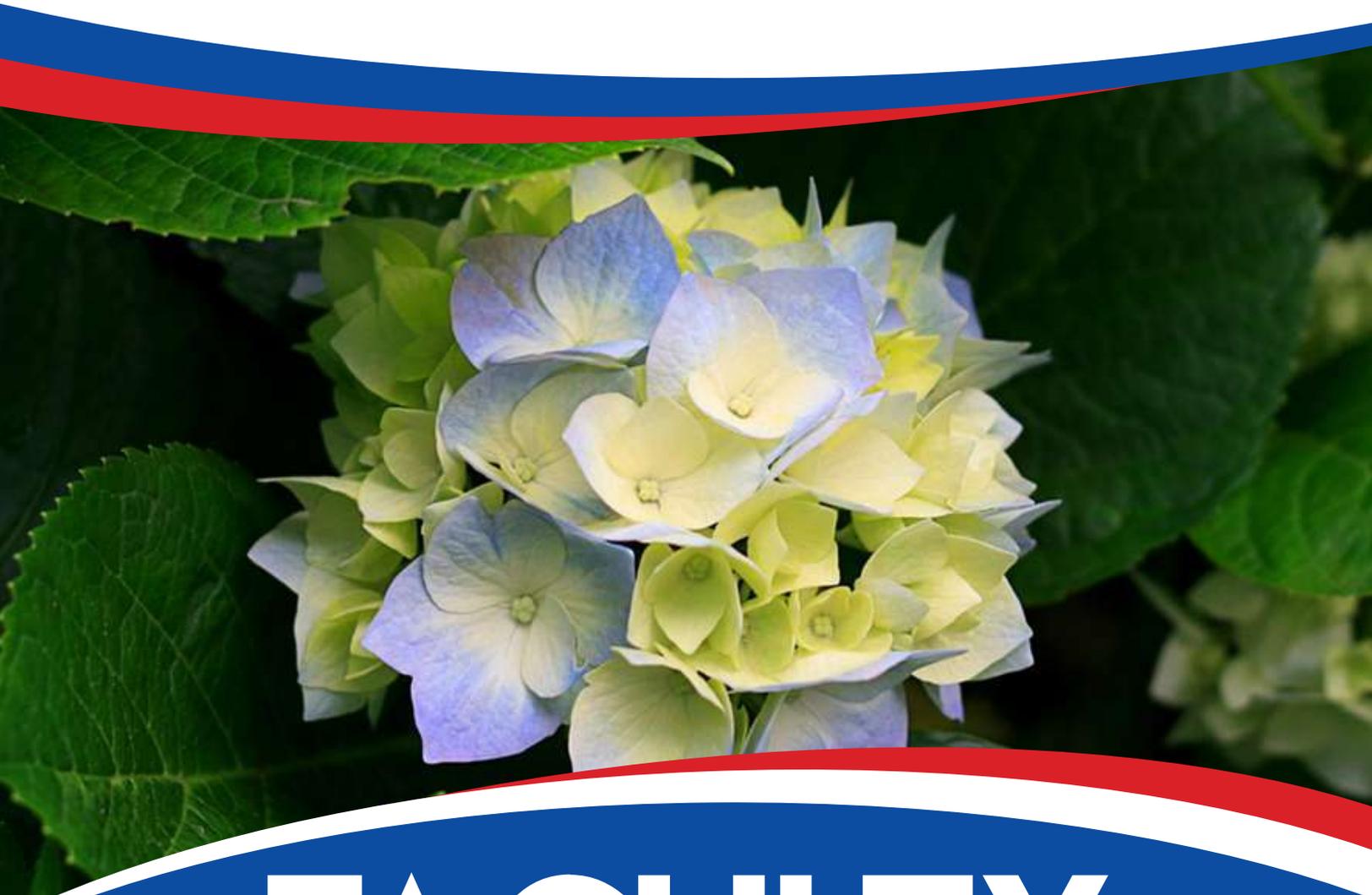
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All American Institute of Medical Sciences



FACULTY HANDBOOK

2017

CONTENTS

| | |
|--|----|
| Introduction..... | 3 |
| I. Institute Organization..... | 4 |
| A. History & Charter..... | 4 |
| B. Officers of the Institute..... | 4 |
| D. Schools and Faculties of the Institute..... | 4 |
| III. Faculty Ranks, Appointments, and Policies..... | 5 |
| A. Salary Rules..... | 5 |
| B. Basis for Calculation..... | 5 |
| C. Duties..... | 8 |
| D. Rates of Pay..... | 8 |
| E. Professional Library Staff..... | 8 |
| IV. Recruitment, Selection and Appointment of Faculty..... | 10 |
| A. Appointing Authority..... | 10 |
| B. Final Approval..... | 10 |
| C. Search and Recruitment Strategy..... | 11 |
| D. Verification and References..... | 13 |
| E. Exceptions to Open Recruitment..... | 15 |
| F. Orientation and Training..... | 16 |
| V. Terms and conditions of Service..... | 17 |
| VI. Policy on Relations between Faculty, Staff and Students..... | 22 |

APPENDICES

1. Leave Rules
2. Benefits And Allowances
3. Absences From Duties
4. Duties And Responsibilities

INTRODUCTION

The purpose of the AAIMS FACULTY HANDBOOK is to provide a comprehensive and convenient access to the policies, procedures and practices which apply to the School's Faculty. These policies as contained herein also cover the employment arrangement between the AAIMS Medical School and its Faculty.

Administrators are to be guided by the policies and procedures presented in the handbook, which is available on the School's website.

The handbook is a work in progress and will be continuously updated as necessary. Any and all updates will be shared on the school's Google Drive with an email alert to all the relevant Faculty and general staff.

I. ORGANIZATION

A. History & Charter

The institution was incorporated in Jamaica as a limited liability entity in Jamaica, West Indies, in 2006. For acquiring a CHARTER to operate as an Offshore Medical Institute and confer degree in the field of Medicine.

On 01 May 2009, By His Excellency, The Most Honorable Governor General of Jamaica issued a CHARTER to AAIMS to establish and operate a School of Medical Sciences.

On 10th January 2011, AAIMS opened its doors to its Charter class.

B. Officers of AAIMS

The officers of the Medical School are appointed by the Advisory Board of Management. They include the President, Executive Director, the Deans, Administrators, the Registrar and Director of Student Services and Community Relations. A description of the authority vested in these positions and the responsibilities of each are outlined in the Appendix along with the School's Organogram..

C. Schools of AAIMS

AAIMS has two schools: The Pre Medical and the Medical Degree Program with the authority provided to grant Degrees respectively, through the AAIMS Charter.

Acting through various committees including the Faculty Board, Admissions, Curriculum and Examinations Board, faculty has the responsibility to recommend and amend policies subject to the authority of Advisory Board of Management. The Schools also have the authority to recommend to the Advisory Board of Management the appointment of faculty on the recommendation of the Faculty Board chaired by the Dean.

The Advisory Board of Management constitutes the Permanent Standing Board of Officers which meets at least once each Semester as the principal advisory body in the Institute. Its responsibilities include advising on the educational character and purpose of the Institute, oversight of its activities and its financial solvency.

II. FACULTY RANKS AND APPOINTMENTS

A. PREAMBLE

AAIMS does not discriminate in employment practices on grounds of race, religion, gender or political affiliation. There shall be no discrimination in conditions of services between men and women. All Staff members are expected to uphold the Vision and Mission of the Institute.

B. SALARY RULES

Basis of Calculation

The salary of a member of Staff is calculated on the basis of the date of the member of staff obtaining the minimum qualifications for the post and relevant experience. Normally only experience obtained after the qualifications is considered - one increment being awarded for each year of relevant experience - but the Institute will not be precluded from taking earlier experience into account.

1. Assistant Lecturers (non-Medical)

- a) For the purpose of determining salary only, an Assistant Lecturer is deemed to be appointable at the minimum of the appropriate salary scale one (1) year after receiving an Honours degree or its equivalent or two (2) years after receiving a General or its equivalent from an approved institution
- b) Every Assistant Lecturer shall remain in that grade whatever his or her salary for at least three years, unless:
 - I. he or she has had previous experience either in a teaching or research appointment in a Institute or in approved service which the Appointments Committee equates with the experience of an Assistant Lecturer; or
 - II. he or she holds a recognized Masters Degree from an approved Institute in which case he or she will normally be promoted to Lecturer after two (2) years' satisfactory service; or
 - III. he or she holds a recognized Doctorate degree from an approved Institute in which case he or she will normally be promoted to Lecturer after one year's satisfactory service; or
 - IV. he or she has served in the Institute for at least one year and the Appointments Committee is persuaded that he or she has exceptional merit.
- c) Full-time study for a postgraduate degree below the level of PhD is not considered as experience equivalent to that of an Assistant Lecturer.
- d) In special instances and on the decision of Appointments Committee an Assistant Lecturer may receive salary at a special point in the Assistant Lecturer scale.

2. Lecturers (Non-Medical)

- a) A Lecturer appointed below the Merit Bar is deemed to be appointable at the minimum of the appropriate salary scale four (4) years after receiving an Honours Degree or its equivalent or five (5) years after receiving a General Degree or its equivalent.
- b) A Lecturer appointed below the Merit Bar shall not receive salary above that Bar except on the decision of the Appointments Committee.

Basic Medical Sciences Staff who are Medically Qualified

1. Assistant Lecturers

- a) For the purpose of determining salary only, an Assistant Lecturer is deemed to be appointable at the minimum of the appropriate scale one (1) year after receiving the first degree;
- b) Every Assistant Lecturer shall remain in that grade whatever his or her salary for at least three (3) years unless
 - I. he or she has previous experience either in a teaching or research appointment in a Institute or in approved service which the Appointments Committee equates with the experience of an Assistant Lecturer; or
 - II. he or she has served in the Institute for at least one (1) year and the Appointments Committee is persuaded that he or she has exceptional merit.

2. Lecturers

- a) A Lecturer is deemed to be appointable at the minimum of the appropriate scale four (4) years after receiving a first Medical degree or equivalent degree.
- b) A Lecturer shall not receive salary in excess of the Merit Bar salary unless he or she has served at least five (5) years in an approved Institute in the grade of Lecturer.

NOTE: On appointment to a Basic Medical Sciences post, medical graduates who have successfully undertaken a Degree Course in Physiology, Anatomy, Microbiology, Pharmacology, Pathology or Biochemistry during the medical course will be credited with the year in which they took the additional course, the year to be assessed as relevant experience after graduation.

Additional credit in the form of extra increments may also be given for exceptional merit, e.g. having obtained specialist qualifications in minimum time for a PhD or MD, etc.

3. Senior Lecturers

On first appointment

- a) Persons deemed by the Appointments Committee to be appointable to the Institute at the level of Senior Lecturer are paid salary in that scale commensurate with their qualifications and experience. The salary point in the Senior Lecturer's scale is to be determined by an assessment which applies the salary rules for Lecturers as set out and takes the appointee through the Lecturer's scale into the Senior Lecturer's scale.
- b) A staff member would normally be appointed above the Merit Bar, only on the approval of Appointments Committee. The Committee would normally be satisfied that:
 - I. the appointee at his or her previous institution has reached a corresponding level of seniority and /or
 - II. the appointee has met the applicable criteria and would have been a good candidate for promotion above the bar, had he or she been a member of the Institute.

4. Professors

- a) Professors shall normally be appointed at the bottom of the salary range for this staff category.
- b) Where the appointee is already a member of the Institute's staff, and is at a salary level which overlaps with the professorial salary range, he or she shall be appointed at the point in the salary range equivalent to one biennial increment above his or her current salary.
- c) Where new appointees have been for some time at the professorial level in another institution, the Executive Director shall take into consideration the experience and academic status of the appointee and shall determine the point within the salary range at which the Professor shall be appointed.

5. Teaching Assistants (Medical and Non-Medical)

- a) Teaching Assistants are paid in a salary range, the actual salary to be fixed by the Executive Director or Dean in consultation with the Head of Department.
- b) Save in exceptional circumstances passages shall not be paid to Teaching Assistants.
- c) For allowances and other benefits may be paid.

6. Appointments of Staff at the Junior Academic Level

In the appointment of temporary staff at the Junior Academic Level, (e.g. temporary staff below Assistant Lecturer level) the following distinctions shall be observed:

- a) Where the appointee is carrying a partial teaching load and is being encouraged to undertake postgraduate work with a view to permanent appointment, the appointment should be made at the level of Teaching Assistant.
- b) Where a full load of teaching is involved and the appointee is suitable for appointment to the permanent post eventually, the appointment should be made at the level of Assistant Lecturer.

7. Part-Time Staff

Procedure for appointment

- a) Recommendations for the appointment of part-time Lecturers should be submitted by Heads of Departments on the appropriate forms, with full curriculum vitae attached, to the Dean well in advance of the time of appointment.

Fees for Part-time Lecturing

- b) Lecturers will be paid in accordance with the classification given below and at the rates set out in the schedule.
 - I. Single Specialist Lectures
 - II. Regular Part-time Teaching
 - Category A - Professorial Level
 - Category B - Senior Lecturer Level
 - Category C - Level of Lecturer
 - Category D - Assistant Lecturer Level
 - Category E - Tutor level
 - Category F - Demonstrator level

8. Duties

- c) The duties of part-time lecturers may include all teaching and examining duties. Details of duties and responsibilities should be provided in a contract.
- d) In determining hours worked Heads of Departments may take into account reasonable periods of activity associated with actual lecture time.

9. Rates of Pay

- e) Rates to be paid will be determined through consultation between the Head of the Department and the Dean and will be subject to the approval of the Executive Director
The decision shall be based on the following criteria:
 - I. Standing of academic qualification and length of time held.
 - II. Professional qualifications (as related to the subject which the part-time Lecturers teach).

Professional Library Staff

10. Senior Library Assistants

- a) Graduates in librarianship and other disciplines are eligible for appointment as Senior Library Assistants.

Salary Rules on appointment are as follows:

- a) with degree in Librarianship – bottom of scale
- b) with Honours Degree in Librarianship – bottom of scale plus two increments
- c) increments above starting point are awarded for the relevant experience
- d) normally only relevant experience obtained after basic qualification is taken into consideration in determining salary for appointment but the Institute is not precluded from taking into account experience gained before qualification.

NOTE:

- (a) The Senior Library Assistant rates as a professional Librarian but is not eligible for promotion to the grade of Librarian I unless this person possesses the minimum qualifications for the Librarian I grade. The Institute is under no obligation to offer the further training required to achieve this additional qualification.
- (b) Where a Senior Library Assistant had attained the agreed minimum qualification and had therefore become eligible for promotion to the grade of Librarian I, a recommendation should be submitted by the Campus Librarian, through the Library Advisory Committee, for consideration by the relevant Appointments Committee.

11. Librarian

- a) The title of “Librarian I” is given to those persons holding the academic qualifications for appointment as Librarian II but not having the required post-qualification experience. The salary scale is that of Assistant Lecturer.

- b) Appointment at the bottom of the scale will be normal for a person having the academic qualifications, and increments will be awarded for relevant experience gained after that. However, increments can also be awarded for relevant experience obtained after a degree or the Librarianship qualification, but before both were obtained, but normally such experience will not carry the same weight.
- c) Promotion to Librarian II shall be as for Assistant Lecturer to Lecturer, and evidence of professional competence and ability will be expected.
- d) Assistant Librarians who had on appointment been given incremental credit for library experience gained prior to obtaining the degree and professional qualification should not be required to serve the full three years before promotion to Librarian II. In such cases, promotion to Librarian II should be possible not less than one year after appointment at the lower level.

12. Librarian II

- a) The qualifications for appointment as Librarian II at the minimum of the Lecturer scale are:
 - I. A Institute degree;
 - II. Relevant professional qualification, e.g. ALA, Dip. Lib., MLS, BLS;
 - III. 3 years post-qualification professional experience or its equivalent.

NOTE: (a) The qualification of FLA will be accepted in place of (i) and (ii) above and, in general, it would be expected that a person holding this qualification would also satisfy the requirements in (iii).

- b) Increments above the starting point are awarded for relevant library experience.

III. POLICY – RECRUITMENT, SELECTION AND APPOINTMENT OF FACULTY PERSONNEL

Overview

The policy set out here refers to the requirements and procedures for Faculty recruitment and appointment. It is the policy of the All American Institute of Medical Sciences not to discriminate against any employee or applicant for employment because of race, color, age, marital status, sex, national origin, ancestry, religion, veteran's status, handicap, or other factors that cannot lawfully form the basis for an employment decision. This policy includes:

- Recruitment and employment of applicants who possess the necessary qualification and/or experience for appointment to the Faculty.

Faculty Composition

Faculty includes employees who are appointed to Faculty positions and perform academic, tutoring and research duties.

Responsibility

Human Resource Department (HRD) facilitates the recruitment and search procedures for Faculty personnel.

HRD maintains the online recruitment site on the AAIMS web site, provides training and guidance, and assists the Dean in the recruiting process.

The HRD is also responsible for ensuring that each Applicant receives and completes the AAIMS Application Form.

Appointing Authority

The Office of the Dean, as delegated by the Advisory Board of Management, has overall responsibility for the recruitment, search, and selection processes for Faculty.

All appointments of Faculty are made by the Advisory Board of Management upon the recommendation of the Dean.

All initial appointments are “probationary” and are for one year unless explicitly stated to the contrary in the Contract. The Advisory Board of Management will offer a contract to the candidate that will include the terms and conditions of appointment, including credit for academic service at other institutions. Partial-year contracts do not count toward “permanent” position or promotion unless explicitly stated in the letter of appointment.

Final Approval

All Faculty appointments, including tenure and tenure-track Faculty searches and appointments, require final approval from the Office of the Executive Director.

Position Control

The creation of new positions (permanent or temporary) and change in appointments must be notified to and have prior approval of the Advisory Board of Management.

Expenses

Expenses associated with searches for Faculty personnel and the relocation reimbursement for these new employees is supported by Faculty / Department budget.

Prior to Search

The Dean is responsible for ensuring that the recruitment and selection process for Faculty follows Institute policies.

Prior to requesting recruitment for a Faculty position, the Department considers and approves the following position criteria:

- Need for position
- Position allocation
- Staffing level implications, and
- Salary
- Budget

Prior to submitting a recruitment request, the competencies and requirements of the particular Faculty position should be considered and be available in written form for the Interview process.

Search/Recruitment Strategy

The Advisory Board of Management and/or search committee determines the recruitment strategy and screening methods. HRD and the Office of the Dean are available to assist with the search process.

- Search Firm

When appropriate, a Search Firm may be utilized to assist with the recruitment and screening of candidates.

- Search Committees

Departments may utilize search committees to recruit for Faculty positions.

- National Searches

Positions may be advertised on the web and in publications with readership nation-wide and broader. The position is open to candidates from within AAIMS) or external to the Institute, both national and international.

- Local or Regional area.

Positions may be advertised within the local or regional area and posted on the website and appear in local or regional newspapers and other appropriate limited-area venues. While the concentration of advertising is focused locally or regionally, candidates both internal and external to the Institute and from any location may be considered.

- Institute Community Only

Where there is evidence that a sufficient number of Institute employees have the education, skills, and experience to perform successfully in a position, the HRD may choose to advertise the position within the Institute community first, to see if qualified candidate(s) emerge. Lack of a qualified, diverse applicant pool from within the Institute or other considerations such as the need for community support, may suggest that a local or regional search may prove to be most appropriate.

Positions with a recruitment scope of “Institute only” are posted on the website or Notice Boards with the statement, “This Position is Open to Current AAIMS Staff Only” displayed at the top of the posting.

- International Recruitment

The Office of the Associate Dean, Administration will advise and assist the Dean as follows:

- Participates in the review of notice of vacancies and advertising to international hires;
- Assists with visa and work permit applications for foreign academic staff;
- Assists with the exchange of staff and visitor program.
- Ensures approval from Office of Finance for travel and per diem expenses.

Recruitment

Departments are required to submit Requests for Recruitment to vacant positions through the Office of the Dean, at least three (3) Semesters prior to the vacancy occurring.

- Posting

HRD will post the faculty position on the AAIMS website.

- Advertising

HRD will request the Department to submit the advertisement copy and identify the recruitment sources to be used.

- Referral of Applicants to Search/Interview Committee

The HRD, in coordination with the Search/Interview Committee Chair, will determine how and when the Search Committee receives applications. Search/Interview Committees may receive the application materials when submitted, when the position closes, or as coordinated with HRD.

- Disqualification

HRD, in consultation with the Office of the Dean, may disqualify an individual from consideration for employment at any time for good and sufficient reasons. If authorized by the Office of the Dean, HRD removes the individual’s name from an applicant and/or candidate pool.

HRD notifies the applicant or candidate in writing if she or he is disqualified from an applicant or candidate pool. The written notice specifies the reason for the removal and the right to request a review of the removal.

- Review of Removal

An applicant or candidate may request a review of the removal. The applicant or candidate must submit such a request in writing to HRD within 20 calendar days following the date of the notice of the action for which the review is requested.

The Dean, or his or her designee, conducts the review. The representative provides the review decision in writing to the applicant or candidate. Review decisions are final and not subject to further review or appeal.

Verification and References

The Search Committee is responsible for investigating or verifying the following information provided by the candidate:

- Application Form
- Work history
- Education
- Qualifications
- Experience
- References

The Search Committee may examine personnel files of top applicant finalists who work or have worked at AAIMS. These personnel files will be provided by the HRD.

Letters of Recommendation

The Interview Committees should obtain at least three letters of recommendation for each Faculty candidate. The department may obtain the letters of recommendation electronically.

Interviewers should follow the advisory guidelines for conducting reference checks provided by the HRD.

Background Check

The Department should determine whether or not the position requires a pre-employment background check. HRD is available to provide assistance.

If a background check is required, the Department must notify HRD prior to recruitment and when a candidate or candidates are identified.

Background check information is to be used for the purpose of evaluating applicants for employment only and is not to be used in a manner contrary to law or Institute policy.

HRD is responsible for:

- Initiating and processing the background checks. An offer of employment should not be extended until the background check process is completed. The Dean's Office must contact HRD prior to extending any offer that may be contingent upon satisfactory results of a background check.
- Advising the Office of the Dean regarding the applicability of background check components and the background check process.
- Obtaining, reporting, and maintaining background check information

- Receiving written consent from the applicant prior to conducting the background check. (NOTE: For certain positions by law and for any position for which a background check is a condition of employment, failure to consent to a background check results in removal of the applicant from consideration for the position.)
- Notifying applicants of their right to obtain a copy of the background check and to challenge the accuracy contained therein.
- Determining, in consultation with the Dean's Office, whether the results of the background check disqualify the applicant from consideration.

INTERVIEW

HRD recommends for interview to the Chair of the Interview/Search Committee those candidates considered most qualified for the position. The Interview Committee reviews and considers the applicants for the position. The Advisory Board of Management is responsible for ensuring that the hiring process is fair and objective

- Interview Guidelines

The Search / Interview Committee should review the pre-employment inquiry guidelines which contain questions for candidate interviews. Interviews may be conducted in person, by telephone, or via Skype.

SELECTION

The Interview Committee will make a recommendation for appointment to the Dean for submission to the Advisory Board of Management, who will approve a candidate to fill the vacancy.

The Advisory Board of Management communicates with the Office of the Dean regarding the selection of the candidate. HRD and the Office of the Dean receive an advice regarding the selected candidate from the Secretary to the Advisory Board of Management.

Standard procedures as followed regarding Faculty appointments as outlined in HRD Manual on Initial Appointments.

OFFICIAL OFFER

Tenure-Track and Non-Tenure Track Faculty Positions

The Dean makes the Institute's official offer for all Faculty positions.

The offer is typically sent by letter. Letter templates are provided from the HRD Office to Dean's Office.

Records Retention

A copy of the signed offer letter, a copy of the contract (if applicable) and the candidate's letter of acceptance is retained by the HRD in the employee's personnel file in accordance with Institute records retention requirements.

Notification to Applicants

It is recommended that the Search Committee Chair send notification of applicant status to those finalists who were invited to interview for the position or to all applicants.

Sample letters are available from the HRD.

EXCEPTIONS TO OPEN RECRUITMENT

Approval from the Office of the Dean Required

The Dean may approve a direct appointment without a search under the exceptional circumstances described below.

Exceptional Circumstances

Departments may request a direct appointment without a search under any of the following limited circumstances:

- When a position requires a high level of expertise in a specialty area and the department has a unique opportunity to hire a highly-qualified individual with the expertise to fill the position.
- When changing a “Temporary” one- or two-year position appointment to “Permanent” would best meet the needs of the organization. Prior to the end of a temporary appointment, the Department may submit a request to the Dean’s Office to change the appointment from temporary to permanent without a search. The request must include a clear, written justification for the exception to the recruitment process. The justification must demonstrate to the satisfaction of the Dean that exceptional circumstances exist that clearly outweigh the need for a search to fill the position. (For example, an open recruitment failed during the temporary appointment period.)
- When reclassifying or promoting a permanent employee in her or his current position and/or reassigning the employee to a new position with different duties/responsibilities would ensure that the necessary work of the department is not interrupted due to a reorganization or operational need. The employee must meet the position requirements.
- When placing a permanent employee in a temporary/interim appointment would meet the needs of the organization. The employee must meet the position requirements. The appointing authority may later request that the employee be permanently appointed to the position without a search. The request must be accompanied by a written explanation of why an open competitive search is not feasible or appropriate for the appointment.

Submitting Request for Direct Appointment

To request direct appointment of a candidate to a position, the appointing authority submits the following to the Office of the Dean:

- Faculty position responsibility
- Proposed salary
- Employee/applicant curriculum vitae (resume)
- Justification to appoint without a formal search
- Diversity implications

The Dean reviews the request and notifies the Advisory Board of Management and HRD of approval or denial of the request.



Executive Appointment

The President or the Dean may make a direct appointment without a search when he or she finds such an appointment to be in the best interests of the Institute.

The President or the Dean must submit justification for this decision to HRD for retention in the appointed individual's personnel folder.

ORIENTATION AND TRAINING

New Faculty Orientation

An orientation/training schedule shall be prepared for each new Faculty appointed.

The representative from the appropriate department to which the new Faculty is being employed should notify him/her of details of the schedule, but new Faculty may also obtain information from the HRD.

The Institute strongly requests new faculty to attend the scheduled Orientation.

IV. TERMS AND CONDITIONS OF SERVICE

1. Probationary Period

Employees recruited for part-time or permanent positions are required to serve a three-month probationary period. During this period, performance will be monitored and a final assessment completed at the end. Upon satisfactory completion of this probationary period, an employee gains permanent employment status and as such would be eligible for certain benefits and privileges, some of which are described below.

The new employee should be given periodic feedback on his/her performance and given an opportunity to correct errors before the expiration period. If the necessity arises for extension of the probationary period this should be communicated to the employee before expiration. The Human Resource Office initiates the request for a report on the employee's probationary period.

2. Promotion

A promotion would be possible when a post at a higher level becomes vacant or when an existing post has been upgraded because the duties and responsibilities attached thereto have changed. In either case, the employee being considered for promotion should possess the required qualifications for appointment to the post.

3. Training and Development

Training and Development of staff is an important function of the Human Resource Office. This is usually carried out in collaboration with the Head of Department/Supervisor, through interviews or discussions. Employees may also make recommendations for their training.

4. Performance Appraisal

The Institute has an Employee Performance Appraisal System for all Academic, Administrative, and Support Services employees. This is designed to improve communication among managers, supervisors you the employee, and to give you a better understanding of what is expected of you in your job.

In our system, supervisors observe employees' performance, continually talk with employees about their performance and appraise employees' work based on what the job requires. It is believed that the performance of each of you is key to the overall success of the Institute.

5. Career Development and Education

Your growth and development is important and the Institute has various programmes and other forms of assistance, which provide the opportunity for you to enhance your personal growth and development. Details are available from the Human Resource Office or through your Department Head.

We have a number of in-house training programmes mounted through the Human Resource Office year round. You are urged to participate fully in these when selected to attend since it will greatly enhance your opportunities for career growth at the Institute.

6. Personal File

The Human Resource Office maintains a Personal file for you. This file contains documents such as your application, copies of Certificates, personal data, references, performance appraisals, changes in work or personal status, letters, salary increases, benefits administration and any other information relevant to your employment with us. Since this file is used to deal with most matters of interest to you such as promotion, training and increased remuneration, it is important that you help us to ensure that it is up-to-date. Please let us know of any changes in your name, status, dependants, address and telephone number from the time you joined us. If you complete any training program or increase your education level, please let us know.

7. Guidelines for Conduct

We expect good personal behaviour from all members of staff since this reflects thoughtful consideration of the rights of others. It is very important to our Institute since your actions represent our Institute to the public. Any action or behaviour, which is considered inappropriate, offensive or reflective of certain job deficiencies, will be dealt with in accordance with procedures set out in our Disciplinary Code. Following is a list of some actions, which we feel, must be avoided since they could result in disciplinary action that ranges from a verbal warning to termination depending on the findings of the relevant enquiry / hearing.

- ✓ Assault/fighting
- ✓ Horseplay
- ✓ Theft or stealing
- ✓ Leaving work/duty assignment without permission
- ✓ Sleeping on duty
- ✓ Unauthorized use of Institute property or equipment
- ✓ Unsatisfactory attendance or punctuality

8. Working Hours

AAIMS' regular schedule is a five (5) day forty (40) hours per week. The normal working hours are as follows:

Mondays – Fridays

Administrative and Clerical Staff

8:30 a.m. to 4:30 p.m.

Faculty

8:00 am – 4:00 pm

In some areas and on some occasions, employees may be required to work on a shift system or on a different or extended schedule.

9. Lunchtime

If you are working on regular schedule you are permitted one hour for lunch, normally between 12 noon and 2 p.m. This hour will vary depending on the particular work area and as agreed at the date of employment.

10. Attendance

This is an area, which the Institute considers to be of great importance. If you are not here, something important does not get done. Someone else may help out in an emergency, but this is not ideal. You are therefore required to be at work for the required hours of work. If you must be unavoidable absent from your job (that is, other than planned vacations or times that have been approved in advance), let your supervisor know as soon as possible by telephone or message on the first day the reason for your absence and when you expect to return. Upon return, you should complete the required Leave Forms for the record. If you anticipate return date changes, please keep your supervisor informed. Unapproved absences disrupt work and will not be tolerated

11. Pay

You will normally receive your first pay cheque on the next pay period after joining us. Pay stubs or statements are normally distributed in the Bursary or at a location near to your workstation. Your Supervisor will tell you exactly where to pick up your cheque or whether it would be brought to you.

Monthly paid employees are usually paid on the twenty-fifth (25th) day of each month. Where the twenty-fifth (25th) day of the month is a Saturday or Sunday, salary shall be payable on the Friday immediately preceding.

For fortnightly paid employees, salary payment is usually made every other Thursday. Payroll matters are handled by the Bursary, which is situated in the administrative building. If you have a serious problem that cannot be sorted out through your Department, you should contact the relevant person in the Bursary.

12. Leave

It is the policy of AAIMS to grant a leave of absence (medical, compassionate, personal, study/training, vacation) and according to the labour laws of Jamaica to regular full - time employees in good standing for reasons acceptable to AAIMS. Please consult the Leave of Absence Policy available in the HR Department

13. Identification

The identification card issued to each employee at the time of employment must be in possession of the employee at all times, while on the Institute Campus. The production and issuance of identification cards is the responsibility of the Human Resources Office, and hence the loss of, or damage to identification cards must be reported to that office for replacement at a cost to the employee. New employees however, should endeavour to obtain an identification card by the first working day. On termination of employment, employees are required to return their identification cards to the Human Resource Office.

14. Abandonment of Posts

A post is deemed abandoned by its holder if the holder is absent from duty for three consecutive working days, without approved leave or notice. Heads of department are required to report to the Human Resource Office immediately an employee fails to report for duty.

15. Behaviour

Employees at all levels are required to observe appropriate behaviour at the workplace at all times. Extremes in behavioural tendencies may be subject to counselling and /or other interventions, which may be deemed necessary.

16. Office Etiquette

Your personal qualities can mean the difference between success and failure in your department. Certain kinds of behaviour are essential when you are in close contact with customers and fellow workers. The observance of good office decorum is a requirement of the Institute.

17. Job Descriptions

Benchmark descriptions are available for all jobs. Heads of Departments are asked to construct individual job descriptions using the benchmarks as guidelines. Any significant changes in duties should be drawn to the attention of the Human Resource Office for review.

18. Sick

If you are absent from work as a result of being medically unfit to carry out your duties, on submission of a medical certificate you would be granted sick leave up to the agreed limit.

19. Additional Conditions Applicable to Faculty

- a. **Course Assignments:** Faculty members are required to submit a schedule of Course Assignments/Tests (before the end of the first five weeks of the semester and final examination questions by mid-semester) along with their due dates to the Program Manager /Academic Dean. Please discuss any extensions on submission times with Dean / Program Manager;
- b. **Training courses:** You are required to attend mandatory training designed to facilitate enhanced classroom teaching-learning experiences.
- c. **Academic Advisors:** Faculty members are required to participate in academic meetings (at least one per semester) and are invited to become Academic Advisors for students, relevant & related to their area of practice
- d. **Attendance:** Members should inform the Program Manager / Academic Dean in the event of any emergency that will lead to them being late for class (notice to be given at least two (2) hours in advance) and if you are going to be absent, at least forty eight (48) hours in advance. Persistent failure to do so may constitute grounds to terminate this contract.
- e. **Evaluation:** The Institute will audit courses, conduct oral or written evaluations at any time during a semester, if deemed appropriate. Students are required to complete an evaluation form at mid-semester and at the end of the semester using our Lecturer / Faculty Evaluation Form. Results from these evaluations will be shared with the faculty member concerned. Persistent complaints by students that have been investigated and found to be valid to the satisfaction of AAIMS may constitute grounds for the termination of this contract. AAIMS expects at least 80% evaluations favorable from the students for any Faculty Member at all times.
- f. **Re-scheduling:** AAIMS reserves the right to set the schedule and venue of classes and to make any necessary changes in the event of any unplanned or unexpected events, and will advise Faculty of these changes at least 48 hours in advance.

No alteration should be made to class schedules without prior consultation with and approval

of, the Program Manager/Academic Dean. Any class missed must be made up by the Faculty member, in consultation with the Program Manager/Academic Dean, and at a time convenient to the members of the class. The Faculty member is not permitted to employ any other person (voluntary or paid) as guest/co- presenter without prior consultation with and approval of the Program Manager/Academic Dean.

- g. **Course Material:** Copies of course material and/ or slides must be presented to the Library after each session for further use by students and for the Library record of class material. All materials used as handouts must be accurately cited/referenced. Material must not be copied directly from the text of books or websites (to avoid AAIMS being liable).

20. Institute Property

Employees are expected to exercise due care in the use of Institute property and to utilize such property only for authorized purposes. Negligence in the care and use of Institute property may be considered cause for disciplinary action. At the time of termination of employment an employee must return to the Head of Department or nominee any Institute Property which was issued to him/ her for the performance of his/her duties.

POLICY ON RELATIONS BETWEEN FACULTY, STAFF AND STUDENTS

Purpose

The purpose of this policy is to ensure that the learning environment of the All American Institute of Medical Sciences (AAIMS) promotes the development of appropriate professional attitudes, behaviours, and values in medical students and other learners.

AAIMS desires to foster a campus community where people can work and learn with respect, dignity, and freedom from discrimination. Individuals deserve to be free from the threat of or actual physical violence or verbal abuse.

To accomplish this goal, it is necessary to define the standards of conduct that must guide a teacher's treatment of learners, and to provide a mechanism to address alleged violations of the standards.

All learners and employees must be provided with procedures to report violations without fear of retaliation and to have those violations investigated and acted upon. In addition, this policy aims to ensure that ongoing education concerning the issues dealt with in this policy is provided on a regular basis to the entire AAIMS community.

Definition

“Abusive conduct” or **“Mistreatment”** arises when behaviour shows disrespect for the dignity of others; it creates an intimidating environment and is likely to interfere with an individual's work or education. Abusive conduct can be verbal, visual, physical, or communicated in writing or electronically. Such conduct is typically directed against a particular individual or individuals

“Exclusion”, when deliberate and/or repetitive, also interferes with a student's opportunity to learn. Disrespectful behaviours, including abuse, harassment, and discrimination, are inherently destructive to the student/teacher relationship.

Examples of discriminatory, unfair, arbitrary or capricious treatment include, but are not limited to:

- Physical threats
- Verbal attacks
- Insults or unjustifiably harsh language in speaking to or about a person
- Public belittling or humiliation, threats and intimidation, removal of privileges
- Physical attacks (e.g., hitting, slapping, or kicking a person)
- Requiring performance of personal services (e.g., shopping,)
- Intentional neglect, ignoring or lack of communication
- Disregard for student safety
- Denigrating comments about a student's field of choice
- Exclusion of a student from any usual and reasonable expected educational opportunity for any reason other than as a reasonable response to that student's performance
- Grading used to punish a student, rather than evaluate objective performance

-
- Assigning tasks “for punishment”, rather than to evaluate objective performance
 - Forcing the student to adhere to inappropriate work schedules
 - Discrimination based on race, colour, creed, religion, national origin, gender, age, marital status, disability
 - Other behaviours which are contrary to the spirit of learning and/or violate the trust between the teacher and learner.

The Institute strongly discourages sexual relationships between individuals in positions of authority (such as faculty, instructional staff, managers or supervisors), and the students or employees whose performance they are responsible for grading, supervising or evaluating. These relationships may lead to significant problems including allegations or charges of sexual harassment, abuse of power, and conflict of interest.

If a complaint is made by a student or employee about the relationship with the staff member, the staff member immediately becomes liable to disciplinary action.

Prevention and Dissemination of Information

AAIMS is committed to preventing and remedying mistreatment of medical students and all employees. To that end, this policy and related procedures will be disseminated among the School’s community.

In addition, the School will periodically sponsor programs to inform medical students, faculty, administrators, and other staff about medical student mistreatment and its resulting problems; advise members of the School community of their rights and responsibilities under this policy and related procedures and train personnel in the administration of the policy and procedures.

Methods of communicating to specific groups include but are not limited to the following:

To Medical Students:

- inclusion of a section on “Medical Student Mistreatment” in the Student Handbook,
- inclusion as topic for discussion by the Student Services and Guild of Students.

To Faculty:

- Annual transmittal, by the Dean, of a copy of the policy and procedures to the MD Faculty and to the Academic Manager, Pre-Med Program with instructions to distribute and explain the policy and procedures to faculty participating in the teaching and training of medical students,
- inclusion as an agenda item for faculty orientation.

To Administrative and Support Staff

- A copy of the policy and procedures should be given to each new staff member during orientation exercise.

Procedures for the Reporting and Handling of Alleged Sexual Harassment or Mistreatment:

Students or Staff who believe that they have been mistreated or Sexually Harassed, as defined in this Policy, have the following options for making their initial report:

1. To the **Counselor, Office of Student Services and/or the Director, Student Services as appropriate.** Students or staff are encouraged- but not required- to try to resolve the matter by involving the School Counselor and the Director of Student Services.
2. If a student wants the issue to be formally pursued, the matter can be reported to the **Ad-hoc Committee on Student Mistreatment.** The Ad-hoc Committee can be drawn from the following persons:
 - Associate Dean, Administration, Chair
 - Registrar & Director Student Services
 - Counselor
 - Manager, Support Services
 - Manager, Human Resources
 - Member, Guild of Students

If the Committee agrees that mistreatment has occurred, a report will be forwarded to the Dean. If the Committee does not believe the event constitutes mistreatment, but the student does, the student may still file a grievance using the AAIMS grievance procedures.

3. **A central file of all student complaints will be maintained in the Student Affairs Office.** Complaints will be dated, but student names will be optional. Files will be organized so that repeat offenders can be brought to the attention of the Dean and Associate Dean, Administration, by the Student Affairs staff.

No Retaliation

Retaliation is strictly prohibited against persons who in good faith report, complain of, or provide information in a mistreatment investigation proceeding.

Retaliation includes any vengeful behaviour on the part of the accused or the accuser and other related persons, including, but not limited to, acquaintances, friends and family members.

Individuals who believe that they are experiencing retaliation should immediately contact the Director of Student Services or the Counselor so that prompt remedial action can be taken.

APPENDICES

1. **Leave Rules**
2. **Benefits And Allowances**
3. **Absences From Duties**
4. **Duties And Responsibilities**



**ALL AMERICAN INSTITUTE
OF MEDICAL SCIENCES**

**STAFF
HANDBOOK**

“Medical Education Par Excellence”

CONTENTS

| | |
|--|----|
| Welcome | 3 |
| About This Handbook | 4 |
| NEW STAFF | 4 |
| Orientation Process and Evaluation Period | 4 |
| Workplace Attire | 5 |
| AAIMS network address | 5 |
| AAIMS Swipe Key | 5 |
| Self Service Network | 5 |
| Direct Deposit | 5 |
| Parking and Transportation | 5 |
| Severe Weather and Emergency Conditions | 5 |
| Emergency Management Training | 6 |
| Benefit Opportunities | 6 |
| Time Off with Pay | 6 |
| Parent involvement in School | 6 |
| Court Appearance | 6 |
| Voting Absences | 6 |
| Leaves of Absence | 7 |
| PAY ADMINISTRATION | 7 |
| Job Descriptions (JD) | 7 |
| Meal and Break Periods | 7 |
| Workplace Expectations and Guidelines | 7 |
| AAIMS Standard of Conduct and Performance | 8 |
| Performance and Work - Related Behaviour Counselling | 8 |
| Corrective Action Protocol | 8 |
| Progressive Corrective Action | 8 |
| Dispute Resolution Process | 9 |
| Procedure - | 9 |
| Reporting Concerns Related to Compliance or Fraud | 9 |
| Non - Solicitation Guidelines | 9 |
| Arrest and/or Conviction of Staff | 10 |
| Criminal Convictions of Staff | 10 |
| Criminal Drug Conviction Policy | 10 |
| Severe Weather and Emergency Conditions | 10 |
| Voluntary Resignations or Retirements | 11 |
| Involuntary Terminations | 11 |
| Access to Department and AAIMS Personnel Files | 11 |
| Workplace Health and Safety | 12 |
| Pre-Placement Health Review | 12 |
| Periodic Health Review | 12 |
| Disability and Impairment | 12 |
| Safety and Security | 12 |
| Occupational and Environmental Safety | 12 |
| Security at AAIMS | 13 |
| Prohibited Weapon Policy | 13 |
| Alcohol and Drug Policy | 13 |
| Substance Abuse Policy | 14 |
| Disclaimer | 14 |
| Acknowledgment of Receipt | 14 |

The All American Institute of Medical Sciences (AAIMS)

“Medical Education Par Excellence”

STAFF HANDBOOK

“When we work at AAIMS we aim to do our best to produce the best”

WELCOME

Welcome to the All-American Institute of Medical Sciences (AAIMS). You are now part of the development of something “new and different” in medical education. Here we believe in excellence not just in our performance but what we produce for future medical research and patient care. By working at AAIMS you get the opportunity make a real difference globally.

For continued success we depend on your contributions and your service to our students, to one another, investors, our Board of Management and to the community at large.

The intention of this handbook is mainly to give an overview of the policies and procedures (administrative/human resources) at AAIMS and the resources and opportunities that may be available to you. The handbook should assist you in understanding what AAIMS expects from you as a staff member and what you should expect from AAIMS. If you still have unanswered questions please speak to your Supervisor/or the Human Resources Manager.

Whether you are newly employed or have been with AAIMS for years we ask you to familiarize yourself with this handbook so as to help you establish a successful working relationship with the AAIMS community.

By joining us here at AAIMS you have become a part of what will become a legacy of great achievement and much greater potential. Let us work to realize this promise.

Executive Director/Academic Affairs

Human Resource Manager

ABOUT THIS HANDBOOK

The policies, procedures and services described in this AAIMS Staff Handbook are applicable to those categorized as regular staff, regardless of whether they are paid a monthly salary, fortnightly or an hourly wage, except where noted otherwise.

This handbook does not apply to faculty, students, AAIMS temporary staff or staff under some bargaining agreement.

Further information on those not “qualified” may be acquired from the Associate Dean of Administration, The Registrar or the Academic Dean.

Overview of AAIMS

Please see www.aaims.edu.jm

NEW STAFF

Staff and Supervisor Relationships

One critical component of successful performance at AAIMS is the partnership between staff and Supervisors. This partnership provides the underlying structure for successful working relationships. Such relationships rely upon the following:

- The communication and understanding of needs and expectations
- The ability to discuss and resolve questions and problems
- The sharing of suggestions for improvement of work process, individual and team performance. and service to others.

ORIENTATION PROCESS AND EVALUATION PERIOD

On commencing work at AAIMS, staff will have a 90-calendar-day orientation and evaluation period that begins the first day of regular employment. During this time the staff member determines if the position meets his/her expectations, while the staff member's supervisor determines if the new hire has the knowledge, skills and attitudes necessary to perform satisfactorily.

During this 90-day period the staff will accrue Paid Time Off vacation, sick leave and holiday time. Note here that the staff member is not eligible to use such time until after the 90-day orientation and evaluation period except on designated holidays or if the severe weather/conditions policy is activated. New staff must also complete the 90-day orientation and evaluation period before being eligible to use the dispute resolution process.

This period of time is one in which there is frequent communication between supervisor and staff regarding performance expectations.

WORKPLACE ATTIRE

Attire must be neat, clean (attention to personal hygiene) and appropriate to the work being performed in the setting in which it is performed (i.e. Apron and Caps during feed preparation in kitchens. no-skid shoes on wet floors; gloves when handling dangerous plants, chemicals) Standard attire (uniforms) will be offered at a subsidized cost as soon arrangements are made.

Supervisors should determine and communicate appropriate workplace attire for their staff; uniforms may be required for certain positions.

AAIMS NETWORK ADDRESS

A standard format of staff address which is easily recalled will be given as soon as employment contract is formalized and signed.

aaims.edu.jm is the network page for the institution and all qualified members of staff will have access.

AAIMS SWIPE KEY

A swipe key will be given to staff member if thought necessary that they will need access to certain rooms/areas (library, labs)

SELF SERVICE NETWORK

In time staff will be able to access HR forms on line and fill in information as required. Otherwise information will be given to supervisors for submission to HR Forms will be filled in and placed on personnel files. Staff may request to see such forms in a timely manner according to time information was received and after checking with their supervisor/HR.

Direct Deposit

AAIMS encourages all members of staff to use direct deposit of paychecks in a checking or savings account. This method is convenient, saves time, and is reliable. The system also makes for safety in getting the money to and from the bank. The bank of choice for AAIMS is the Royal Bank of Canada (REC). Please inform the accounts department of the relevant information re accounts for deposit.

Parking and Transportation

Parking is provided on the campus for all members of staff. The gates are manned by security who will request a simple search on entering and leaving the campus. You may be asked to park in specific areas allotted for parking.

Severe Weather and Emergency Conditions

All members of staff at AAIMS perform important services and during emergency conditions some positions are required to be present on the campus to ensure continuous operations. Jobs are categorized into either

Essential, Reserved or Delayed. During the initial orientation and evaluation period supervisors will designate a service level for all new members of staff, review their departments emergency management plan and explain what is expected based on the assigned service level designation for the job.

Emergency Management Training

Specific members of staff are designated to an Emergency Management Committee. The AAIMS community will have scheduled training and practice events/simulation for emergency conditions. Information on other safety training will be given during the orientation and evaluation period. Reminders will be posted on the notice boards accessible to all.

BENEFIT OPPORTUNITIES

TIME OFF WITH PAY

Leave, whether vacation, sick leave, compassionate, personal development or other special leave will be according to the employment contract and the labour laws of Jamaica. Staff members are encouraged to me their scheduled time off at their discretion.

Leave time must be scheduled and approved in advance to support the work/service of the department and colleagues.

All Supervisors are expected to work with staff to schedule periods of leave from AAMS. If staff members are unable to report to work because at illness or other causes, he or she must notify their well ahead of the scheduled start time according to departments notification procedures. Staff is advised to inform their supervisor prior to an expected absence or lateness.

Departments are responsible for and expected to maintain accurate time - off records for all staff and for ensuring that all work time is recorded and reported accurate through the appropriate time recording and reporting system.

PARENT INVOLVEMENT IN SCHOOL

Parent involvement in school is an essential component of a student's success. AAIMS provides four (4) hours per year of unpaid leave and four (4) hours of paid leave (conditions apply) to any employee who is a parent, guardian, or a person standing in for a parent (in loco parentis), far a school- aged child to attend or otherwise be involved in a child's school. Leave must be a mutually agreed upon time between the supervisor and the member of staff.

COURT APPEARANCE

Staff must provide the supervisor with a copy of the document requesting the summons and also arrange for the necessary scheduled time—off with pay. A" proof of service" document (provided by the court) is required by start doing jury duty upon retiring to work.

VOTING ABSENCES

Staff usually have enough time on an election day to access polling stations both before and after work. If time away is necessary to vote in any election and evidence is provided to this effect. Paid Time Off will be given according to the labour- laws of Jamaica. not exceeding four (4) hours.

LEAVES OF ABSENCE

AAIMS offers leave of absence to eligible staff to enable them in times of illnesses and/or are immediate family members, educational needs, military service (reserve), family issues and/or personal matters.

The purpose of leave of absence is to protect the services of the staff who have a need to temporarily leave active service but plan to return to AAIMS within the time specified by their approved leave of absence. At AAIMS we design leave of absence to allow for the continuation of applicable benefits coverage during this time.

For more information please contact your supervisor/manager or the Human Resources Department.

PAY ADMINISTRATION

AIMMS administers compensation policies and programmes that support competitive and equitable pay on like duties and responsibilities. comparability of backgrounds, and performance contributions within available resources.

Policies and programs are administered without regard to race, gender, ethnicity, religion, national origin, sexual orientation, political allegiance, social status, disability or age.

JOB DESCRIPTIONS (JD)

JDs exist for all regular staff positions and summarize typical essential duties and responsibilities as well as minimum hiring qualification, including required education, experience levels and licensures or certifications and performance appraisal criteria.

MEAL AND BREAK PERIODS

AAIMS offers a forty minutes lunch break and a ten minutes break during the AM or PM, throughout a full day of service. Ten minutes breaks are scheduled after four full hours at worker so that staff may refresh and refocus.

WORKPLACE EXPECTATIONS AND GUIDELINES

To be successful on the job staff performance depends on firstly a full understanding of and commitment to job performance expectations. Following AAIMS and department specific policies and procedures will enable staff to achieve expected performance.

AAIMS expect supervisors/managers and staff to understand and adhere to the following performance procedures, plans and standards:

1. Follow the new-staff orientation process designed to ensure the successful introduction of new staff to organizational, department and job specific expectations.
2. Provide a full review and discussion of the AAIMS Staff Handbook. Staff should sign the Acknowledgement of Receipt and return the receipt to their supervisor/manager to be kept in their departmental personnel file.
3. Provide a full review and discussion of responsibilities and requirements, including mandatory training where applicable to ensure compliance with laws, regulations and policies.
4. Provide a formal review of and discussion of specific department performance expectations.
5. Conduct regular discussion between supervisors and staff in regard to performance progress and future expectations,
6. Conduct discussions at least twice (x2) a year of Overall staff performance, future expectations and goals.

AAIMS STANDARD OF CONDUCT AND PERFORMANCE

AAIMS holds a strong commitment to high ethical standards and full compliance with laws, regulations and policies. Staff are expected to perform job duties and responsibilities in a manner that reflects the highest ethical and professional standards.

PERFORMANCE AND WORK - RELATED BEHAVIOUR COUNSELLING

When staff are not meeting workplace expectations, it is the responsibility of supervisors to counsel and coach them. Supervisors are expected to provide corrective action in such situations and document these corrective action processes. Supervisors may even implement a “Performance Improvement Plan” to assist them as well as staff in addressing and resolving performance/behaviour problems.

CORRECTIVE ACTION PROTOCOL

AAIMS has designed corrective-action protocols to identify and correct problems or behaviours that affect the work performance at staff. The proper steps for corrective actions must be handled consistently within and across each department/unit and for each problem, in most cases we ask supervisors to develop a performance/behaviour improvement plan to help staff identify and improve performance behaviour problems.

Corrective Action Processes include the following:

- a. Written warning - documents discussion between supervisor and staff member who fails to meet performance/behaviour expectation and such warnings are documented in the first instance.
- b. Final Written Warning or Suspension - documents discussion between supervisor and staff members who continue to fail to meet performance/behaviour expectations after receiving two written warnings. This action includes disciplinary or investigative suspension that provides for temporary removal of a staff member from the workplace pending investigation. Before a staff member is suspended the supervisor must consult with the department’s Human Resource representative to discuss the circumstances.
- c. Termination — occurs after written warnings are issued to staff who continue to fail to meet performance expectations. Terminations must be reviewed by the department’s Human Resource representative (and by staff and Labour Relations) prior to a final dismissal.

PROGRESSIVE CORRECTIVE ACTION

The goal is to guide the staff member towards satisfactory performance and/or appropriate behaviour and one must identify any deficiencies causes and the expectation for meeting standards. In this system the severity of the penalty increases with each infraction of the performance/behaviour, or attendance standards in the appropriate track. If there is no improvement or there are repeat violations of the performance/behaviour or attendance standards, the corrective action may progress up to and including termination.

AAIMS reserves the right to effect immediate termination if such action is deemed necessary.

DISPUTE RESOLUTION PROCESS

AAIMS has put in place a process to ensure fair, orderly and prompt resolution of disagreements. All regular members of staff (after the 90 —day orientation) are eligible to use the Dispute Resolution Process when policy disagreements arise. This process does not cover temporary staff or any staff covered by a labour agreement

This process applies to:

- Any application or interpretation of AAIMS Human Resource policies or procedures in so far as they affect work activities.
- Any claim based in whole or part on local laws whether statutory or common law.
- Any member of staff with complaints of harassment or discrimination.
- Issues related in job classification and performance evaluation should not be processed through this procedure.

Procedure -

- A. Face-to-face discussion
- B. Dispute review panel
- C. Arbitration
- D. Mediation [optional]

REPORTING CONCERNS RELATED TO COMPLIANCE OR FRAUD

It is the responsibility of AAIMS staff to bring potential compliance concerns or violations to me attention of management/someone in authority so that they can be properly addressed. Issues should be reported immediately using one of the following methods:

1. Report directly to a supervisor, department head or dean.
2. Report the issue to the appropriate office for the specific issue.

Staff are also encouraged to report fraud, waste and mismanagement to the appropriate supervisor/manager or to the HR department.

All reports of concern reported are taken seriously and will be reviewed to determine the appropriate course of action.

The confidentiality of individuals assisting AAIMS by providing contact information will be protected. AAIMS policy and in many cases the law provide protection for individuals bringing such concerns forward in good faith, from any retaliation and/or retribution.

NON - SOLICITATION GUIDELINES

For reasons of safety and privacy, staff are prohibited from soliciting for any outside activity or organization during work time unless the solicitation is approved by AAIMS and is in accordance with the requirements and restriction of this policy.

Solicitation is defined by AAIMS as including verbal or written communication, raffle tickets, for-sale merchandise, e-mail distributions, circulars, hand bills or other kind of literature. Furthermore, staff should not use AAIMS computer and communication systems and materials - including interdepartmental mail, e-mail, telephone, fax, supplies or other related workplace equipment - for any purpose not directly related to workplace business and/or activities without the expressed approval of a supervisor/manager.

ARREST AND/OR CONVICTION OF STAFF

If a staff member is arrested or convicted of a misdemeanor or felony while employed at AAIMS, he or she must inform a supervisor of the arrest or conviction within seven calendar days of the event. Failure to report such incident to a supervisor may result in corrective action.

Arrests of Staff

The arrest of any AAIMS staff (on or off AAIMS grounds) may also result in corrective action by AAIMS.

Corrective action depends upon a review of all factors involved in the arrest. These factors may include but are not limited to the following concerns:

- Whether or not the illegal action was work - related or not.
- Consideration of the nature and severity of the illegal action.
- Determination of whether or not the circumstances resulting from the act will adversely affect a staff member's work attendance.

CRIMINAL CONVICTIONS OF STAFF

If convicted of a criminal offence while employed by AAIMS, he/she may be terminated and if terminated is not eligible for rehire.

Termination will depend upon the nature of the offense and on the staff member's workplace duties. All actions taken under the policy must be made in consultation with the primary entity or department employing the convicted staff member and with the HR manager.

CRIMINAL DRUG CONVICTION POLICY

Failure to report a conviction (guilty or not) of a drug statute within seven days of the incident is cause for corrective action, including termination for a first offense. As an alternative to termination AAIMS reserves the right to require staff convicted of criminal drug statute violations to participate in approved substance - abuse treatment programmes.

SEVERE WEATHER AND EMERGENCY CONDITIONS

It is essential that AAIMS maintain some services and operations during severe weather and emergency conditions.

These conditions include, supporting students in residence, providing necessary support and administrative services any operating health services and operating research facilities.

All AAIMS staff perform important work and services and during times of severe weather and emergency conditions some positions require the on—site presence at many of our staff to continue the operation of such essential services/facilities.

To ensure continued support, all jobs are categorized into one of three service levels: Essential Services, Reserved Services and Delayed Services.

During the orientation and evaluation period supervisors should designate a service level for all new staff, review the department's plan and explain work expectations based on the assigned designation.

Annually thereafter the supervisor will review the department's Severe Weather and Emergency Conditions plan and reconfirm service levels with all staff.

We must also bear in mind that AAIMs has in place an emergency committee.

VOLUNTARY RESIGNATIONS OR RETIREMENTS

For staff to leave AAIMS in good standing they must give a written notice of resignation or retirement as follows: Staff in hourly- paid positions are required to give two weeks' notice.

Staff in monthly-salaried positions are required to give one month's notice.

Other non-exempt or exempt registered (like a nurse) professional are required to give one month's notice.

Any member of staff who does not provide sufficient notice is not recommended for rehire. Supervisors may choose to waive the notice period at their discretion.

INVOLUNTARY TERMINATIONS

After appropriate counselling and corrective action. staff unable to meet the established standards of performance and conduct for their positions may be terminated. Involuntary termination requires prior review

and approval by the staff members HR representative or HR manager. The termination process must be fully and properly documented.

ACCESS TO DEPARTMENT AND AAIMS PERSONNEL FILES

AAIMS has put in place the following procedures detailing the ways in which current AAIMS staff may access AAIMS personnel or department files:

Department File Access - Staff may access and review the department personnel file by scheduling an appointment with their supervisor. The supervisor must be in attendance during the file review and the file is to be reviewed only within the office in which it is kept. Staff may add to the department file letters of recommendation and employment references, or other material they considered to be useful indicators of their work performance. Medical information, medical results, drug screens, worker's compensation examinations and diagnostic tests related to the job are kept by AAIMS HR or Employee Occupational Health and Wellness and should not be kept by the department. Other physician notes related to the job such as attendance should be kept in a separate confidential medical file.

AAIMS Personnel Files - AAIMS HR maintain a copy of individual staff personnel file. This file contains payroll and benefits forms, all status - change forms and other correspondence regarding an individual's employment at AAIMS.

Upon request these files are available for review by current staff. Staff should contact HR to schedule appointments to do so. In all cases files are to be viewed only within the AAIMS HR office.

WORKPLACE HEALTH AND SAFETY

AAIMS strives to provide a safe workplace environment for all its staff, students and visitors. The well-being of the AAIMS workforce is maintained and enhanced by health and safety policies as set out in this section.

AAIMS encourages its staff to maintain and maximise their health because doing so improves their personal well-being, reduces health care costs and enhances overall work performance.

Smoking Policy

Here at AAIMS we maintain a smoke-free environment. Smoking is only allowed in designated areas (outside of buildings) and staff should check with their supervisors for such locations. AAIMS recognizes the health problems that are associated with smoking and may provide through the HRM sources of help to staff who would like to quit.

PRE-PLACEMENT HEALTH REVIEW

AAIMS requires a pre-placement health review for all members of staff. This is to ensure that staff have no health problems that could potentially endanger their safety at work or compromise or create health risks to AAIMS students, visitors and other staff or the work environment in general. Health reviews should be completed prior to beginning work.

Periodic Health Review

Staff working in certain positions (e.g. kitchen, housekeeping, dining room) are required to undergo periodic health reviews designed to determine if their health has been affected by their work and/or work environment or otherwise since their last review.

DISABILITY AND IMPAIRMENT

Start with physical or mental impairment that interfere with their ability to perform appointed work should discuss their situation with their supervisor and/or the HRM.

SAFETY AND SECURITY

AAIMS is committed to promoting and supporting a safety culture that will help maintain staff health. Increase, productivity minimize lost work time and reduce octets. All members of staff are responsible for taking all practical steps to bring conditions, behaviours, or practices that create risks to the AAIMS community to the attention of their supervisor/qualified staff.

OCCUPATIONAL AND ENVIRONMENTAL SAFETY

All staff and supervisors are responsible for proactively managing the safety of their staff and their work environment. Staff must comply with safety policies and rules, and use safety equipment that is provided to help create and maintain a safe working environment.

Staff should discuss safety concerns with their supervisors. When safety concerns are suspected or discovered staff are required to report all relevant information about the concerns to their immediate supervisor. Failure to comply may result in corrective action up to and including termination of employment.

SECURITY AT AAIMS

AAIMS maintains a 24hr. a day security system including uniformed personnel at the main entrance. Gate security will carry out simple searches of vehicles on entry, as well as on exit from the campus. During the 24hr. period regular patrol is made on foot of the whole campus. One other person is assigned to assist in campus/ AAIMS assets security during the 8hr. work day as well as to supervise the external security employed.

PROHIBITED WEAPON POLICY

The possession of weapons is prohibited at all times on AAIMS premises and while members of the AAIMS community conduct official business except in the case of AAIMS qualified security.

ALCOHOL AND DRUG POLICY

AAMS prohibits the unauthorized use, possession, storage. Manufacture, distribution, dispensation and sale of alcohol both on the premises and during any business conducted in AAMS-owned or supplied vehicles.

SUBSTANCE ABUSE POLICY

As a drug-free workplace AAIMS will comply with all legal regulations re drugs, Substance abuse is detrimental to an individual's health and may jeopardize safety in the workplace. For these and other reasons, the unauthorized use or possession of alcohol, controlled substances, and the use or possession illegal drugs is prohibited on AAIMS premises and during AAIMS-sponsored activities

DISCLAIMER

The information described in this handbook is intended to provide the guidelines and general information necessary to enable AAIMS staff and supervisor/managers to work together successfully and effectively in order to accomplish assigned job responsibilities and even more importantly to support AAIMS overarching mission.

Except as provided in the applicable grievance/dispute resolution procedures, information contained in any handbook, manual or document prepared for or relating to non-exempt or exempt staff is for information purposes only and shall not be construed as a contract.

While this handbook strives to be a wide-ranging information resource, it should not be understood as full replacement of AAIMS official policies or of its more comprehensive procedures and guidelines.

If you have questions yet unanswered please contact your immediate supervisor or HRM.

ACKNOWLEDGEMENT OF RECEIPT

My initials and signature indicate that I have reviewed and had the opportunity to discuss with a Supervisor/HRM any questions that I have regarding the content of this handbook.

I understand that I have an obligation to inform my supervisor/manager, HR, and Accountant of any changes in my personal information — including but not limited to, my phone number and address. I also accept responsibility for contacting my supervisor, HRM or Accountant if I have additional questions or concerns or need further explanation about these or subsequent policies, procedure; and/or guidelines.

I recognize that the original signed "Acknowledgement of Receipt" document has been given to me and a copy has been placed in my personnel file. I also understand details about AAIMS policies and procedures are available online at www.aaims.edu.jm

Signed: _____
Employee

Signed: _____
Supervisor

Date: _____

Date: _____

FACULTY BOARD

Terms of Reference

Updated Dec. 29, 2020

MANDATE

The role of the Faculty Board shall be to advise and assist the Executive Dean in a range of practical and policy matters, to bring together into one forum consideration of all aspects of academic matters relating to the Faculty and, through the Executive Dean, to have input to the Board of Management (BOM). Provide a forum for deliberation on matters of AAIMS' academic policy and the development of the Faculty so as to contribute to the formulation and review of the academic policies of the Institute and of its vision, mission and strategy.

DUTIES & FUNCTIONS

The Faculty Board will need to provide a sense of cohesion of academic functions and, in particular, shall:

1. Advise and assist the Executive Dean in reviewing policies and procedures relevant to academic developments within the Faculty;
2. Advise the Executive Dean on any matters referred to the Faculty by the President, by the Strategy Committee, or by the BOM;
3. As the principal academic body of the Faculty, advise the BOM, through the Executive Dean, on matters relating to selection of students, assessment of student performance and the academic progress of students, including:
 - (a) advise the BOM on all matters relating to teaching, scholarship and research delegated to the Faculty by the BOM, or the President,
 - (b) advise the BOM on the teaching and research profiles of the Institute within the Faculty;

- (c) consider and report on all matters referred to it by the BOM or the President;
 - (d) consider and make recommendations to the BOM with respect to the approval of new and revised courses proposed by the several Departments of the Faculty;
 - (e) determine the requirements, particular to the Faculty, which will provide eligibility for entry to specific courses and where necessary, to admit students;
 - (f) determine the requirements particular to the Faculty for admission to courses with credit;
4. Elect representatives to the BOM;
 5. Liaise with other committees of the BOM and, where appropriate, to appoint members to serve on those committees.
 6. Prepare and advise on the Faculty's Strategic Plan and make recommendations to the BOM;
 7. Establish and delegate powers to sub-committees as appropriate, within a framework determined by, or otherwise subject to the prior approval of, the BOM to assist in the furthering of the delegated responsibilities;
 8. Recommend the regulations relating to programmes of study or research, examinations or other requirements for Degrees, Diplomas, Certificates and other distinctions and the regulations relating to the award and tenure of Fellowships, Scholarships and Prizes within the Faculty.
 9. Submit recommendations to the BOM or to the President on any matter affecting teaching, scholarship and research;
 10. Exercise its authority in academic matters as prescribed in the Academic Regulations;
 11. Suspend or exclude any such student from further attendance at lectures, classes and examinations in the Faculty or to take such action as may be prescribed by those Regulations.
 12. Monitor the faculty-level implementation of the Institute's teaching and learning strategies and policies and their effectiveness.
 13. Monitor the experience of the students in the Faculty, and the effectiveness of the systems for pastoral and academic support and advice.
 14. Recommend to the BOM, examiners for appointment or nomination;
 15. Promote collaboration in staff development, research and scholarly activity, teaching and learning, and related activities, both within the Faculty and across the institution.
 16. Receive minutes and reports from its several sub-committees;
 17. Submit a summary of its proceedings to the BOM.
 18. Produce on an annual basis an evaluative report on the work of the Faculty Board for consideration by BOM.
 19. Consider risk issues arising from the work of the Board.
 20. Consider such other matters as the President, the BOM, or its sub-committees may refer to it.

Reporting Line:

Reports to: The Board of Management

Receives reports from: Faculty Board Sub-Committees:

- Admissions Committee
- Core Curriculum Committee
- Examinations Board
- Student Academic Advisory Committee
- Library Committee
- Faculty Development & Research Committee
- Technology Committee

Frequency of meetings:

The Faculty Board shall meet at least once per quarter with the authority to convene additional meetings. At the Chairman's discretion, the Board may also conduct business via "round robin" or conference calls.

Membership:

The Faculty Board shall consist of:

- Executive Dean, Chair
- Vice President Academic Affairs
- Library Department Senior representative
- Heads of Academic Departments/Programmes (3)
- Faculty Members x 4
- Director of Student Services
- Registrar
- Senior Administration officer
- A student appointed by the Students' Guild

In Attendance:

Such persons as may be invited at the discretion of the Chair.

Quorum:

The quorum for this Committees are five (5), being one third of the full membership plus one in cases where one third is an even number, unless stated otherwise.

Term of Office:

The term of office for other than those who are members by virtue of their office is three years, with an option of reappointment for a further term.

Procedures:

Determined by itself

Self Review:

Once every year, the Board shall devote at least part of one meeting to a review of its policies, practices and procedures over the preceding 12 months.

Secretariat:

Dean's Administrative Office

Contact: 876-634-4068

DOCUMENT REVISION HISTORY

| Version | Date | Author (& Approvals) | Rationale |
|---------|--------------|---|---|
| Final | May 2015 | Registrar | First Issue |
| Final | Dec 29, 2020 | Andrea Reid, Registrar (Policy Committee) | <ol style="list-style-type: none"> 1. Updated terminology from Dean to Executive Dean 2. Inserted the list of Sub-committees 3. Updated the membership categories and the quorum 4. General formatting 5. Include document revision page |
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CORE CURRICULUM COMMITTEE

Terms of Reference

Updated Dec. 29, 2020

PURPOSE

The AAIMS Core Curriculum Committee monitors the broad scope of the curriculum and implements and oversees all planned curricular changes. In addition, it serves as a forum to review and approve course proposals, to study special issues and problems, and to report to the faculty on curricular issues..

DUTIES

- The committee will oversee the core curriculum, revising and developing it as necessary, to ensure that it remains compatible with the mission of the Institution and the educational tradition in which it stands, and maintains adherence to the standards set forth for Educational Programmes by the Institution’s primary accreditation bodies: the UCJ and CAAM-HP.
- It shall set forth a philosophy of medical education which will provide a rationale for the core curriculum, and disseminate to the faculty, administration, and students the reasons for this curriculum of studies.
- It shall oversee the regular assessment of the core curriculum –skills courses, common courses, core electives—and thus collect the data necessary to inform its ongoing revision and development.
- It shall regularly review the core curriculum vis-à-vis departmental curricula in an attempt to achieve a fuller integration with other programs of study offered within the Institution.
- It shall communicate regularly with the faculty concerning the role of the core curriculum in the medical program of study, the results of its assessment of the core curriculum, and seek faculty input for the continued evolution of the core curriculum.
- It shall bring to the attention of the academic community new developments in medical studies and seek to support professional development that will lead to enhancement of the core curriculum.
- It shall meet regularly throughout the academic year, as prescribed under “Frequency of Meetings”.

CURRICULUM COMMITTEE FUNCTIONS

In fulfilling the above, the Curriculum Committee, working through its sub-committees and in accordance with the relevant UCJ and CAAM-HP Standards, will undertake the following:

1. Establish general educational policies
2. Set educational goals and objectives
3. Assess the structure, design and content of courses and clerkships
4. Review student assessment procedures, student performance, faculty performance, and overall effectiveness of the educational program
5. Initiate and review proposals for new courses and clerkships
6. Consider student grievances about curricular issues
7. Consider faculty grievances about curricular issues
8. Determine the appropriate sequencing and scheduling of courses and clerkships
9. Evaluate the effectiveness of the curriculum
10. View the four/five years of the curriculum as a whole to achieve vertical integration

FREQUENCY OF MEETINGS:

The Core Curriculum Committee shall meet on call of the Chairman, and no less than once for the Academic Year. At the Chairman's discretion, the Committee may also conduct business via "round robin" or conference calls.

REPORTING LINE:

Reports to: The Faculty Board

Receives report from: Its sub-committees:

- Pre-Clinical Curriculum Subcommittee
- Clinical Curriculum Subcommittee
- Examinations Board
- Student Academic Advisory Committee
- Library Committee

Note: The sub-committees shall meet at least once per term to consider operational matters related to the curriculum and to review/prepare data for reporting to the Core Committee.

SUB-COMMITTEES:

The Preclinical Curriculum Sub-committee shall consist of:

- Ass. Dean Basic Sciences (Chair)
- Program Manager, Associate Degree program
- 3 Pre-clinical Faculty

The Clinical Curriculum Sub-committee shall consist of:

- Ass. Dean Clinical Sciences (Chair)
- Ass. Dean Basic Sciences
- 1 Clinical Faculty (Preceptor) from each Clinical department
- 1 Basic Sciences Faculty

MEMBERS OF THE CORE CURRICULUM COMMITTEE

The Core Curriculum Committee will be composed of 11 members, as shown below. The complement of Faculty members will be filled via election by the regular full-time Faculty.

- Chief Academic Advisor, Chair
- Executive Dean
- Ass. Dean, Clinical Sciences
- Ass. Dean, Basic Sciences
- Pre-Med Program Manager
- 1 Clinical Sciences Faculty
- 1 Basic Sciences Faculty
- 1 Pre-Med Faculty
- 1 Student - Clinical Sciences
- 1 Student - Basic Sciences
- 1 Alumni

IN ATTENDANCE

Such persons as may be invited at the discretion of the Chairman.

QUORUM

Four (4) persons shall constitute a Quorum, including the Chair or his designate.

TERM OF OFFICE

The term of office for other than those who are members by virtue of their office, is three years, with an option of reappointment for a further term.

PROCEDURES

Determined by itself

SELF-REVIEW

Once every year, the Committee shall devote at least part of one meeting to a review of its policies, practices and procedures over the preceding 12 months

Secretariat

Contact: Executive Dean's Office
Tel: 876-634-4068

DOCUMENT REVISION HISTORY

| Version | Date | Author (& Approvals) | Rationale |
|---------|--------------|---|---|
| | | | |
| Final | Dec 29, 2020 | Andrea Reid, Registrar (Policy Committee) | <ol style="list-style-type: none"> 1. Incorporated references to accrediting body standards 2. Updated Duties & Functions 3. Included subcommittees 4. Updated membership and quorum 5. General formatting 6. Included document revision page |
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Promotions Committee

Terms of Reference

Updated Dec. 29, 2020

PURPOSE & MANDATE

The Promotions Committee is responsible for the approving and marking of all assessment items relevant to the programmes of study under its remit. The formal procedures to be followed in the approving and marking of all assessment items will be determined by the members of the Promotions Committee and must take account of all School policies and guidance on assessment matters, set out in the Handbook of Examination Policies and Procedures.

The Promotions Committee should receive all necessary documentation from the Examination Committee, the Students Promotion Sub-Committees, including summary reports on assessments over the period under consideration, as well as any source documents as it may choose to request, for example:

- mark sheets,
- module lists,
- aggregated results,
- marking criteria, classification criteria, level descriptors,
- student work,
- provisional results data,

in order to enable it to undertake its role in the consideration and determination of module and year results. The Promotions Committee meetings should review not only individual student profiles of marks and the resultant awards, but also the profiles of marks for each module, particularly where different Cohorts of students could be working alongside one another.

The Promotions Committee is also an appropriate forum for scrutiny of result trends over time. This affords the opportunity for External Examiners to have an understanding of marking and awards trends in the discipline or group of cognate disciplines. If this detail is not considered at the Promotions Committee, then External Examiners should be provided with this information, which will support them in their moderation role.

The Promotions Committee has the responsibilities listed below:

Overall Responsibility

The Promotions Committee is responsible for the consideration and final determination of module and year results for all taught programmes of study that are under its remit.

Specific Duties and Responsibilities

1. Receive provisional results as entered in the Programme Office Mark Sheets.
2. To recommend to the Faculty Board an overall result for each candidate and any other conditions it may deem appropriate where such results lead directly to a degree, diploma, certificate or other academic distinction.
3. Determine on behalf of the Faculty Board, the academic progress of students on the basis of their performance in examinations, coursework, laboratory practical, and other forms of assessment.
4. Ensure that the examination and assessment of candidates are conducted in accordance with regulations and procedures prescribed by the Faculty Board.
5. Make recommendations to the Faculty Board with regard to any prizes, which may be available for candidates with undergraduate programmes of study.
6. In considering the results and recommendations received from the Promotions Subcommittees, the Promotions Committee shall:
 - approve on behalf of the Faculty Board, the recommendations on students' academic status;
 - make recommendations to the Faculty Board for awards and other academic distinction;
 - refer special cases to the Faculty Board Advisory Panel on Examinations; ***the membership of this Advisory Panel is outlined in the Faculty Board Terms of Reference***
 - forward to the Registrar for transmission to the Faculty Board lists of successful candidates, classified in accordance with the relevant programme regulations for the award of degrees, diplomas, certificates and other academic distinctions.
7. The proceedings of the Promotions Committee should be undertaken in an anonymous manner, where possible. In such cases, the names of the candidates are not revealed until final confirmation of the results.
8. Deal with such other matters as the Faculty Board may refer to them from time to time.

Reporting Line:

Reports to: The Faculty Board

Receives report from: Its Subcommittees & the Examinations Committee

Subcommittees:

1. Pre-Clinical Program SPC
2. Clinical Program SPC

Frequency of Meetings:

The Board shall meet on call of the Chairman, and no less than one sessions per term for the Academic year. At the Chairman’s discretion, the Board may also conduct business via “round robin” or conference calls.

Membership

- Chair, Associate Dean, Clinical Sciences
- Chief Academic / External Examination Advisor
- Associate Degree Program Manager
- Associate Dean, Basic Sciences
- (1) MD Faculty Member (TBA)
- Registrar (Secretary, non-voting)

In attendance:

Such persons as may be invited at the discretion of the Chairman.

Quorum

Executive Dean of the School, Programme Director or Head of Department, and External Examiner.

Term of Office:

The term of office for other than those who are members by virtue of their office is three years, with an option of reappointment for a further term.

Procedures:

Determined by itself

Self-Review

Once every year, the Board shall devote at least part of one meeting to a review of its policies, practices and procedures over the preceding 12 months

Secretariat

Contact: Office of the Registrar
(Tel: 876-634-4068)

DOCUMENT REVISION HISTORY

| Version | Date | Author (& Approvals) | Rationale |
|---------|------------|--|---|
| Final | July 2020 | Registrar's Office | <ol style="list-style-type: none"> 1. Updated Committee Membership 2. Added Sub-committees |
| Final | March 2021 | Registrar's Office (Policy Committee) | <ol style="list-style-type: none"> 1. Renamed From Examinations Board to Promotions Committee 2. General Formatting 3. Included this Revision page |
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FACULTY DEVELOPMENT & RESEARCH COMMITTEE

Terms of Reference

Updated Dec. 29, 2020

Purpose & Mandate

- To support a professional development program for full-time and adjunct faculty.
- To find ways to identify, from among our own Residents in training, individuals who possess potential for development as academic Faculty for the future, facilitate that development, and finally to successfully recruit them to the Faculty.
- To encourage and facilitate high levels of scholarship and research within the Institution.

Duties & Functions:

The Faculty Development & Research Committee is expected to undertake the following:

Faculty Development:

1. Define, develop and review a learning and teaching strategy and/or oversee the definition, development and review of learning and teaching strategies by departments within the faculty.
2. Define, develop and keep under regular review faculty best practices and processes
3. Keep under review the teaching provision across the faculty and to provide a forum for discussion of issues raised by the annual monitoring of teaching report.
4. Receive, reports from the Executive Dean on the operation of peer observation of teaching and ensure that any issues arising from such reports are followed-up appropriately with the departments concerned
5. Receive reports on or to consider, as appropriate, relevant issues arising from meetings of Faculty Board or other relevant institutional-level committees
6. Develop guidelines and monitor the utilization of faculty development funds.
7. Advise the Faculty Board on policies, programs and practices to promote, support and celebrate high quality instruction.
8. Advise the Faculty Board on policies and practices for the systematic measurement of the quality of instruction, and on the promotion of research on teaching and learning.

Research:

1. To encourage the development of faculty as scholar-teachers
2. To advise on the utilization of resources available for research and make recommendations for soliciting additional financial resources.
3. To establish criteria and guidelines for the distribution of support funds and to award these grants based on the review of the proposals.
4. To propose and periodically develop a strategic plan for research and use this plan as the basis for setting goals for research in the institution.
5. To identify faculty development needs related to research and make recommendations regarding relevant continuing professional development to address these needs.
6. To Propose requirements for resident training in research and scholarly activity.
7. To establish and update research policies for the institution.
8. To identify opportunities for cooperation and collaboration with other organizations and institutions with respect to research.

Reporting Line

Reports to: Faculty Board.

Frequency of Meetings

Meetings at least once every Term.

Membership:

The following is considered as the minimum membership requirements:

- Chair - appointed from membership by Committee vote
- Executive Dean or Nominee
- Associate Deans x 1
- Manager, Associate Degree Program
- Faculty members x 4
- Human Resources Department Representative

In Attendance:

Student Representatives - for Research component
Such other persons as may be invited at the discretion of the Chair.

Quorum:

Four (4) persons shall constitute a quorum for this committee.

Term of Office:

The term of office for other than those who are members by virtue of their office is three years, with an option of reappointment for a further term.

Procedures:

Determined by itself

Self-Review

Once every year, the Committee shall devote at least part of one meeting to a review of its policies, practices and procedures over the preceding 12 months

Secretariat:

Executive Deans' Office

Contact: Tel: 876-634-4068

DOCUMENT REVISION HISTORY

| Version | Date | Author (& Approvals) | Rationale |
|-----------|-------------|--|---|
| Version 1 | Circa 2015 | | Original |
| Version 2 | 29-Dec-2020 | Mrs. T. Scott, Dean's Office (Policy Committee) | <ol style="list-style-type: none"> 1. Renamed from Faculty Instructional Development Committee, to include Research as part of the mandate of this committee 2. Updated Duties & Functions 3. Updated membership and quorum 4. General formatting 5. Included document revision page |
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Student Academic Advisory System (SAAS) Committee

Terms of Reference

Updated February 22, 2021

Mandate:

The AAIMS Student Academic Advisory System (SAAS) Committee is mandated to provide guidance to students not only on academic matters but also on other areas of development.

The Student Academic Advisory System (SAAS) Committee plays an important role in the academic success and progression of students. This is a process in which students are provided with support for identifying their academic and career goals, devising plans to achieve these goals, and evaluating their own progress.

The SAAS Committee ensures that mentoring of students takes place on a regular basis until graduation. Types of intervention may include but are not limited to; self-reflection, interviews based on individual portfolios, career advising, and CV writing. Each student will have a series of reflection interviews throughout his/her school years. The interviews take place during set periods each year.

Duties & Functions:

The Student Academic Advisory System Committee is to ensure that the designated Faculty Advisors provide assistance to students in clarifying and attaining their educational goals, and as well as developing specific study plans to achieve success. The duties and functions of Faculty

Advisors are namely:

1. Exercising general academic oversight of students by way of, inter alia, monitoring and coordinating all aspects of student progress.
2. Together with the Associate Dean, providing leadership on the implementation of Faculty Learning and Teaching Strategies, and the development and management of new programmes, on which the Curriculum Committee can then take appropriate action.
3. Manage, monitor and provide advice and direction to students experiencing academic challenges.

4. Where possible, represent AAIMS in student recruitment activities and events (e.g. Open Days, Schools Conferences, Schools Visits and other student recruitment initiatives) in which the institution participates.
5. Advise students, who are academically insufficient, or who have been unsuccessful in major examinations, as to their possible future options/the institution's likely actions, and make any other relevant recommendations.
6. Handle/refer student complaints and grievances in liaison with the Dean and Director, Student Services.
7. Discuss with students on an ongoing basis about their study progress.
8. Provide advice on academic issues such as the development of study plans, and providing assistance in adapting to AAIMS' learning modes.

Refer to SAAS Policy for more details of the system and how it should function.

Reporting Line:

The SAAS Committee reports to the Faculty Board via the Curriculum Committee.
Receives report from Pillar Masters and Student Advisors / Leaders.

Frequency of Meetings:

AAIMS Student Academic Advisory System (SAAS) Committee shall meet at least once per term.

Membership:

The Student Academic Advisory System (SAAS) Committee consists of the following members:

1. Roof Master: Executive Dean or his designate
2. Pillar Masters:
 - Pre Med Programme Manager
 - Associate Dean MD Programme
 - USMLE Coordinator
 - Clinical Rotation Coordinator
3. Student Advisors / Leaders Representatives x 2

In Attendance:

Such persons as may be invited at the discretion of the Chair.

Quorum:

Three persons constitute a quorum for this committee.

Term of Office:

The term of office for other than those who are members by virtue of their office is three years, with an option of reappointment for a further term.

Procedures:

Determined by itself.

Self Review:

Once every year, the Board shall devote at least part of one meeting to a review of its policies and procedures over the preceding 12 months.

Secretariat:

Student Services Office

Contact:

876-634-4068

DOCUMENT REVISION HISTORY

| Version | Date | Author (& Approvals) | Rationale |
|---------|----------------------|---|--|
| First | Dec 29, 2020 | Andrea Reid, Registrar (Policy Committee) | 1. This TOR created based on SAAS Policy dated ----- |
| Final | February 22, 2021 | Mrs. T. Scott, Dean's Office (Policy Committee) | 1. General Formatting 2. Include document revision page |
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LIBRARY ADVISORY COMMITTEE

Terms of Reference

Updated February 11, 2021

Role & Purpose

1. To advise the Vice President of Academic Affairs on the development, coordination and evaluation of library resources and services, including provision of multi-media and information technology to meet the needs of students and faculty.
2. To receive booklists from faculty members and make recommendations for materials to be added to the Collection.
3. To receive quarterly and annual reports from Librarian
4. To approve rules and regulations for library

Reporting Relationships

Reports to Vice President of Academic Affairs

Receives Reports from Librarian & any subcommittee which may be formed

Frequency of Meetings

At least twice per year:

Membership

1. Chair, selected Faculty Representative
2. Chair of Core Curriculum Committee
3. Faculty Representatives x3
4. Administrator
5. Student Representative x 3
6. IT Department Representative
7. Librarian – Secretary.

In attendance

8. External Expert Resource on Library or Copyright matters, for example

Quorum

Four (4) members shall constitute a quorum

Term of Office

The term of office for other than those who are members by virtue of their office is three years, with an option of reappointment for a further term.

Procedures

Determined by itself

Self Review

Once every year, the Board shall devote at least part of one meeting to a review of policies, practices and procedures over the preceding 12 months.

Secretariat

Contact: Office of the Librarian
Phone: 876-634-4068

DOCUMENT REVISION HISTORY

| Version | Date | Author (& Approvals) | Rationale |
|---------|--------------|---|---|
| Final | Feb 11, 2021 | Andrea Reid, Registrar (Policy Committee) | <ol style="list-style-type: none"> 1. Updated the reporting relationships 2. Updated the membership categories and the quorum 3. General formatting 4. Include document revision page |
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INFORMATION TECHNOLOGY (IT) GOVERNANCE COMMITTEE

Terms of Reference

Updated February 11, 2020

Purpose

A university-wide information technology governance body which meets to:

- develop strategic initiatives in information technology.
- assess the status and adequacy of information technology systems, including but not limited to administrative systems, personal computing, telecommunications, audio/video, and distance learning.
- communicate to the university via email and other relevant venues.
- develop the annual work plan
- plan and prepare the annual budget request.

Reports to: Vice President for Academic Affairs.

Sub-committees:

TBD

Frequency of Meetings:

The IT Governance Committee shall meet at least once per quarter

Membership:

Representatives appointed by key academic and administrative units.

Chair - IT Administrator

Director of Student Services

Registrar

Administrator

Faculty Representative x2

Student Representative x2

In attendance:

External IT Resources - Vendors, Support Services, Consultants etc.

Quorum

Four (4) persons shall constitute a quorum

Term of Office:

The term of office for all persons who are members not by virtue of their office, is three years.

Procedures:

The Committee shall determine its own procedures

Self-Review:

Once every year, the Committee shall devote at least part of one meeting to a review of its policies, practices and procedures over the preceding 12 months

Secretariat

Contact: Executive Dean's Office
Tel: 876-634-4068

DOCUMENT REVISION HISTORY

| Version | Date | Author (& Approvals) | Rationale |
|---------|--------------|---|---|
| DRAFT | | | First Issue |
| Final | Feb 11, 2020 | Andrea Reid, Registrar (Policy Committee) | <ol style="list-style-type: none"> 1. Revised frequency of meetings from monthly to quarterly 2. Updated the membership categories and the quorum 3. General formatting 4. Include document revision page |
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All American Institute of Medical Sciences
Medical Education Par Excellence



**MEDICAL EDUCATION GEARED TOWARDS GENERATING
PHYSICIANS THAT WILL SERVE THE COMMUNITY**



STUDENT HANDBOOK

CONTENTS

| | |
|--|----|
| Preface | 5 |
| Getting Started | 7 |
| Orientation | 7 |
| Guidelines & Policies | 7 |
| 1.0 General | 7 |
| 2.0 Library | 7 |
| 3.0 Tuition and Fees | 8 |
| 4.0 Refund Policy | 8 |
| 4.1 The following shall be the schedule for refunds: | 8 |
| 5.0 Attendance | 9 |
| Communications and Information Channels | 9 |
| 6.0 Grading Policy | 9 |
| System of Grading | 9 |
| 6.6. Remediation | 10 |
| 6.7. Clinical Clerkships | 10 |
| 6.8 Dress Code | 11 |
| 7. Student Statement of Rights and Responsibilities | 11 |
| Statement of Responsibilities | 11 |
| I. Responsibility to Ourselves | 11 |
| II. Responsibility to Colleagues and Community | 12 |
| III. Responsibility to the Institute | 13 |

| | |
|--|----|
| IV. Responsibility to One's Education | 13 |
| 8. Student Identification Policies – AAIMS Card | 13 |
| Student Identification Card | 13 |
| Loss of Identification Card | 13 |
| Alcohol Policy | 14 |
| Drug Free Campus/Workplace Policy | 14 |
| Smoking/Tobacco Policy | 14 |
| Non-Discrimination Policy | 14 |
| Hate Crime Policy and Procedures | 14 |
| Sexual Assault Policy and Procedure | 15 |
| Discriminatory Harassment and Sexual Harassment Policy | 15 |
| Responsible Use of Institute Technology Resources Policy | 16 |
| Insurance Policy | 16 |
| 9. Family Educational Rights and Privacy Act (FERPA) | 17 |
| Disciplinary and Counseling Records Procedure | 17 |
| Freedom of Expression Procedure | 17 |
| 10. Conflict Resolution Procedures | 18 |
| Mediation | 18 |
| Hearings | 18 |
| Administrative Hearing | 18 |
| Panel Hearing | 18 |
| Hearing Process | 19 |
| Appeal Process | 19 |

| | |
|--|----|
| 11. Sanctions | 19 |
| A. Warning | 19 |
| B. Restitution | 19 |
| C. Monetary Fine | 20 |
| D. Disciplinary Probation | 20 |
| E. Counseling or Psychological Treatment Mandate | 20 |
| F. Residency Probation | 20 |
| G. Community Service | 20 |
| H. Behavioral Contract | 20 |
| J. Suspension | 21 |
| Non-Sanction Resolutions | 21 |
| Interim Intervention | 21 |
| Involuntary Withdrawal | 21 |
| Academic Honesty - Student Responsibilities | 22 |
| 12. Travelling to Jamaica | 22 |
| Student Immigration & Visa Requirements | 22 |
| Travel Arrangements | 22 |
| Accommodation | 23 |
| Prescription Drugs | 23 |
| Clothing | 23 |
| Food Items | 23 |
| Arrival in Montego Bay, Jamaica | 23 |
| Arrival on Campus | 24 |

| | |
|----------------------------------|----|
| Support Services | 24 |
| Healthcare and Insurance | 24 |
| Dining on Campus | 24 |
| Laundromat | 24 |
| Banks | 24 |
| Places of Worship | 25 |
| Public Library | 25 |
| Shopping | 25 |
| Transportation | 25 |
| Extra-Curricular Activities | 25 |
| Leisure Activities (South Coast) | 26 |
| YS Falls | 26 |
| Appleton Rum Tour | 26 |
| Security | 27 |

Preface

With sincere wishes for your success, we welcome you to All American Institute of Medical Sciences (AAIMS).

This Student Handbook provides you with information about, the student support services, the programs offered at AAIMS as well as certain academic information. The purpose of the Student Handbook is to answer questions about the operation of AAIMS, student services, programs, school policies and procedures, and student rights and responsibilities.

You should familiarize yourself thoroughly with the handbook's content because you are responsible for adhering to all policies and regulations of AAIMS

Note: *Any information here supersedes all other AAIMS student handbooks. AAIMS reserves the right to change its regulations, fees and announcements without notice whenever such action becomes necessary.*

Student Name: _____

Address: _____

Program: _____

MISSION STATEMENT

To coordinate resources necessary to deliver excellent medical education leading to generating physicians that will serve the community, and to form lifelong learners committed to excellence, faith, leadership and service.

VISION STATEMENT

Attain international reputation as an outstanding medical institute distinguished by excellence, leadership, research and innovation in the quality of our teaching, in student learning and achievement, and in engagement with our communities.

Getting Started

Orientation

The School's Orientation for all new students is normally scheduled at the beginning of the academic year preceding the start of Registration Week. This activity provides you with the opportunity to meet academics, administrative personnel and other students. Orientation activities are also carried out by the Faculty, the Guild of Students, and the Library.

There are several Campus tours which are organized to familiarize new students with the Campus and its environs. Participation is strongly recommended in order to avoid confusion and misdirection once classes have begun.

Guidelines & Policies

1.0 General

- 1.1 All students are required to register with the Office of Admissions before attending classes.
- 1.2 Students whose applications are incomplete are required to submit all outstanding documents before the end of the first term of attendance.
- 1.3 Changes of address and/or contact information should also be submitted to the administrative office immediately
- 1.4 The grounds should be kept clean at ALL times. Garbage receptacles are available at various points on the grounds.
- 1.5 Absolutely NO food or drinks should be consumed in the library and surrounding areas. This includes the classrooms and hallway. ALL FOOD MUST BE CONSUMED IN THE LUNCH ROOM!
- 1.6 No student is allowed to copy or print material on the copying machine without permission!

2.0 Library

Library orientation is a pre-requisite for library registration. Please ensure that you consult the Orientation schedule and attend one of the sessions.

- 2.1 Supplementary text books are available in the library.
- 2.2 Students who wish to borrow books are required to sign them out/in. A maximum of two (2) books per student is allowed and duration of two weeks is allowed per book.
- 2.3 Reserved materials and some reference books may be borrowed for overnight and weekend only. They must be returned by 9:00 a.m. the following day or the first working day after the weekend
- 2.4 Books that are not returned within the stipulated time will attract a late fee of JA\$50.00 for each additional day for general lending books and JA\$50 per hour for overnight and weekend loans.

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- 2.5 If student refuses pay the outstanding fees for the late book, the charges will be added/subtracted from accounts where applicable.
 - 2.6 Lost, damaged or soiled books will also attract a replacement or cost for damage where applicable plus 10% for processing.
 - 2.7 The Library is opened from 1:00 p.m. to 9:00 p.m. Monday to Saturday.
 - 2.8 There is a wireless internet access available on the campus, so visitors to the campus or students will be able to access the internet with his/her personal computer.
 - 2.9 **DOWNLOADING AND STORAGE OF MOVIES, GAMES AND ALL OTHER NON-ACADEMIC MATERIAL ON THE COMPUTERS IS STRICTLY PROHIBITED!**

3.0 Tuition and Fees

- 3.1 All tuition fees must be paid within the first month of enrollment. Please advise the administrative staff in oral or written format, if difficulties arise.
- 3.2 Tuition fees are to be made payable by Managers Check/Money Order or to any RBC Royal Bank Jamaica Ltd. Please visit Office of Admissions for account information.
- 3.3 Upon registration for AAIMS programs, a non-refundable deposit fee of US \$1000.00 is required (this fee is subject to change without prior notice).
- 3.4 Outstanding tuition must be paid based on arrangement made with the financial department.
- 3.5 Photocopying /printing is available for a fee. Students are reminded that materials to be copied must be submitted at least one hour prior to class time.

4.0 Refund Policy

4.1 The following shall be the schedule for refunds:

- a. 100% of tuition fees paid minus deposit amount paid on signing/registration will be refunded if a participant terminates his/her enrollment five (5) working days **before** the scheduled class begins,
 - b. Participants terminating his/her enrollment, one (1) week after class begins will be entitled to a 90% refund,
 - c. Participants terminating his/her enrollment, two (2) weeks after class begins will be entitled to a 60% refund,
 - d. Participants terminating his/her enrollment, three (3) weeks after class begins will be entitled to a 50% refund,
 - e. Participants terminating his/her training after the first three (3) weeks of training will not be entitled to a refund of any tuition or fees paid regardless of the payment option chosen,
- 4.3 Requests for enrollment termination should be made should be made in writing or on provided forms where applicable.

5.0 Attendance

- 5.1 Students are required to attend classes at the designated time during the day or evening.
- 5.2 Eighty percent (80%) of all classes should be attended by students.
- 5.3 Students who are late for more than one (1) hour of the lecture are considered absent, unless in the case of emergency or other valid reason.
- 5.4 If students are absent due to medical illness, emergency or other extenuating circumstances, a doctors' certificate in the case of illness or a letter stating reason for absence is required upon the students' return to school. PHONE CALLS ARE NOT SUFFICIENT REASONS FOR ABSENCE.
- 5.5 Failure to comply/adhere to these regulations will result in students having to re-do the entire course at a cost.

Communications and Information Channels

Students have a responsibility to keep themselves informed about their Academic Program and other Campus issues. They can do so by checking information posted on:

- Notice Boards – Registry, Department, Students' Guild Office
- School Web Site
- Assigned official e-mail messages sent by Faculty and Administration. All students are assigned an AAIMS e-mail account upon registering for the first time.

There are no phones in the rooms, so students are advised to purchase a local cellular phone from any of the two providers here in Jamaica. These phones can be easily topped-up by several means—ATMs, the Convenience Store, Supermarkets or just about anywhere that has a sign indicating card sales

6.0 Grading Policy

System of Grading

- 6.1. The following grading system is to be used for all our courses:

| SCORE RANGE | FINAL RESULT | GRADES | LETTER GRADE | POINTS |
|-------------|--------------|-----------|--------------|--------|
| 90 – 100 | Pass | Honors | H | 4.0 |
| 80 – 89 | Pass | Honors | H | 3.6 |
| 70 - 79 | Pass | Credit | C | 3.3 |
| 60 – 69 | Pass | Credit | C | 3.0 |
| < 60 | Fail | No Credit | NC | 0 |

FINAL GRADE = 60% of Coursework/Assignments, etc. + 40% of Final Exam Score

6.2. The passing Grade for each course is **60 marks** and above. Scores below **60** will result in the student having to **repeat** the course.

6.3. A fee is applied to all repeat courses. Fees are charged on a per credit basis.

6.4. Repeat Policy

6.4.1. Students will be allowed **three (3)** opportunities to take a course. Classes must be attended as normal, and all coursework, assignment, etc., must be submitted for grading. No carry forward of grades from the previous term will be accepted.

6.4.2. If, after **two (2) attempts** the student is still unsuccessful, on the third attempt the student will only be allowed to attend classes for the course being repeated. No additional course(s) will be approved.

6.4.3. If after **three (3) attempts**, the student is still unable to pass the course, the student will be **dismissed** from the program and counseled to find another course of study.

6.5. Advancing to the Next Level

6.5.1. No student will be allowed to advance to the next level with more than **two (2)** repeat courses. All Foundation Basic Science courses must be completed before the systems- based HBD courses are started.

6.6. Remediation

6.6.1. As a part of the remediation programme, the workload of student considered to be academically challenged is lightened no more than two (2) courses for a given period.

6.6.2. Student are required to work closely with their Academic Advisors in order to return to academic normalcy in the shortest possible time.

6.7. Clinical Clerkships

6.7.1. The grading system for the Clinical Clerkships is as shown below:

CLERKSHIPS GRADING SYSTEM

| COMPETENCY SCALE | GRADE |
|---|--------------|
| Consistently exceeds expectations | Honors |
| Combination of meets and often exceeds expectations | High Pass |
| Mostly meets expectations | Pass |
| Do not meet expectations | Fail |
| Did not complete clerkship Incomplete | Incomplete |

6.7.2 Students who fail a Clerkship course will be required to “remediate”, while students will have to “repeat” clerkships that are incomplete.

6.8 Dress Code

6.8.1 The Dress Code for classes is scrubs, and lab coats where applicable.

6.8.2 “Flip flops” and slippers are not permitted while attending classes.

7. Student Statement of Rights and Responsibilities

The Institute reserves the right to implement changes at any time. All changes are applicable to all students when and as announced.

AAIMS provides a Statement of Responsibilities and a set of policies each student should adhere to whilst being a student at AAIMS. The Institute attempts to establish a climate which encourages the assumption of responsibility by students for their individual and collective actions with minimum regulation. It shall be the responsibility of each student to comply with the appropriate standards of conduct and decorum befitting members.

Statement of Responsibilities

You are encouraged to develop a sensitivity to and an awareness of your environment by formulating and accepting a personal code which is compatible with the code of the community of which you are a member; that is, the AAIMS Community. This means that you must analyze your motives, study your impulses, accept responsibility for your behavior and discover the freedom and limits of that freedom as a community member. When a student becomes a member of the AAIMS, that student agrees to abide by all Institute policies and to accept four responsibilities: to self, to colleagues and community, to the Institute and to one’s education. The following sections detail responsible activities and also list actions that are prohibited by Institute policy.

The activities enumerated below constitute major violations of Institute rules, regulations, policies, and standards of conduct and shall be subject to disciplinary action. A student attending a Institute-sponsored function off campus is subject to the same standards of conduct as those expected on campus. Because AAIMS is located within a community, any AAIM student who has been involved in violating civil or criminal laws also may be subject to Institute judicial proceedings.

Violations of laws or regulations on campus may also result in the filing of criminal charges.

I. Responsibility to Ourselves

To engage fully in the pursuit of an education, one must treat oneself with respect. This means any things, but such self-respect is fundamentally a commitment to personal integrity and individual wellness. Those who are committed to personal integrity show a willingness to be accountable for their own actions. They conduct themselves honestly, thoughtfully and consistently with the values of the community. In addition, they strive for comprehensive

personal health. In doing so, they avoid practices which harm the body and the mind such as excessive consumption of alcohol or the recreational use of drugs. They endeavor to develop self-esteem and feel called to live in ways that exhibit leadership, ethics and values. All students will be required to pursue their academics to the best of their abilities (studying and attending classes). Students may lose their privileges (housing, parking, etc.) if they do not maintain their commitment to their course work.

- A. All forms of dishonesty including cheating, plagiarism, knowingly furnishing false information to the institution and forgery, alterations or use of institutional documents or instruments of identification with the intent to defraud are prohibited.
- B. Misuse of alcohol. The legal age for the possession and use of all alcoholic beverages in Jamaica is 21. Fraudulent identification for the purpose of securing alcoholic beverages and/or purchasing such beverages for minors is a violation of law.
- C. Gambling is not permitted on Institute grounds, in residence halls or at official functions of student organizations.
- D. Possession, use or sale of controlled substances or drug paraphernalia is not permitted. AAIMS has the obligation to uphold laws of Jamaica with regard to the possession and use of drugs by its students. The Institute will cooperate with legal authorities when necessary. Although students so involved are subject to Institute action, the Institute reserves the right to view each case of drug-related activity as an individual case, with the kind of drug and level of involvement as criteria for the action and role taken by the Institute in the case (see "Substance Abuse Policy").
- E. The Institute has instituted a fire safety action plan.

II. Responsibility to Colleagues and Community

To allow others to engage fully in the pursuit of their own education, one must treat other members of the Institute community with respect. To do so involves a commitment not only to refrain from conduct that harms, but also to engage in the conduct that makes the community a better place for all to live and learn. Only the individual can accept the duty to act affirmatively. The Institute is committed to an environment that encourages such a duty, and it sets forth the following policies to guide conduct concerning classmates and other members of the community.

- A. Physical confrontation of and/or bodily harm to any person on Institute premises is prohibited. This includes physical conflict, lethal, and less-than-lethal use of weapons.
- B. Hazing of any person by a campus organization or another person is prohibited. AAIMS prohibits conduct by an individual, organization or group affiliated with the Institute that is in violation of the Jamaican Law on Hazing, or any hazing activity which threatens a person's rights of self-respect, which disrupts community life, or which encourages the violation of civil, Jamaican law, or AAIMS Policies and Procedures.
- C. Discriminatory harassment to any person on Institute premises or at Institute-sponsored functions is prohibited (See "Discriminatory Harassment Policy")
- D. Failure to comply with directions of Institute officials acting in performance of their duties is prohibited.
- E. Community members may not engage in conduct unbecoming of an AAIMS student.

III. Responsibility to the Institute

To assist the Institute in offering the finest education possible, one must treat the Institute campus and the Institute resources with respect. Such respect involves stewardship of community assets through responsible use, as well as refraining from damaging or misusing Institute facilities and resources. The following is prohibited:

- A. Disruption of the Institute community or obstruction of teaching, research, administration, disciplinary proceedings or other institutional activities.
- B. Theft from or damage to Institute property or the property of a member of the Institute community.
- C. Acts of vandalism or malicious defacement of property, or the property of the Institute community, including tampering with telephones, the computer network/institute's website and safety and/or fire equipment on campus.
- D. Unauthorized possession or use of campus keys, access cards or identification cards.
- E. Violation of published Institute regulations including those relating to entry and use of Institute facilities, and any other regulations, which may from time to time be enacted. F. Contempt of the judicial process or its authorities.
- G. Violation of laws of Jamaica or regulations
- H. Promotion of self-inflicted activities on the Internet, including harming others and underage drinking.
- I. Non-Payment of Student Accounts

IV. Responsibility to One's Education

To ensure a comprehensive and authentic education, the student is responsible for planning his/her academic program and progress, and for evidencing academic performance with honesty and integrity. Intended learning cannot be evidenced if one misrepresents the work of others as his/her own. While the Institute encourages students to assist one another (e.g. tutoring; group projects), the student is accountable for work submitted to meet his/her requirements. Faculty members and advisors are available to assist the student in program planning and in academic achievement. The student has accountability for meeting course, degree and graduation requirements.

8. Student Identification Policies – AAIMS Card

Student Identification Card

Every student is issued with a AAIMS Card bearing his/her picture and name. The card allows easy identification of students and gives the student access to various institute services (e.g. the library, the residence halls, food services etc.). Every student must ensure that they have their card at all times and that the card has the correct information and is valid for the duration the student is at the institute.

Loss of Identification Card

A student who loses his/her institute identity card will be required to report the loss to the office and acquire a new one.

Alcohol Policy

Abide by current parish ordinances, Jamaican law and Institute policy. Students should also be aware that in the event prosecution occurs inside or outside the Institute, applicable legal sanctions under Jamaican law for unlawful possession and/or consumption of alcoholic beverages includes fines or imprisonment.

Students experiencing difficulties with alcohol or drug use are encouraged to talk with a staff member to get advice about classes.

Drug Free Campus/Workplace Policy

The use, possession or distribution of any drug, including marijuana, or drug paraphernalia on any Institute property or as part of an Institute sponsored activity, in violation of the law is strictly forbidden. Anyone violating the law may be turned over to civil authorities for prosecution and will be subject to all of the Institute's disciplinary procedures. Students should not be in a room where drugs or drug paraphernalia are present. Jamaican law prohibits the possession and/or distribution of illicit drugs and any student suspected of breaking the law will be subject to Institute review and sanction. Criminal penalties include fines, imprisonment and, in certain cases, the seizure and forfeiture of the violator's property.

Smoking/Tobacco Policy

In an attempt to respect the rights of both non-smokers and smokers, and with a definite concern for health of all members of its community, AAIMS has developed the following policy for tobacco use on campus. Smoking or use of any form of tobacco IS NOT permitted inside any academic, residential or administrative building on campus. All smoking or tobacco materials are to be properly extinguished and disposed of in a cautious, sanitary and appropriate manner.

Non-Discrimination Policy

AAIMS does not discriminate in its admission policies, programs or activities; educational policies; scholarship and loan programs; athletic and other Institute administered programs or employment practices and programs on the basis of age, religion, sex, disabilities, race, color, national and ethnic origin. In addition to meeting fully its obligations of nondiscrimination under Jamaican laws, AAIMS is committed to maintaining a community in which a diverse population can live and work in an atmosphere of tolerance, civility and mutual respect for the rights and sensibilities of each individual, regardless of difference in economic status, ethnic background, political views or other personal characteristics and beliefs. The Institute is also committed to providing all of its students, faculty, staff and visitors with reasonable access to its programs, events and facilities. If a person believes they have been a victim of discrimination or harassment or for further information and assistance, they may contact the Office of Student Services or Dean's Office.

Hate Crime Policy and Procedures

A hate crime is classified by law as a felony offense and is in direct violation of the Institute nondiscriminatory policies. Therefore, the Institute, in addition to processing hate crimes in

accordance with the law, may simultaneously proceed with internal investigatory and adjudicative processes as defined by our handbook. A person commits hate crimes when by reason of the actual or perceived race, color, creed, religion, ancestry, gender, sexual orientation, physical or mental disability or natural origin of another individual or group of individuals, he commits assault, battery, aggravated assault, misdemeanor or criminal danger to property, criminal trespass to property, mob action or disorderly conduct, and/or harassment by telephone.

A person who has been a victim of a hate crime may report the crime to the AAIMS Office of Student Services or Dean's Office. Those who report a hate crime will be advised of the importance of preserving evidence which may be necessary to provide proof for prosecution. The Institute will support services for persons who have been victims of hate crimes. Staff will serve in an advocacy role and help refer individuals for appropriate medical, police, judicial and counseling assistance. Upon request, assistance will be provided in changing academic schedules and living arrangements.

When criminal charges are filed, judicial procedures will begin against the student. The alleged misconduct of a student will be subject to review through formal hearing procedures, both the accused student and the victim will be afforded the opportunity to present relevant information, be accompanied by a support person from the AAIMS community, and be appraised of the results of the hearing. In the event the accused is found in violation, the entire range of sanctions outlined in the Student Handbook may be considered, including, but not limited to, no trespass status to certain campus locations, no contact with the victim, probation suspension or dismissal from the Institute.

Sexual Assault Policy and Procedure

The term sexual assault as used by AAIMS encompasses the legal definitions of sexual abuse and sexual assault contained in Jamaican law. AAIMS defines sexual assault as any form of forced sexual contact, including, but not limited to, acts of rape (stranger and acquaintance), as well as unwanted touching, fondling or other forms of sexual conduct.

Sexual assault is a serious violation and will not be tolerated. This policy applies to all members of the AAIMS community: students, staff, faculty and visitors.

Discriminatory Harassment and Sexual Harassment Policy

The Institute believes that all employees and students should be able to work and learn in an educational environment free from discriminatory harassment. Harassment of any person or group of persons on the basis of race, color, national origin, religion, gender, sexual orientation, age, disability, veteran's status or other protected status, as those terms are defined by applicable Jamaican laws, is a form of discrimination specifically prohibited and not tolerated in the AAIMS community. Any employee, customer, student, vendor or other affiliated person who violates this policy will be subject to disciplinary action up to and including permanent exclusion from the Institute or termination in the case of employees.

Harassment is expressly forbidden and includes unwelcome conduct (verbal, written, graphic or physical) directed against any person or group of persons because of the individual's or group's protected status. The Institute will not tolerate harassing conduct that affects tangible job

benefits, that interferes unreasonably with an individual's work performance, or that creates an intimidating, hostile, or offensive working, educational or learning environment. To succeed personally and academically, an individual must be able to live free from unnecessary emotional stress caused by others. Physical or emotional harassment will not be tolerated in an academic community. Therefore, it is the policy of AAIMS that all students, employees and student staff should be able to enjoy and work in an educational environment free from harassment and intimidation. Harassment and intimidation include conduct (oral, written, graphic or physical). Harassment of any person or group of persons on the basis of ability, sexual orientation, age, beliefs and values, economic class, ethnicity, gender, personal experience, national origin physical appearance, race, religion, social status, and veteran's status as those terms are defined by applicable Jamaican law, is a form of discrimination specifically prohibited in the Institute community. Harassment of any person, discriminatory or not, is not tolerated. Additionally, no person shall exhibit behavior that harms or threatens to harm another person or another person's property. Sexual harassment deserves special mention.

Unwelcome sexual advances, requests for sexual favors, and other physical, verbal or visual conduct based on sex constitutes sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or a student's status in a course, program or activity or;
- Submission to or rejection of such conduct by an employee or student is used as the basis for employment or academic decisions;
- The conduct has the purpose or effect of unreasonably interfering with an employee's work performance, a student's academic performance, or creating an intimidating hostile, or offensive employment, educational, or living environments.

Depending on the circumstances, sexual harassment may include:

- same sex harassment;
- explicit propositions;
- suggestive comments;
- sexually oriented "kidding," "teasing" or "practical jokes;"
- jokes about obscene printed or visual material;
- physical contact such as patting, hugging, pinching or brushing against another's body.

Responsible Use of Institute Technology Resources Policy

Information on the responsible use of Institute technology resources will be distributed separately by the Office of Information Technology.

Insurance Policy

In the event of loss or damage to your personal property while working, residing or visiting at AAIMS, the Business Office can issue a statement, should you wish to file a claim against your personal insurance policy. The Institute is not responsible for any personal property loss.

In order to have the statement prepared, the damage or loss should be reported to Institute Police as soon as possible. A copy of the Institute Police report should be brought to the Business Office with a note indicating the name and address of your insurance carrier, and your address. Our statement will be prepared and mailed to you for attachment to your claim.

9. Family Educational Rights and Privacy Act (FERPA)

AAIMS maintains an educational record for each student who is or has been enrolled at the Institute. The following student rights are covered by the Act and afforded to all eligible students:

1. The right to inspect and review information contained in the student's educational records.
2. The right to request amendment of the contents of the student's educational records if believed to be inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
3. The right to request a hearing to challenge the content of the educational record. The right to prevent disclosure without consent, with certain exceptions, of personally identifiable information from the student's educational records.
4. The right to secure a copy of the Institute's policy.

Each of these rights, with any limitations or exceptions, is explained in the Institute's policy statement.

AAIMS Registrar may provide directory information in accordance with the provisions of the Act without the written consent of an eligible student unless it is requested in writing that such information not be disclosed. The items listed below are designated as Directory Information and may be released as to any student for any purpose at the discretion of the Institute unless a written request for non-disclosure is on file:

- **Category I:** Name, address, telephone number, dates of attendance, class
- **Category II:** Previous institution(s) attended, major field of study, awards, honors, degree(s) conferred
- **Category III:** Past and present participation in officially recognized sports and activities, physical factors of athletes (height and weight), date and place of birth

Disciplinary and Counseling Records Procedure

Information from student disciplinary or counseling files is considered a confidential, educational record and is not available to unauthorized persons on campus. To comply with law, as well as for reasons of confidentiality, disciplinary records/files may not be released to anyone off campus unless under legal compulsion or in cases where the safety of persons or property is involved. A student's disciplinary record/file may only be reviewed by the student within the confines of the AAIMS campus and the guidelines designated by the appropriate Institute administrator. Only the student and authorized persons may have access to such records. The Institute will take all reasonable steps to ensure that the confidentiality of student educational records is maintained. Any questions concerning the student's rights and responsibilities under the Family Educational Rights and Privacy Act should be referred to the Office.

Freedom of Expression Procedure

AAIMS in its role as an academic institution, is committed to an environment in which a variety of ideas can be reasonably proposed and critically examined. The Institute community recognizes

that the freedom of inquiry and expression which we seek to encourage may produce conflicts of beliefs, and of proposals for action.

It is the responsibility of all members of the Institute community to maintain channels of communication which will foster a climate favorable to the freedom of expression. Implicit in this freedom and with regard for the common purposes of the institution is the right to dissent and demonstrate in a peaceful and non-disruptive manner without unreasonable obstruction or hindrance. The Institute expects that those who enjoy these freedoms must also accept responsibility for order and discipline. Permissible speech does not include unlawful activity, activity that threatens or endangers the safety of any member of the community, destruction of property or obstruction of the normal operations of the Institute and will not be tolerated.

10. Conflict Resolution Procedures

A failure to abide by your Responsibilities and any Institute Policies and Procedures will be resolved through the campus resolution procedures. Many times misconduct can be resolved informally, but situations may require a more formal procedure. The procedure is grounded in the concept of fairness and impartiality, thereby supporting the values of our community by addressing misconduct in a constructive and positive way. Community members are notified that a report with their name has been filed.

Any member of the Institute community may file reports. After an incident report is filed, an investigation will be conducted by the Associate Dean of Administration Office. If Institute judicial action is warranted, a student will receive a phone call and/or e-mail to their email account notifying them that a charge has been filed. Student will have seven business days to schedule a meeting with the Associate Dean of Administration Office regarding the charge(s).

Mediation

Incidents may be resolved through mediation - a voluntary, private and informal process.

Hearings

Two kinds of hearings are possible: an administrative hearing and panel hearing. Administrative hearings can be used to resolve minor disciplinary matters. Hearing panels can be convened to resolve more serious matters, i.e. those that may result in a student being suspended or dismissed from the Institute (not limited to theft, dangerous weapon possession, misuse of fire protection equipment, sexual assault, illicit use of drugs and repetitious misconduct). The Associate Dean of Administration can arrange some serious matters.

Administrative Hearing

Appointed Institute Officials, including the Associate Dean of Administration can be involved.

Panel Hearing

The Associate Dean of Administration will maintain a list of trained community members (students, staff and faculty) to act as hearing panel members.

Hearing Process

The following provides the basic Hearing Process. Students are expected to obtain further details if they attend a hearing. The hearings will follow appropriate procedures to ensure a fair process. The parties will have the opportunity to present any facts to substantiate the claim, including witnesses.

Hearings will proceed in the absence of a respondent who was given proper notice, who does not request a postponement and who does not attend the hearing. No parent, guardian, legal counsel or person outside of the Institute community is allowed to appear at the hearing, except if criminal proceedings are occurring simultaneously.

To ensure a fair process, parties may request community members' assistance in preparing for and participating in the investigation and hearing process. Students, faculty or staff who agrees to assist and/or attend the hearing with the party, but not to speak at the hearing, shall provide such assistance. The administrator or Hearing Panel will, in addition, be responsible for assigning a remedy in the event it finds that a violation of the Statement of Responsibilities or of an Institute policy has taken place. Consideration of a student's entire disciplinary record at AAIMS will be taken into account when designing an appropriate sanction.

Appeal Process

A student may appeal a decision made by a hearing concerning the finding of a violation or the remedy imposed within five days of notification of a decision. To do so, the student must deliver a typewritten explanation of the grounds upon which the appeal is made to the Associate Dean of Administration. The burden of demonstrating an inequity in the hearing or remedy shall lie with the student. The final decision will rest with the Associate Dean of Administration. A diversion of these procedures, unless it results in significant prejudice to a party, shall not invalidate these proceedings.

11. Sanctions

Sanctions are defined and imposed as follows:

A. Warning

A written statement to the student indicating disapproval of his/her conduct or violation of regulations, and stipulating that continuation or repetition of such action may be cause for more severe judicial action.

B. Restitution

Reimbursement for damage to or mishap of property. Restitution may take the form of monetary compensation or the appropriate service to repair damages and may be combined with another type of sanction.

C. Monetary Fine

Financial assessment imposed according to specific sums stipulated in published rules and regulations, or when no sum is so stipulated, according to the merits of the case and established precedents.

D. Disciplinary Probation

The student is informed in writing that any subsequent misconduct or violation of institutional regulations during a specified period of time will be evaluated within the context of his/her probationary status and may result in suspension or expulsion. The terms of probation apply during the period of probation and may include any of the following:

- 1) May not become an officer or student representative in any Institute organization or committee
- 2) May not represent the Institute at any public function, including intercollegiate or co-curricular activities
- 3) May not be eligible for scholastic honors or distinctions

E. Counseling or Psychological Treatment Mandate

If deemed necessary due to physical or psychological problems, a student can be required to provide a release of information form to verify psychological/substance abuse/evaluation and may have further treatment mandated as a condition of enrollment.

F. Residency Probation

The student is informed in writing that their general behavior in the residence hall indicates that they are not able to appropriately adjust to group living, and that any subsequent misconduct or violation of institutional regulations may result in the termination of their residence hall contract. In such cases, room and board charges will not be prorated or refunded.

G. Community Service

The student will be assigned a task to complete that will, on many occasions, relate to the inappropriate behavior. A time frame will be set up for the completion of this task and the student will be assigned a supervisor to report to.

H. Behavioral Contract

A contract between the student and the Institute that limits students activities and spells out specific consequences for violation of the contract may be issued.

I. Special Projects

An assignment relating to the offense may be issued as a possible sanction.

J. Suspension

The student is informed in writing that he/she must leave the Institute community temporarily. Suspension shall be interpreted to include any or all of the following stipulations: the student may not attend classes, contact faculty, reside on campus or visit the residence halls, frequent campus facilities, and participate in campus activities or exercise student privileges. Suspension may be specified as follows:

- a. **Terms:** suspension may be stipulated for a specified period of time after which the student is automatically eligible for readmission.
- b. **Conditional:** suspension may be stipulated for an indefinite period of time premised on the student's accomplishment of certain specified conditions.
- c. **Interim:** the Institute reserves the right to suspend a student on an interim basis when circumstances and facts indicate the student's continued presence on the campus constitutes an unreasonable danger of harm, danger to institutional property, to the student involved or to others. Interim suspension may be interpreted to permit all of the stipulations stated above, or it may be interpreted to permit students to continue attending classes while they are suspended from representing the Institute in extracurricular activities, including intercollegiate athletics.

K. Expulsion:

The student is informed in writing that he/she is permanently separated from the Institute.

Non-Sanction Resolutions

Interim Intervention

The Institute reserves the right to suspend a student on an interim basis when circumstances and facts indicate that the student's continued presence on the campus constitutes an unreasonable danger of harm or injury to institutional property, the student involved or others. Students may also be suspended on an interim basis while undergoing judicial resolution by Institute or by civil authorities.

Involuntary Withdrawal

A student may be subject to involuntary withdrawal from the Institute or from the residence halls, if it is determined that the student is suffering from a mental illness, and/or engages (or threatens to engage) in behavior which poses a danger of causing physical harm to self or others; engages in behavior which would cause property damage, impedes the lawful activities of others or disrupts the community.

Academic Honesty - Student Responsibilities

Academic honesty is expected and required in all academic work. Each student shall be honest in his or her academic work and shall support the honesty of others. In accordance with the academic honesty policy, activities such as, but not limited to which are prohibited, include:

- Giving or receiving unauthorized aid on a quiz or examination
- Taking an exam or doing homework assigned for another student, or arranging to have it done
- Plagiarism (submitting the work and/or ideas of others without giving proper credit)
- Falsifying data or other results
- Using material, information or sources specifically and legitimately restricted by the instructor
- Sabotaging the work of others ☒ Altering academic records.
- Cheating on an formal written scripts, for e.g. examination papers is strictly prohibited. Anyone caught cheating in any level or capacity will be penalized.

12. Travelling to Jamaica

Student Immigration & Visa Requirements

Nationals of CARICOM countries as well as citizens of all Commonwealth Countries are allowed entry to Jamaica without a Student Visa.

Before arriving in Jamaica, you should ensure that your passport is valid to cover at least the period up to the end of the academic year. You should also travel with proof of your student status (that is, a Student ID card) or if a new student, with the official Letter of Offer from the School. At the airport, you will be issued a temporary Visitor's Visa.

During the first week of the Semester, a list of all Jamaican and non-Jamaican students, who are citizens of Commonwealth Nations, will be sent to the Immigration Office to enable these students to obtain permits.

If you are not a Jamaican, you must check at the Student Services Office to ensure that your name has been submitted to the Immigration Office

Citizens of non-Commonwealth Countries must obtain a valid Student Visa prior to entry into Jamaica. Such persons must make their request at the nearest Jamaican Diplomatic Mission or Consulate. On arrival, you will be granted two weeks landed status.

During the first week of the Semester, a Master List is prepared and submitted with the names of all enrolled foreign students and their passports or travel documents, as well 2 – 3 Passport size photographs. Passports are endorsed and returned with the notion "Student". Students may be required to attend for an interview in special cases. All local Immigration and Visa Fees are paid by the school.

Travel Arrangements

When making your travel arrangements you are advised to travel on a return, NOT a one-way ticket, to arrive at the Donald Sangster International Airport, (MBJ) in Montego Bay, Jamaica. You are to provide all your flight arrival information to the Student Services Office at least 7 days

beforehand, so that arrangements can be made for you to be picked up at the airport, as normal working hours and pick up times are between the hours of 8:30 – 4:30pm local time.

Should your flight arrive outside of these hours, special arrangements will have to be made for you to be picked up.

Accommodation

Students have a choice of a variety of very comfortable, furnished housing accommodations on Campus and off-Campus. Full-time students are given priority for housing on Campus during their first year.

Your accommodation on Campus will be provided with basic furnishings in each room, that is: a bed, night table/s, desk, chair, chest of drawers and a clothes closet. There is a communal living/lounge area and a fully equipped kitchen. You will need bed linen (size is dependent on your room assignment), towels, toiletries, kitchen utensils including cutlery, pots and pans, if your accommodation includes a kitchenette. These items can also be purchased in Jamaica.

Advice and assistance with renting accommodation off-Campus can be accessed through the Community Relations Office. Students should indicate their housing needs when submitting their applications.

Prescription Drugs

If you are on prescribed medication, you should bring at least a one month's supply of the drug/s and travel with your original prescription. Prescriptions may be filled at the Black River Hospital Pharmacy.

Clothing

Jamaica is a tropical island, cooled by sea breezes; however, the location of the Campus is on the coast where the temperature varies. Clothing should be lightweight and suitable for a climate that is fairly humid in the summer months. Annual temperatures in Black River range between 22° and 32° Celsius (70° – 90° degrees F.) Most lecture rooms and bedrooms are airconditioned or have ceiling fans. Students normally attend classes as per institute's dress code policy. You should travel with at least one semi-formal outfit.

Food Items

There are dining facilities on Campus where you can purchase meals, should you so desire. There are also supermarkets, restaurants and fast food outlets that are within close proximity to the Campus.

Note: Everything you will need is available in Jamaica, but most imported items will cost more than you are accustomed to paying at home.

Arrival in Montego Bay, Jamaica

On arrival, after Immigration and Customs clearance, proceed to the **Arrivals Exit** where you will be met by an AAIMS Official. In the event of any delays, please contact Student Services Department at 876 634 4068.

Arrival on Campus

If you are allocated accommodation on the Campus or off Campus, you will be transported directly from the airport to your residence, where you will be met by a Student Services Officer who will welcome you, give you the keys to your room, and assist you in settling in.

After you have settled in, you are to report to the office of the Registrar, Student Services, no later than the next working day following your arrival on Campus, where you will be given your Student ID and Orientation Package. The office of the Registrar is open Monday to Friday, between the hours of 8:30 am and 4:30 pm.

Support Services

Healthcare and Insurance

The Black River Hospital, which is adjacent to the Campus, caters to all registered students. Optical and Dental care are also provided under the Health Scheme. The Black River Hospital offers a wide range of services including emergency services. General Insurance is provided for students registered at the AAIMS Campus. Students who require comprehensive medical insurance must make their own arrangements. The Student Services Office can provide you with a list of companies in Jamaica, which provide medical coverage.

Dining on Campus

The Cafeteria provides a variety of meals in the Dining Room which seats up 150 persons. Students can choose from local Jamaican dishes, as well as international cuisine prepared by our talented chefs. Opening hours are: 7:30 am – 7:00 pm. Whereas you are encouraged to eat in the Dining Room, take-out service is available.

In addition, there are a number of fast food restaurants in the town e.g. Juice Patties, is within walking distance of the Campus.

Laundromat

A Laundromat is available on the Campus. Tokens can be purchased at the Laundromat on presentation of your ID card.

For ironing or light cleaning services, you should check with Student Services Office for an approved list of Housekeepers.

Banks

The Sagicor Bank is in close proximity to the Campus, providing full banking services and ATM machines. The Bank of Nova Scotia and the National Commercial Bank are within walking distance.

Visa and Master Card are accepted and can be used to transact business in Jamaica. Some businesses do not accept American Express. The Jamaican Dollar is the currency used locally; however, the exchange rate varies. Traveler's cheques attract a more favorable rate of exchange. Foreign currencies can be converted at any bank and at Cabios.

Places of Worship

There are several places of worship in the areas surrounding the campus. The St John's Parish Church (Anglican/Episcopalian) is situated on the High Street. Churches situated near the campus include: St Theresa (Roman Catholic) High Street, just across from the hospital, Baptist Church at 22 Marigold Path.

Public Library

The library is open 9am-9pm Monday to Thursday; 9am-5pm Friday; 10:30am-4pm on Saturdays. You can also access resources online from the comfort of your room (or from wireless campus hotspots) using your student ID. Internet access is widely available in the libraries to enhance your research requirements. The Community Public Library is adjacent to the Campus on High Street.

Shopping

There are several shopping areas in Black River, carrying a wide variety of goods and services. The Black River Market is adjacent to campus and provides a wide assortment of fresh fruits and vegetables Monday to Saturday. Most business places are closed on Sundays.

Transportation

There are several privately owned and operated vehicles, as well as registered taxis which can be hired via the telephone. AAIMS also has a bus which plies between the Campus and specified off-Campus locations. This service is provided free of cost to students with ID cards. For more information on our support services please visit Community Relations Office on our web site. Bicycles and Motor Bikes can be rented for a nominal amount from the Community Relations Office on Campus. Students should exercise caution and use only marked public passenger vehicles for transportation.

Extra-Curricular Activities

All registered students are members of the Guild of Students which is the registered association of students of the school. We urge you to take an active part in the Guild's activities while you are at AAIMS. Other activities in which you may participate are sports, various clubs and societies, the Community Service Programme and many other cultural and civic activities which take place on and off campus during the year. Your participation in such activities will assist the enhancement of your cultural experiences.

During your stay, you might be asked to give a presentation on your own university or country. Our students would love to hear from you about your "home" university before making a decision



on where to go for clinical rotation. Material for display and distribution can be provided to assist in your presentation.

Leisure Activities (South Coast)

Jamaica's west coast boasts several miles of white beaches and hotels, while its north coast is known for the famous Dunn's River Falls located in Ocho Rios, St. Ann as well as other attractions. In the east there is Reach Falls located in Portland; The south coast is known for Treasure Beach and Alligator Pond in St. Elizabeth. There are also activities such as snorkeling and scuba diving which are enjoyed by many visitors year-round.

The Island is also famous for its reggae music, food, as well as personalities such as Bob Marley, Usain Bolt, Marcus Garvey, Louise Bennett, Shaggy to name a few.

YS Falls

Situated on an estate of the same name, these cataracts are among the most spectacular in Jamaica. There are eight of them, falling a breathtaking 120 feet in majestic tiers. Up at the falls you can relax on an emerald green lawn and just look, or you can climb to the top beside them. The dramatic three-tiered waterfall is most dramatic when the river is in spate and the brown water thunders and foams, misting you with spray as you climb. In dry weather the postcard pretty river sings a gentler song as it plunges and froths into green-blue pools. Swimming is permitted and there are lifeguards on duty. A sign posted at the base reports the condition of the river each day. Some of the flora at the falls, are extremely rare.

Appleton Rum Tour

The Appleton Estate has been producing sugar and making rum since 1749. It is the largest of three sugar estates/factories owned by J. Wray and Nephew, this billion-dollar company began in 1825 as a popular Kingston rum shop. Today, J. Wray and Nephew is one of the island's leading exporters and its core business remains the production, blending and bottling of rum.

The Rum Tour covers all aspects of production. Enroute you will see the 100-year-old donkey driven cane mill and sample fresh cane juice, molasses, wet sugar, high wine and finally Appleton

Rum, considered by connoisseurs to be the finest in the world. A full line of rum products, as well as crafts made in St Elizabeth, can be purchased.

Bamboo Avenue at Lacovia is a well-known attraction where the road is lined for miles with tall bamboo which meets overhead like a vaulted cathedral roof.

Lover's Leap is another remarkable beauty spot where a sheer cliff, 1,600 feet high, overhangs the sea. Though it is a bit out of the way, Lovers Leap is well worth the trip if you enjoy a little adventure and spectacular views.

Treasure Beach not so long ago, was known only to Jamaicans and a very few privileged visitors. Now, a few more people have heard the secret. The natural peace and tranquility has not yet been spoiled and the warmth and hospitality of the people will touch your heart
Treasure Beach is just now becoming popular with tourist even though it has been a favorite spot of Jamaicans for decades.

Jakes Restaurant offers fresh seafood and spicy cuisine. Dine by the seaside in a romantic setting and experience the real taste of Jamaica.

Apple Valley Nature Park In the town of Maggoty, in St Elizabeth, you can fish, hike and paddle your own canoe.

Milk River Baths. A 1 ½ hour drive from Black River, these mineral baths are said to be highly restorative. The baths have long been considered to have healing powers and are still popular with people the world over.

Security

The safety and security of our students is taken very seriously. All buildings are well equipped with the necessary fire and smoke detection equipment and alarms.
In addition, the school has a dedicated security team that can be contacted 24/7. All Staff and Students are provided with personal IDs which MUST be used on entering and exiting the premises.

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