



ACADEMIC BOARD'S BY-LAWS

As approved by the Academic Board at
the June 17, 2016 meeting.

BY-LAWS OF THE ACADEMIC BOARD

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PREAMBLE

Sagrado Corazón University is a Catholic institution committed to the mission of educating people in intellectual freedom and moral conscience, willing to participate in the construction of a more authentically Christian Puerto Rican society: a community of solidarity in justice and peace.

The Academic Board, as an integral part of the university community, is the official forum directly related to teaching management. As a legislative and advisory body, it determines the general direction of teaching and research programs and establishes the general requirements for admission, promotion, retention and graduation of the student body. It consists of a broad delegation of full-time faculty elected by the faculty in academic units and the faculty, *ex officio* members of the university administration, and student representatives selected by the student body.

ARTICLE I

NAME

Academic Board of the
Universidad del Sagrado Corazón

ARTICLE II

PURPOSE

The Board is a body with legislative and advisory functions, which constitutes the official forum of the community to establish general guidelines in the development of the academic project of the institution, including but not limited to: review of the educational framework and learning assessment policy; minimum requirements and structure of general education; creation, modification, moratorium or elimination of academic programs, certifications, major and minor concentrations in classroom, hybrid and distance modalities; endorsing manuals that establish academic policy at the graduate and undergraduate level. In addition, to ensure that the institution has the necessary bodies for due compliance with research processes and protection of participating subjects. Likewise, to ensure that academic decisions are based on a cycle of continuous research and planning. Also, to approve the general requirements for admission, promotion, retention and graduation of students.

ARTICLE III

FUNCTIONS AND

COMPOSITION

A. Functions

1. Determine the general orientation of teaching programs and research projects, in accordance with institutional and academic unit objectives.
2. Establish the general requirements for admission, retention, academic distinctions and graduation of the student body.
3. Establish the institutional norms regarding the procedures for the evaluation of student academic achievement.
4. Advise on the rules and criteria for determining the contractual relationship between the faculty and the institution.
5. Report to the Board of Trustees on the creation, reorganization or elimination of academic programs.
6. Recommend candidates to the Board of Trustees for the awarding of distinctions and honorary degrees.
7. To submit such recommendations to the Board of Trustees as it deems appropriate, with respect to teaching and the policies, standards and procedures of the institution.
8. Draft and approve its By-laws and Internal Regulations, subject to confirmation by the Board of Trustees.
9. To issue resolutions for general knowledge of all the decisions it takes on the different matters within its competence.
10. To recommend the establishment of general norms on those institutional matters of an academic nature that are not included in this section.
11. Hold at least two regular meetings during each academic semester. The first meeting of the first semester shall be held during the first two weeks of September and the first meeting of the second semester shall be held during the first two weeks of February.

B. Composition

The Academic Board shall be composed as follows:

1. *Ex officio* members

- President of the institution, who shall also chair the Board.
- Person in charge of Academic Affairs
- Person in charge of Student Affairs
- Persons in charge of the academic units
- Person in charge of the Library
- Person in charge of Strategic Planning
- President of the Student Council

2. Members by election

a. Delegates from academic units

- Two (2) delegates for each academic unit ¹

b. Faculty delegates

- The number of delegates shall be equal to half plus one (50% + 1) of the total *ex officio* members of the Board, providing that the maximum number of faculty delegates per academic unit on the Board shall be four (4) professors.

c. Student delegates

- One (1) student from each academic unit, who shall be elected by the student body of his/her unit.

¹ The areas of Social Sciences and Humanities will be considered as separate academic units despite being administratively merged into the Interdisciplinary Faculty of Humanistic and Social Studies (FIEHS). This will apply equally to other academic units that are merged. The contents of this note shall apply wherever in these regulations reference is made to "academic units".

ARTICLE IV

ELECTION OF DELEGATES

A. Academic Units and Faculty

1. Eligibility

The delegates of the academic units and the faculty must meet the following minimum requirements:

- a. Be full-time faculty.
- b. Have served a minimum of two (2) consecutive years in a full-time faculty capacity prior to serving on the Academic Board.

2. Nominations

- a. The faculty of each academic unit or senate, as the case may be, shall be convened to nominate and elect the candidates.
- b. You may nominate as many candidates as you wish.
- c. Faculty members may be nominated in absentia, provided they have accepted in writing their availability to be a delegate for their academic unit or the faculty.

3. Voting for the election of delegates of the academic units

At the first semester faculty meeting, each academic unit will elect its own delegates before the first week of September.

4. Voting for the election of faculty representation

- a. Establishing a quorum: An absolute majority (50% + 1) of the faculty constitutes a quorum.
- b. The faculty shall determine whether the process to be followed for the election of its representatives shall be by open or closed ballot.
- c. Each member may vote for as many candidates as there are delegates to be elected.
- d. When there are more candidates than there are positions available for voting, those who obtain the highest number of votes shall be elected.

- e. If the number of persons nominated is less than the number of delegates to be elected, the seats shall be declared vacant.
- f. The delegates of the senate and of the academic units shall serve for a term of two (2) years. As many delegates shall be elected as there are vacancies available in accordance with Article III, B.2. These delegates shall report on the work of the Board at the regular meetings of their academic unit.
- g. When for any circumstance the two representatives of the academic unit must be elected in the same year, the person nominated who obtains the most votes shall serve for two (2) consecutive years. The person with the next highest number of votes shall serve for one (1) year. In the next elections, one (1) delegate per unit shall be elected for two (2) years.
- h. No professor may be elected for more than two (2) consecutive terms, regardless of whether he/she was elected by the faculty or by his/her academic unit.
- i. For the elections of delegates to the Academic Board, proxies will not be accepted in the voting of the senate.
- j. Voting results are final once certified by the secretary of the senate and cannot be challenged.

B. Students

- 1. Eligibility, nominations and elections of students to the Academic Board:
 - a. One (1) student from each academic unit shall be elected as a member of the Academic Board.
 - b. The student representation shall be elected for a term of one (1) academic year and shall remain in office until the next taking of office.
 - c. Each student must meet the following requirements:
 - 1) Be a student of the undergraduate program with a minimum of twelve (12) credits, except for students of graduate programs and those who are evening and/or Saturday students. Students of evening and/or Saturday programs will be required a minimum of nine (9) credits. Students in graduate programs will be required a minimum of six (6) credits.

- 2) Have a cumulative academic index of not less than 2.50 if an undergraduate student and 3.00 if a graduate student at the time of nomination and upon assuming office.
 - 3) Have passed at least twenty-four (24) credits if an undergraduate student and at least twelve (12) credits if a graduate student at the time of taking office.
 - 4) Be in full enjoyment of their student rights, including not being on probation or having any pending disciplinary cases.
 - 5) Not be a candidate for graduation in December of the year in which he/she will hold office.
- d. It is the responsibility of the elected student to maintain the indicated requirements during the term of office. Otherwise, he/she will be automatically relieved of his/her position and will be replaced by the student who came second in the voting for said position.
 - e. The student representation may be reelected for a maximum of two (2) years.
 - f. Nominations and elections shall be conducted concurrently and with the same procedures established in the Student Regulations for elections of Student Council members.

ARTICLE V

RESPONSIBILITIES OF THE MEMBERS OF THE BOARD

- A. The members of the Academic Board shall have the following responsibilities:
 1. Attend all meetings of the Academic Board and those of the standing committee to which he/she belongs until a new Board is elected, according to the established statutes. In the event that a student representative graduates or completes his or her term, the presidency of the Student Council will be responsible for appointing a delegate until the new Board is constituted.

To fulfill the tasks assigned to him/her within the stipulated time.
 2. Participate in other assigned tasks.
 3. To bring to the consideration of the Board those matters, ideas and problems of the academic community that fall within the competence of this body.

4. To excuse himself/herself in writing to the secretary of the Board or the chairperson of the standing committee to which he/she belongs at least two (2) days in advance if he/she is unable to attend a Board or standing committee meeting.
5. Representation before the Academic Board may not be delegated, with the exception of *ex officio* members.
6. In the event that an *ex officio* member is unable to attend a meeting of the Academic Board or of the standing committee to which he/she belongs, he/she shall send a representative of his/her unit to whom he/she delegates the decision making in his/her absence.

ARTICLE VI

VACANCIES

- A. In the event that, for any reason, a member of the Board is unable to complete his or her term, he or she shall submit his or her resignation in writing to the Chairperson of the Board.
- B. Vacancies in the Academic Board may also arise when one or more of its members:
 1. Is appointed to a position in the institution that entails the condition of membership *ex officio* of the Board.
 2. Stops being full-time faculty.
 3. When a faculty member takes a leave of absence for one academic session or more.
 4. Ceases to be an eligible student in accordance with the provisions of Article IV, Section B.1.
 5. Stops being an active student for one academic session or more.
 6. Any absence, excused or unexcused, counts toward the maximum of three (3) absences or more, and results in the position being declared vacant.
- C. Any member of the Academic Board may be removed at any time, through due process, based on the provisions contained in the institutional policies, rules and procedures, as well as in the Employee Handbook and the Student Regulations, by the affirmative vote of two-thirds (2/3) of all members of the Board.
- D. Procedures for filling vacancies:

1. The vacancies will be filled within the next 60 days, and whoever replaces them will remain in office until the term of his or her predecessor is completed.
2. In the case of vacancies in the number of faculty representatives, the person nominated who received the highest number of votes from among those in the last election who were not elected shall be chosen as a substitute; if not accepted, the next highest vote-getter shall be chosen. If not, a new election shall be held.
3. In the case of vacancies of academic unit representatives, the unit shall elect the person who will replace him/her.
4. In the case of vacancies of student representatives, the president of the Student Council shall make the substitution, taking into consideration the next in votes in the academic unit to which the vacancy belongs. If there is none, a new vote shall be taken. If there is no Student Council president, the person in charge of Academic Affairs shall make the corresponding appointment with the recommendation of the person in charge of Student Affairs.

ARTICLE VII

AMENDMENTS

- A. Proposed amendments to these By-laws may arise directly from the Academic Board.
- B. Any member of the Academic Board may recommend amendments to these By-laws.
- C. Motions for amendments shall be submitted in writing and shall be submitted by the Board to the Rules Committee.
- D. The Rules Committee shall consider the proposed amendments and make its recommendations to the Board.
- E. An absolute majority (50% + 1) of the members of the Academic Board is required for the approval of amendments.
- F. The amendments will become effective after they are approved by the Academic Board and confirmed by the Board of Trustees.

ARTICLE VIII

VALIDITY

These Bylaws shall become effective as soon as they are approved by the Academic Board of Sagrado Corazón University and confirmed by the Board of Trustees.

In the event of conflict between these By-laws and the Bylaws of the Board of Trustees, the latter shall prevail.

Approved in full, with amendments, at an extraordinary meeting of the Academic Board on June 17, 2016.