



ACADEMIC BOARD'S RULES AND PROCEDURES

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

INTERNAL REGULATIONS

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ARTICLE I

GENERAL PROVISIONS

- A. This document shall be known as the Rules of Procedure of the Academic Board of Sagrado Corazón University.
- B. The interpretation of the general provisions of these Regulations shall be subject to the policies, rules and procedures in effect at Sagrado Corazón University.
- C. In the absence of any existing provision or other regulation applicable to a particular matter, university best practices and usages, as determined by this Board, shall govern.
- D. In the event of conflict between these Regulations and the Bylaws of the Board of Trustees, the latter shall prevail.

ARTICLE II

MEETINGS

- A. The Academic Board shall meet in regular session at least two (2) times during each academic semester.
 - 1. The first meeting of the academic year shall be held during the first two weeks of September and shall comply with the following:
 - a. Deliver the Board's Bylaws and Rules of Procedure.
 - b. To inform that the parliamentary procedure, also known as *Robert's Rules of Order*, will be followed for Board meetings.
 - c. The Board shall establish the procedure for the formation of standing committees and constitute them at this meeting.
 - d. Submit to each committee the final report of the committee that precedes it.
 - e. Present the Board's annual calendar.
 - f. The Chairperson of the Board shall present a list of the most important issues to be studied and considered by the Board.
 - 2. The first meeting of the second semester of the academic year shall be held during the first two weeks of February.

- B. The Academic Board shall meet in extraordinary session to deal with urgent matters or activities of importance within a period not to exceed ten (10) calendar days from the date of filing of such request:
 - 1. On the initiative of the president of the institution
 - 2. By agreement of the Board
 - 3. At the written request of not less than one-sixth (1/6) of the members of the Board to the President of the Board.
- C. The meeting notice, the contents of the agenda, as well as any other documentation, shall be issued by the President of the Board. Notices of ordinary meetings shall be circulated in writing, by the most convenient means of communication at the time, such as e-mail or other current method, no less than ten (10) calendar days prior to the date of the meeting.
- D. Those procedures of the Academic Board not stipulated in these Regulations shall be subject to the provisions of *Robert's Rules of Order*, unless otherwise provided by the Academic Board itself.

ARTICLE III

QUORUM

- A. At any meeting of the Board, more than one-half of its members shall constitute a quorum. Members represented by proxies shall not be considered for a quorum.
- B. At any meeting of the standing committees of the Board, one-third (1/3) of its members shall constitute a quorum. This quorum also applies when working subcommittees are formed within the standing committees to make the tasks entrusted to them feasible. However, an absolute majority (50% + 1) shall be required for all resolutions or votes in both standing committees and any of their subcommittees.

ARTICLE IV

PROPOSALS AND REPORTS

- A. Proposals
 - 1. Proposals submitted to the Board must be in compliance with the requirements established in the institutional policies.

2. A proposal may be presented directly to the standing committee or at a Board meeting.
3. If the proposal is submitted to a standing committee, the committee shall acknowledge receipt of the proposal and notify the secretary of the Board in writing. The chair of the committee shall inform the president of the Board of those matters that have been submitted directly to him or her at a meeting of the Agenda Committee. The committee shall proceed in one of the following ways:
 - a. It will study the proposal and, if necessary, request additional information from the proposing party to complement it.
 - b. The chair of the standing committee shall take the proposal to the Agenda Committee to place it on the agenda for the next regular meeting or propose that it be considered at an extraordinary meeting if there is urgency in the matter. If a vote of the Board is necessary, it shall be requested that the proposal be circulated with the notice of the regular or special meeting.
 - c. It will return the proposal to the proposing party for its proper revision, in case it considers that the proposal is not properly documented.
 - d. The committee shall establish a time frame to complete the matters related to the proposal within a prudent time frame according to the complexity, urgency and priorities of the assignment.
4. When a proposal is submitted during a Board meeting, the Chair shall acknowledge receipt of the proposal and proceed in one of the following ways:
 - a. It shall submit it to the corresponding committee for its study. In this case, the committee shall proceed as established in the preceding paragraph.
 - b. He/she shall request the Board to consider the same at that meeting, without taking a vote.
 - c. It will be placed on the agenda of a future regular meeting.
 - d. It shall return it to the proposing party for proper review, in case it considers that the same is not properly documented.

B. Reports

1. Reports of standing or *ad hoc* committees shall be classified into two groups:
 - a. Progress reports - will be acknowledged as received and may be discussed without being submitted to a vote.
 - b. Final reports - will be presented at the end of an assignment and may be

discussed. If the report was circulated with the notice of the meeting, a motion may be made, requiring a simple majority, to vote on recommended actions. If not previously circulated, matters may not be brought to a vote of the Board until at least the next meeting.

2. Persons who are not members of the Board may make presentations to the Board when the matter so warrants. Authorization for such presentations must be requested from the Board in the form of a motion by one of its members. If the motion is approved by a simple majority, the Board shall determine whether the matter shall be heard at the same meeting, whether it shall be heard by way of a special meeting, or whether it shall grant the corresponding presentation at the next regular meeting.

ARTICLE V

VOTING AND

RESOLUTIONS

- A. The resolutions of the Board shall be adopted by absolute majority (50% + 1 of the members of the Academic Board), in a closed vote, except when the Board itself provides otherwise.
- B. All delegates of the academic units, faculty and student body shall have voice and vote in all matters before the Board and the standing committees to which they belong.
- C. *Ex-officio* members shall have the right to speak and vote on all matters of the Board and on the standing committees of which they are members.
- D. The resolutions of the Board shall be certified by the Chairman and those that so require shall be sent to the corresponding officers for their knowledge and action.

ARTICLE VI

REVIEWS

- A. Any person, program, academic or administrative unit that considers itself adversely affected by a decision of the Board may request reconsideration of the decision in writing to the Chair within fifteen (15) calendar days following the official communication of the decision. If the request for reconsideration is not submitted within the term provided, the original decision of the Board shall become final and firm.
- B. If reconsideration is filed, the request must include the following:

1. Indicate the reference decision.
 2. Contain a brief statement of the facts or principles involved.
 3. State the grounds on which the request for reconsideration is based.
 4. Indicate the change requested.
- C. The Chair of the Board shall pass the request for reconsideration to the Agenda Committee within ten (10) calendar days of receipt for inclusion in a meeting of the Board.
- D. The Agenda Committee shall include the reconsideration among the items of business of a regular or special meeting, to be held no later than fifteen (15) calendar days. For purposes of the application of this article, the period between the last day of final examinations and the beginning of the next academic session shall not be counted. The decision of the Board at such meeting shall be final and firm.

ARTICLE VII

OFFICERS AND

FUNCTIONS

A. Chairman or President

1. The person holding the presidency of the university shall be the chairperson of the Academic Board, and as such shall:
 - a. Convene the Board no less than ten (10) calendar days prior to the meeting.
 - b. To present at the first regular meeting of the Board a list of the most important issues to be studied and considered.
 - c. To present before the corresponding agencies and officials the position held by the Board in any matter within its competence.
 - d. Inform the Academic Board of the action taken with respect to the resolutions of the Board.
 - e. To authorize any communication that reports on matters discussed at the meetings.
 - f. Appoint the members of the *ad hoc* committees.
 - g. Chair the Agenda Committee.
 - h. To certify the minutes of the meetings and the annual report of the Board.

2. In the absence of the Chairperson of the Board, the person in charge of Academic Affairs shall preside at the meetings and, in the absence of both, the Board member designated by the Chairperson shall preside at the meetings.

B. Secretary

1. The president of the university shall appoint a person to be in charge of the following secretarial duties of the Board:
 - a. Circulate the notice of all meetings of the Academic Board no less than ten (10) calendar days in advance.
 - b. Take minutes of the meetings.
 - c. Circulate the minutes of the meetings no less than five (5) calendar days prior to the next meeting.
 - d. Circulate committee reports and any other documents to be considered at the next meeting no less than five (5) calendar days in advance.
 - e. Keep a record of the minutes of each of the meetings of the Board's standing committees.
 - f. Provide each standing committee chair with copies of all minutes of the previous year's meetings of the committee he or she chairs.
 - g. Provide to the Chairperson of the Board, prior to the meetings at the beginning of each semester, in September and February, a list of the Board's pending business.
 - h. Custodian of all official records and documents of the Academic Board and its committees and forward those that are five (5) years old to the University Archives.
 - i. To certify the resolutions of the Academic Board that must be officially presented, delivering them directly to the secretary of the Board of Trustees.
 - j. Verify that the composition of the standing committees does not have a majority of *ex officio* members or be chaired by an *ex officio member*. In addition, ensure that each committee has a minimum of five (5) and up to a maximum of nine (9) members, of which the absolute majority (50% + 1) shall be faculty and at least one (1) must be a student representative.

- k. Verify that all members of the Academic Board belong to at least one (1) standing committee.

ARTICLE VIII

STANDING COMMITTEES

A. Composition

1. At the first regular meeting in September, the following standing committees of the Academic Board will be established:
 - a. Curriculum Committee
 - b. Student Affairs Committee
 - c. Rules Committee
 - d. Planning and Development Committee
 - e. Faculty Committee
2. Each committee shall consist of no less than five (5) members and a maximum of nine (9), of which the absolute majority (50% + 1) shall be faculty and at least one (1) shall be a student. For the purposes of this article, the president of the Student Council may belong to the committee of his/her preference.
3. Committees of the Board shall not have a majority of *ex-officio* members nor shall they be chaired by an *ex-officio member*.
4. The members of the committees shall elect their chairman or chairwoman by a procedure to be established by them.

B. General functions of the committees

1. The chairperson of each committee shall perform the following duties:
 - a. Attend meetings of the Agenda Committee.
 - b. Summon committee members to a meeting.
 - c. Circulate notice of all meetings of its standing committee of the Board no less than five (5) calendar days in advance.

- d. Circulate the minutes of the meetings of its standing committee of the Board to its members no less than five (5) calendar days prior to the next meeting of the committee.
 - e. Present, at the first meeting, a report of the committee's work during the previous year.
 - f. Provide documentation to the committee for the pertinent study.
 - g. Invite to the committee meetings those members of the university community that it considers pertinent.
 - h. Submit progress and final reports to the Academic Board. This report must include a list of the work completed and those pending.
2. The chairman of each standing committee shall invite the officer in charge of the matter to be discussed to participate in the work of the committee with voice, but without vote.
 3. For each task assigned, the committee shall establish a deadline for completion within a prudent time frame according to the complexity, urgency and priorities of the assignment.
 4. At the end of their term of office, the committees, through their respective chairpersons, shall submit to the Chairperson of the Board all available documentation relating to the committee's functions.
 5. The committees and the Board shall perform their functions until the new Board is constituted each year. In the event that a student representative graduates or completes his or her term, the Student Council presidency will be responsible for appointing a delegate until the new Board is constituted.

C. Functions of each committee

1. The Curriculum Committee, by assignment of the Board, shall study and propose to the Board, recommendations on:
 - a. The creation, modification, evaluation, moratorium or elimination of any academic program, certification, specialty, major or minor concentration in face-to-face, hybrid and distance modalities.
 - b. Ensure that academic decisions are based on a cycle of continuous research and planning.
 - c. Endorse manuals that establish academic policy at the graduate and undergraduate levels.

- d. The creation or updating of the norms that regulate the review of academic programs.
- e. The minimum general education requirements in the various programs of study.
- f. Recommendations on changes in the format of the academic sessions.
- g. Innovations in teaching methods and teaching support resources.
- h. Any other issues not covered in this article.

The person in charge of Academic Affairs shall be an *ex officio* member of this committee.

2. The Student Affairs Committee, at the direction of the Board, shall study and propose to the Board, recommendations on:
 - a. General admission requirements, academic distinctions and graduation of students.
 - b. The rules governing the retention of students for academic reasons.
 - c. The norms concerning the procedures for the evaluation of student academic achievement.
 - d. Any other issues not covered in this article.

The person in charge of Student Affairs shall be an *ex officio* member of this committee.

3. The Regulations Committee, by assignment of the Board, shall study and propose to the Board, recommendations on:
 - a. The incorporation into the policies, norms and procedures in the teaching and student areas, of any agreement taken in the Board that is recorded in the Minutes and that implies an amendment or revision to the same.
 - b. The revision, updating and amendments affecting the Bylaws and the Rules of Procedure of the Board.
 - c. Any other issues not covered in this article.

The legal advisor of the institution or any other member of the university community shall be invited as an advisor, according to his or her functions relevant to the matters to be discussed in this committee.

4. The Planning and Development Committee, at the direction of the Board, shall study and propose to the Board recommendations based on the following aspects:
 - a. The design of the university's development plans and the analysis of the institutional situation - its strengths and weaknesses - and the analysis of the external circumstances within which the institution operates.
 - b. The implementation of the university's current institutional strategic development plan.
 - c. Analysis of institutional studies and statistics and their implications, in light of the current institutional strategic development plan.
 - d. Any other matter related to planning, research and institutional appraisal activities.

The person in charge of Strategic Planning shall be an *ex officio* member of this committee.

5. The Faculty Committee, by assignment of the Board, shall study and propose to the Board, recommendations on:
 - a. Standards and criteria for the recruitment, selection and hiring of teachers.
 - b. Standards and criteria for granting licenses for studies, research and other related activities.
 - c. Standards and criteria for evaluation and promotion in rank.
 - d. Standards and criteria for granting academic discharges.
 - e. Standards and criteria for establishing grievance and/or grievance procedures.
 - f. Standards and criteria for establishing benefits for teaching personnel.
 - g. Amendments to the Faculty Handbook.
 - h. Review and update of the Faculty Manual.
 - i. Mechanisms and procedures on shared responsibility in the way administrative decisions affecting the faculty are made.
 - j. Criteria for salary scales, health insurance, pension plans, sick and maternity leave, among other fringe benefits.
 - k. Other faculty working conditions.

1. Other matters not included in this article.

The person in charge of Academic Affairs shall be an *ex officio* member of this committee.

ARTICLE IX

HONORARY DEGREES COMMITTEE

A. Composition

1. The president of the university shall appoint annually during the first semester of the academic year three (3) faculty members (delegates from academic units or faculty) from the Academic Board to serve on the Honorary Degrees Committee.

B. Functions and procedures

1. The committee members shall select a chairperson.
2. This committee will work in collaboration with the Student Affairs, Academic and Honorary Degrees Committee of the Board of Trustees. The collaborative work of both committees is constituted in the so-called Joint Committee, where the Honorary Degrees Committee of the Board of Trustees and the Honorary Degrees Committee of the Academic Board are integrated, which is called "subcommittee of the Academic Board" in the Bylaws of the Board of Trustees.
3. Establish criteria for candidates for honorary degrees as part of the functions of the Joint Committee.
4. Circulate a written communication to all faculty soliciting nominations for honorary degrees during the first semester of the academic year.
5. At the close of the nomination period, the Joint Committee will review the dossiers and evaluate whether the candidates meet the established criteria.
6. At the conclusion of the evaluation of the candidates, he/she shall select the most suitable candidates, who shall be presented to the president of the institution at a meeting of the Agenda Committee.
7. The Honorary Degrees Committee of the Academic Board shall submit suitable candidates for consideration by the full Academic Board.

8. Any candidate must be favored by a majority (absolute majority, 50% + 1) of the members of the Academic Board in order to be considered by the Board of Trustees.

ARTICLE X

AGENDA

COMMITTEE

A. Composition

1. The Agenda Committee shall be composed of the chairperson of the Academic Board and the chairpersons of the standing committees.

B. Functions and Procedures

1. Meetings of this committee shall be chaired by the Chair of the Board. In his or her absence, the person in charge of Academic Affairs shall preside, and in the absence of both, the committee member designated by the president.
2. This committee shall prepare the agendas for the meetings. Any member of the Board who wishes to bring a matter to the attention of this body shall submit it to the chairperson of said committee for consideration for inclusion on the agenda; it may also be raised directly during the new business shift, at the time of the meeting. Meetings shall be conducted in accordance with the order of business for which they have been called.
3. The agenda may be altered, both in its content and in its order, upon motion to that effect by a member and approved by not less than two-thirds (2/3) of those present. For the purposes of this article, an alteration of the agenda shall be understood as the discussion by the Board of any matter not previously included.
4. The agendas prepared by this committee will be of two kinds:
 - a. Regular - shall contain the matters to be considered by the Board at each regular meeting.
 - b. Extraordinary - shall contain the topics and order of business of the extraordinary meetings and shall be included in the notice of the extraordinary meetings.
5. The agenda for regular Board meetings shall follow the following order:
 - a. Verify attendance and establish quorum

- b. Approval of the agenda
- c. Reading and approval of the previous minutes
- d. Presentation of the Chairperson's report
- e. Presentation of committee reports
- f. Discussion of pending issues
- g. Presentation of new business

ARTICLE XI

AD HOC

COMMITTEE

If deemed necessary and with a simple majority of the Academic Board, the president may appoint an *ad hoc* committee to be entrusted with any matter or task that merits the attention of the Board and that is not among the functions of the standing committees. The *ad hoc* committee shall be constituted by a representative of each sector that integrates the Academic Board, namely: administration, faculty and student body and of the person or persons with expertise in the matter to be dealt with, whether or not they belong to the university community. Once the *ad hoc* committee has fulfilled its mandate, it shall be dissolved.

ARTICLE XII

HEARINGS

- A. The Academic Board may hold public hearings to hear members of the faculty, the administration and the student body on matters of its concern. It shall determine the manner, day and hour in which such hearings shall be held.
- B. The Academic Board may hold public hearings at the request of the faculty, the administration or the student body. The request shall state the purpose of the request and shall be addressed to the president of the Board, who shall submit it with his or her recommendation to the Academic Board for decision and action.

ARTICLE XIII

AMENDMENTS

- A. Proposed amendments to these Regulations may arise directly from the Academic Board.
- B. Any member of the Academic Board may recommend amendments to these Regulations.
- 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 X

VALIDITY

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

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