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*Universidad  
San Pablo*

**INTERNAL REGULATIONS CONCERNING THE  
COMMITTEE FOR ACADEMIC AND TEACHING  
INNOVATION OF UNIVERSIDAD SAN PABLO-CEU (CIED-  
USP)**

Approved by the Governing Council during its meeting on 29 January 2020

## **PREAMBLE**

Universidad San Pablo-CEU, aware of the great importance of undertaking the comprehensive process of academic and teaching innovation required by the new generations of Professors and students, has developed in recent years a series of actions to encourage the implementation of projects in its different centres. The goal is to increase student motivation, quality and, practical and applied learning in the various courses as opposed to the traditional theoretical and memoristic profile. But, at the same time, it has sought to give greater value to the competences and skills that future graduates must have in the new global context such as decision-making and problem-solving skills, teamwork, creativity and communication skills, among others, whether as entrepreneurs, managers, professionals, scientists or employees.

The development and effective implementation of this line of strategic action at the University has been systematised since 2015 as a top priority of the Vice-Rectorate for Teaching and Research, although prior to this, some of the University's centres were already heavily involved in teaching innovation, holding seminars and workshops. Therefore, in recent academic years, the Vice-Rector's Office has been organising annual Teaching Innovation Awards, has promoted the formation of Faculty (PDI) groups committed to this strategic action in all the centres of the University and has held the first USP-CEU Interfaculty Teaching Innovation Workshop, the seed of the two subsequent USP-CEU Interfaculty Teaching Innovation Congresses (CIFID), held in July 2018 and 2019, respectively.

The development of these activities, in addition to those carried out by the Schools and the Institute, requires the creation of an appropriate structure to organise and promote academic and teaching innovation at the University, such as those that already exist in practically all Spanish and international universities: the USP-CEU Committee for Academic and Teaching Innovation (hereinafter, CIED-USP).

This collegiate body will act as a support structure in the organisation of events, the announcement and resolution of award calls or academic and teaching innovation projects, identification and/or assessment of initiatives and the development of other activities that allow us to remain at the forefront of teaching.

To this end, the following Internal Regulations of the CIED-USP are hereby established:

### **Article 1. Definition and Purpose**

The CIED-USP is an advisory and support body to the Vice-Rectorate for Teaching and Research for the assessment and decision-making in relation to the initiatives, proposals and projects of academic and teaching innovation in general, which are developed at the University.

Its ultimate aim is to contribute to improving the quality of the courses taught at USP-CEU and to encourage the participation of the teaching staff in academic and teaching innovation actions.

The purpose of these Regulations is to manage the internal organisation and functioning of the CIED-USP.

## **Article 2. Responsibilities**

The CIED-USP is responsible for assisting and advising the Vice-Rectorate for Teaching and Research in those activities related to innovation in teaching and university education, when requested by the Vice-Rectorate. The following list of such activities has an enunciative and not limitative nature:

- a) Call, resolutions and follow-ups of Internal Teaching Innovation Projects.
- b) Promotion and organisation of Teaching Innovation Conferences and other activities of this nature, both in USP and in collaboration with other CEU Universities.
- c) Selection and assessment of teaching innovation projects submitted in the annual award call of the University.
- d) Advice to the Vice-Rectorate for Teaching and Research and in the assessment of teaching innovation proposals related to ITC and active learning Methodologies based on technology.
- e) Collaboration with the Training Area of USP CEU Foundation's Corporate Human Resources Department in the development of training activities in the field of academic and teaching innovation: courses, conferences and seminars.
- f) Dissemination in the Schools and Institutes of the agreements and actions that the Committee wishes to promote, with the aim of motivating academic and teaching innovation in them.
- g) Collaboration in tasks of external dissemination of teaching dynamics and academic innovation developed at the University.
- h) Any other advisory, assessment, prospecting or reporting task requested by the Vice-Rectorate in the field of academic and teaching innovation.

## **Article 3. Composition of the Committee for Academic and Teaching Innovation**

The composition of the CIED-USP shall be the following:

- President: Vice-Rector for Teaching and Research of the USP-CEU, with the power to delegate to the Deputy Vice-Rector.
- Members: Professors responsible for Teaching Innovation in each of the Schools of USP-CEU.
- Secretary: One of the above members chosen by the President shall act as the secretary.

The members must be permanent professors of the USP-CEU, preferably with dedication to TC.

#### **Article 4. Appointment and removal of members**

The Vice-Rector for Teaching and Research is responsible for the appointment and dismissal of Schools and Institutes Committee members, once heard the Permanent Committee of the Governing Board.

For the abovementioned appointment, the following merits shall be taken into consideration. The list of such merits is of an enunciative and not limitative nature:

- To have a recognised career path in terms of academic and teaching innovation at the University.
- To have been awarded for academic and teaching innovation, both inside and outside the University.
- To take part in a group of Professors that carries out academic and teaching innovation activities.
- To have been involved in academic and teaching innovation projects carried out at the University.
- To have at some point achieved an EXCELLENT assessment in the DOCENCIA+CEU system, through teaching.
- To have organised workshops, conferences or seminars on academic and teaching innovation at USP-CEU.
- To have taken part in academic and teaching innovation activities outside the University (forums, conferences or seminars).

The members appointed by the Committee shall hold the position for four years, which may be tacitly extended, except in the event of the express resignation of a member of the Committee, changes in the University's organisational structure or at the proposal of the Vice-Rector.

#### **Article 5. Rights of the Committee Members**

The members of the Committee for Academic and Teaching Innovation shall enjoy the following rights:

- a) To participate in the Committee meetings with full voting rights.
- b) To present ideas and proposals for academic and teaching innovation activities at USP-CEU.
- c) To collaborate in events organised by the University's centres in the field of academic and teaching innovation.
- d) To represent USP-CEU in external events within the field of academic and teaching innovation.
- e) As this is a collegiate body that provides services to the University, the relevant performance redistribution criteria established annually will be applied to its members (Committee members).



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#### **Article 6. Obligations of the Committee Members**

- a) To attend meetings organised by the Committee and to participate in decision-making.
- b) To participate in the drafting and assessment of calls for academic and teaching innovation awards and projects, or other processes that require the assessment of the school's activity in innovation in these areas.
- c) To promote and participate in the academic and teaching innovation activities to be carried out by the Schools and Institutes or by the University.
- d) To deal with the requirements of the Vice-Rector's Office regarding academic and teaching innovation at the University, as members of a collegiate body.

#### **Article 7. Committee meetings**

The CIED-USP will meet regularly at least once a year, and whenever convened by its President. At the meetings, academic and teaching innovation activities will be proposed, and the terms and conditions for the announcement and resolution of awards and projects in this field will be established.

#### **Article 8. Agreements of the Committee**

Decisions and agreements are made by a simple majority of votes. In the event of a tie, the President shall decide by casting the deciding vote.

#### **Article 9. Minutes of the Committee meetings**

The Secretary shall draw up the minutes of each CIED-USP meeting, which shall include the names of those attending, the matters dealt with according to the agenda, the place and date of the meeting, the main points of the deliberations, the agreements adopted and the interventions of those attending. They shall be approved by the Committee at an ordinary meeting, and a copy shall be sent to each of the members.

#### **Article 10. Entry into force and modification of the Internal Regulations**

These Regulations shall enter into force the day following their approval by the University Governing Board, and once the Board of Trustees has been informed. The modification of these Regulations shall be the responsibility of the aforementioned Committee, on its own initiative.

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