



CEU

*Universidad
San Pablo*

**REGULATION 5/2020 OF SCHOOL BOARDS OF
UNIVERSIDAD SAN PABLO-CEU**

Approved by the Governing Council at its meeting on 24 June 2020

CHAPTER I

Composition and Functioning

Article 1. School Boards

The School Boards are the collegiate academic governing and Professors and Students representation bodies of Universidad San Pablo-CEU, which exercise their function in relation to the agreements of the Board of Trustees and the Governing Council, as well as the Rector's resolutions.

Article 2. Ex officio members of the School Boards

1. The School Boards shall consist of ex officio members: the Dean/Director of the School, who will preside it; the Vice-Deans or Under-Secretaries of the School; the Academic Secretary, who shall act as the secretary, keeping minutes of its meetings; as well as the Directors of the Departments that are part of the School.

2. In the event of absence or disease of the Dean/Director of the School, the Vice-Dean or Under-Secretary of the School shall preside the School Board to whom he/she may delegate.

Article 3. Elective members of the School Boards

The Elective members of the School Boards are:

a) A representation of Professors that consists of 2 Professors, 2 Full Professors, 2 Associate Professors, and 2 Collaborating Professors. All of them must provide their services on a full-time or part-time basis, regardless of the indefinite or temporary nature of their contract.

b) A representation of students that consists of the Delegate of the School, as well as the Under-Delegate of the School that will assume the functions in case of absence of the former. They shall be chosen and under a mandate according to what has been established in Title III of Regulation 3/2020 of Students.

2. Regardless, the Dean/Director of the School may be called to be heard in a meeting arranged by the School Board, the members of the university community that have the specific knowledge on the topics to be addressed or that are specially affected by the agreements that, where appropriate, may be adopted.

Article 4. School Board competences

The competences of the School Board are:

a) To collaborate with the Dean/Director of the School in the Management of it.

b) To promote the improvement of study plan and teaching methodology, as well as the establishment of new degrees, both exclusive and official.

- c) To participate in the programming of university extension activities.
- d) To supervise the appropriate provision of services necessary for their correct functioning.
- e) Any other competence that may be attributed to the development of the Organisation and Functioning Rules of the University.

Article 5. School Board Meetings

1. The Board shall meet at the request of the Dean/Director of the School and at the request of a number of members representing more than half of its members, expressing in their request, the specific matter or matters to be addressed.
2. The Board shall meet prescriptively at the end of the first and second semester. Apart from the topics that may be included in the meeting agenda, at the meeting held at the end of the first semester, the exam results of the term will be assessed; and at the meeting held at the end of the second, a global analysis of the academic year will be done. Also, the general organisation lines of the following semester will be decided.
3. When, due to direct or indirect imposition by the competent authorities, the meetings of the Board cannot be held in person, they shall be held telematically, and the provisions of these Regulations shall be applicable with regard to the convening, constitution, resolutions and minutes of the meetings.

Article 6. School Board Calls

The School Board shall be announced by the Dean/Director of the Centre por el Decano/Director de Escuela, que confeccionará el orden del día, sin perjuicio de lo dispuesto en el apartado primero del artículo anterior, incluyendo en él los asuntos que considere oportunos, más aquellos que le sean sugeridos por al menos un tercio de los miembros de la Junta. El último punto del orden del día será el de "ruegos y preguntas", en cuyo desarrollo no se podrán adoptar acuerdos.

Artículo 7. Constitution of the School Board

1. The School Board shall be considered to be validly constituted when, at the time specified in the notice of convocation, two-thirds of its members are present, including, necessarily, the Dean/Director of School or a Vice-Dean/Under-Secretary of School.
2. The School Board shall be considered to be validly constituted when, at the time specified in the notice of convocation, two-thirds of its members are present, including, necessarily, the Dean/Director of School or a Vice-Dean/Under-Secretary of School.
3. If the secretary of the School Board is not present at the beginning of the meeting, the chair shall assign a Professor to perform the duties of the secretary.

Article 8. School Board Agreements

1. The agreements of the School Board shall be adopted by simple majority, deciding the se adoptarán por mayoría simple, and in case of an even result, the casting vote of the chairman shall decide.

2. The exercise of the right to vote in an in-person format, being personal and non-transferable, and it cannot be delegated to other members of the Board.

Article 9. Minutes of the sessions of the School Board

1. Minutes of each meeting of the School Board shall be drawn up by the secretary and shall contain only the resolutions adopted. Opinions expressed in the course of the debate shall be recorded only if expressly requested by those who expressed them.

2. The deliberations of the board shall be confidential.

CHAPTER II
Procedure for the election of Professors representatives

Article 10. Representation of Professors

The representation of Professors in the School Board consists of 2 Professors, 2 Full Professors, 2 Associate Professors and 2 Collaborating Professors.

Article 11. Mandate of Professors representatives

1. The mandate of Professors Representatives shall be personal and non-transferable and it shall last for 2 years.

2. In the event of resignation of the representatives, they shall be replaced by the candidate who has obtained the next highest number of votes in that academic category, as recorded in the relevant minutes.

3. In the event that, while the representatives' mandates are still in force, they are promoted to a higher academic category, they shall lose their status as representative, and the vacancy shall be filled by the next candidate who has obtained the highest number of votes in that academic category, as recorded in the corresponding minutes.

Article 12. Procedure for the election of Professors representatives

1. The Dean/Director of the School shall call the Professors, Full Professors, Associate Professors and Collaborating Professors who work both on a full-time or part-time basis, regardless of the permanent or temporary nature of their contracts.

2. The call shall be made in writing at least seven days in advance, indicating the premises of the School where the ballot boxes will be located and the time, not less than three hours, when the vote may be cast. A list, by category, of the electing and eligible Professors, together with a blank ballot paper indicating the category of the Professor to be elected, shall be sent together with the notice of convocation.

3. In the planned premises, 4 ballot boxes will be installed. In them, the votes of each Professors category will be casted. During the time assigned to voting, the Dean/Director of the School or the Secretary of the School will always be present in capacity of President of the Board. Every Professor will cast their vote in the corresponding ballot. The President of the Election table will take note of the presence of each voter.

4. Once the time assigned has finished, the president of the election table, shall close the vote, and in public session, the Dean or Director of the School and the Secretary of the School shall proceed to count the votes of each of the ballots, announcing as members of the Board the two Professors who have obtained the highest results in each of the categories. In the event of a tied vote, the winner shall be drawn by lot.

5. Minutes shall be drawn up in duplicate by the Secretary of the Faculty/School with the approval of the Dean/Director of School, after which the ballots shall be destroyed. The full results of the vote shall be recorded in the minutes, including all teachers who have obtained a vote, with the corresponding number.

The Dean/Director of the School shall send one of the copies of the minutes to the corresponding Vice-Rectorate for Professors, *en materia de Profesorado*. The other copy will remain in the archives of the School concerned.

Article 13. Special cases of eligible Professors and Professor-electors

1. Associate lecturers and part-time Professors of any category, regardless of whether their employment contract is indefinite or temporary, shall not be eligible to vote and shall not be eligible to stand for election.

2. A Professor who holds a management position at Universidad San Pablo-CEU may be a voter, but shall not be eligible for election, it being understood, for the sole purposes of this article, that management positions are those included in article 22.2 of the University's Organisation and Functioning Rules.

3. Emeritus professors in their corresponding categories of professors and full professors shall be eligible to vote and to stand for election.

4. Professors of Interfaculty Departments shall vote in the elections of the Board of the School they are adscribed to.

first transitional provision. Representative mandate of professors previously elected to the School Board.

The term of the representative mandate of professors previously elected to the School Board upon the entry into force of this Regulation, shall be respected until the actual expiry of the two-year period laid down.

Second transitional provision. Previously elected degree Delegates and Sub-Delegates

Delegates and Sub-Delegates previously elected to the School Board upon the entry into force of this Regulation, shall continue to be part of the School Board until the new Delegates and Sub-Delegates of the School are elected.

Sole Derogatory Provision. Regulatory repeal

Any other previous rules or regulations concerning the School Boards and the procedures for the election of their members, and any other rules of equal or lower rank that oppose the provisions of these Regulations, are hereby repealed.

First final provision. Supplementary regulations

In all matters not provided for in these Regulations on the convening and functioning of the School Board, the regulations applicable to the Governing Council of the University shall be applicable, by way of supplement.

Second final provision. Entry into force

This Regulation shall entry into force the day after its approval by the Governing Council.