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**REGULATION 3/2017, OF  
UNIVERSIDAD SAN PABLO-CEU, OF  
DEPARTMENTS**

## REGULATION 3/2017, OF UNIVERSIDAD SAN PABLO-CEU, OF DEPARTMENTS

(Approved by the Governing Council, at its meeting on 23 January 2017, and by the Board of Trustees of the University, at its meeting on 26 May 2017).

### PREAMBLE

According to what has been established in the ninth additional provision of Organic Act 4/2007, of 12 April, amending Organic Act 6/2001, of 21 December 2001, on Universities, Universidad San Pablo-CEU modified its previous Organisation and Functioning Rules (hereinafter OFR), approved by Decree 24/2005, of 10 February. For this reason, and by virtue of what has been established in the ninth additional provision and in articles 6.5 and 6.2 of Organic Act 4/2007, the Board of Trustees of Universidad San Pablo-CEU, at its meeting held on 18 February 2011, approved the current OFR, adapted to current legislation (Decree 31/2011, of 2 June, of the Governing Council of the Autonomous Community of Madrid, *approving the Organisation and Functioning Rules of Universidad San Pablo-CEU*, B.O.C.M. No. 136, of 10 June).

Under the now repealed OFR of 2005, Universidad San Pablo-CEU developed a wide number of rules, including the *Regulation of Departments*, approved by the Governing Council and the Board of Trustees of the University in November 2004 and that entered into force in the first months of 2005. By approving the OFR of 2011, a review and amendment of the previous Departmental Regulation is necessary to bring it into line with the latter.

Additionally, the organisational changes in the University that have taken place since 2011 must be considered; changes linked to both internal aspects (changes in the structure of the Departments and their composition; evolution of the weight of the Sections and Areas of Knowledge; an increase in the number of Doctors and accredited Professors) and those derived from the evolution of the governance model of the centres in which, linked to the monitoring and accreditation of degrees, the Degree Coordinators have become increasingly important. For these reasons, the Regulation for Degree Coordinators and Master's Degree Directors was recently updated. This has made it necessary to develop in this Regulation the changes with respect to the previous one in order to make compatible the exercise of the functions of the Departments, in accordance with the OFR and with a horizontal approach (i.e. towards the Teaching and Research Personnel of the Areas of Knowledge attached to the Department and their teaching in all the degrees taught in the Centre) with the functions of the Degree Coordinators, characterised by a vertical approach (i.e. in a singular way for each of the degrees taught in the corresponding Centre).

Moreover, and as noted in the previous paragraph, neither the structure nor the composition of the Departments are currently the same as it was the case a decade ago. As a result of their successive restructurings, the prevalence of Areas over Sections, the creation of new degrees (which have implied rearrangements in the assignment of areas) and the curricular growth of the Teaching and Research Personnel (in terms of Professors with PhDs and accredited in different figures by the Quality Agencies),

many of the structural aspects addressed by the Regulation of Departments have become obsolete. This is the reason why it is necessary to update the 2005 Regulation of Departments: in order to make it consistent with reality and with the University's legal system.

Likewise, the advent of other regulatory changes in the sense indicated in the second paragraph of this preamble (adaptation of the regulatory framework to the 2011 OFR, as developments of the latter) also justifies the need to adapt the Department Regulations. In this sense, the regulatory framework of the promotion systems for Teaching and Research Personnel or that evaluate their teaching, research, management or institutional services activities must necessarily be based on the reality of the University's departmental structure. This will require a process of rationalisation of the pyramids of academic categories, which must necessarily be based on an appropriate structure and size of Areas of Knowledge (and possibly groupings of these by affinities), which will optimise their management. For this reason, this Regulation has reformed the orientation of the Departmental Sections, making them groups of Areas, while at the same time reinforcing the figure of the Heads of the Areas of Knowledge, as a basic link in the nested hierarchy of the University's organisational structure.

In short, this Regulation not only seeks to adapt to the governance and functions of the Departments in accordance with the current OFR, but also adapt them to the importance of the Degree Coordinators, as well as to possible future regulatory changes focused on the Teaching and Research Personnel.

Taking all of the above into account, the Board of Trustees of Universidad San Pablo-CEU, at the proposal of the University's Governing Council, through its Rector, approves this Regulation of Departments of Universidad San Pablo-CEU.

## **TITLE I. THE DEPARTMENTS**

### **Article 1. Concept of Department**

1. In accordance with Article 8 of its OFR, Universidad San Pablo-CEU shall be made up of Schools, Departments, University and Inter-University Institutes for research and teaching, affiliated centres, Colleges and any other centres or structures necessary for the performance of its functions.
2. The Departments are the bodies in charge of horizontally coordinating the teaching of several Areas of Knowledge in one or several Centres, in accordance with the University's teaching programme, without prejudice to the competences corresponding to the Deans, Centre Directors and Degree Coordinators. The Departments are also responsible for supporting the teaching and research activities and initiatives of the teaching personnel.
3. The Departments shall be constituted by grouping Areas of Knowledge (scientific, technical or artistic) and shall bring together all the teaching personnel, researchers and scholarship holders whose specialities correspond to these Areas, as well as the administration and services personnel assigned to them.



4. Professors shall be grouped into Departments according to the Areas of Knowledge to which they belong.
5. The Areas of Knowledge recognised by the University are those officially established at any given time by the Council of Universities (or equivalent body), and additionally and exceptionally, those approved by the University's Board of Trustees for subjects linked to the Catholic Social Doctrine.

#### **Article 2. Creation, supression and modification of Departments**

1. The Governing Council is in charge of, at the proposal of the Deans or Director of the Centre, the creation of the Departments, deciding their name and defining the Areas of Knowledge assigned to each of them, as well as their abolition.
2. Concerning the approval and supression of Departments by the Governing Council, the Board of Trustees shall be informed, for the purposes of the approval that will be mandatory and binding.
3. The modification in the assignment of Areas of Knowledge and disciplines to the Departments shall be approved by the Governing Council, at the proposal of the Deans or Director of the Centre.

#### **Article 3. Integration of the teaching personnel in the Departments**

1. Departments shall be conformed by all Professors of all Areas of Knowledge included in them. No Professor will be able to be part of more than one Department. In a similar way, inside every Department, Professors will be assigned to an only Area of knowledge.
2. When Professors are part of the University Senate, either as a Full-time or Associate Professor must be necessarily attached to an Area of Knowledge, that matches their profile in terms of education and academic background.

#### **Article 4. Composition of the Departments**

The Departments shall be composed of a minimum number of eighteen (18) full-time equivalent Professors. For the purposes of this calculation, two part-time positions shall be considered equivalent to one full-time position. Notwithstanding the above, the Governing Council will be able to exceptionally authorise the creation of Departments where the provisions of this Article are not complied with, in the interests of the proper development of teaching and research in the relevant subjects.

### **Article 5. Requirements for the constitution and continuity of a Department**

1. For the constitution and continuity of a Department, at least 35% of its Professors must have obtained a positive evaluation of their curriculum for the position of Private University Professor (or equivalent) from the corresponding Quality Agency. For the purposes of this calculation, two part-time Professors will be considered equivalent to one full-time Professor.
2. Notwithstanding the above, The Governing Council, at the proposal of the corresponding Dean or Director of the Centre, and with the approval of the competent Vice-Rector concerning Professors or Academic Organisation, with the aim of guaranteeing the good functioning of the University structure and, in particular, of the Centres that integrate it, exceptionally, may waive the requirement set out in the previous paragraph for circumstances deemed relevant and justified.

### **Article 6. Inter-School Departments**

1. The Inter-School Departments will be those that, due to the special characteristics of the subjects they teach, the Professors teach at several centres of the University.
2. The creation, suppression or modification of the Inter-School Departments shall be regulated in accordance with Article 2 of this Regulation.
3. The following criteria shall be taken into consideration for the purpose of determining the headquarters of the Inter-School Departments:
  - a) The nature and the importance of the subjects corresponding to the Areas of Knowledge of the Inter-School Department within the study plans of each School.
  - b) The place where most of its members carry out their teaching and research activities.
  - c) The availability of material and personal resources deemed necessary.
4. Inter-School Department Professors in charge of teaching a subject or subjects taught in a School or Centre different from the Interschool-Department headquarters, shall report organically to the Centre in which the Department is located. However, for teaching and administrative purposes, those Professors shall be functionally dependent on the Dean's Office or Directorate of the Centre in which they teach.

### **Article 7. Displaced Professors**

1. Displaced Professors that teach in a School or Centre other than the Department in which they are registered may exist.



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2. Displaced Professors shall report organically to the Department to which they belong, and functionally to the School or Centre in which they indeed teach.
3. The competent Vice-Rector for Professors may develop and determine the corresponding responsibilities of the seconded Professors and of the Dean's Office or Directorate of the Centre in which they actually teach may be developed and specified by means of a Circular issued for this purpose.

## **TITLE II. CHANGES OF AREA OF KNOWLEDGE, DEPARTMENT OR CENTRE**

### **Article 8. Procedure for the change of Area of Knowledge within the same Department**

1. Professors interested in the change of Area of Knowledge that does not involve the change of Department, shall submit a reasoned application to the Director of the Department they are part of. Except for very justified cases, the change of Area of Knowledge shall not be carried out for Professors officially accredited for an Area, or who have been promoted to the higher categories of the University teaching personnel in a specific Area.
2. The Director of the Department of destination may request the report of the Head of the Area of Knowledge of which the interested party is part, as well as to the Head of the Area of Knowledge to which he/she had been transferred, shall issue a complementary and non-binding favourable or unfavourable opinion with regard to the application submitted.
3. Notwithstanding the above the Director of the Department, at the same time, shall issue a report in which he/she shall give a favourable or unfavourable decision on the request made. This report shall be submitted to the Dean or Director of the Centre, together with the file comprising the above documents.
4. The Dean, in view of the above, shall issue his/her own favourable or unfavourable report in relation to the request made and, then, the file shall be submitted to the Governing Council through the competent Vice-Rectorate for Professors.
5. The Governing Council, seen the different reports and other documents of the file, shall take a decision either granting or rejecting the application made by the interested party.
6. The competent Vice-Rector in terms of Professors will communicate the interested party, as well as the Dean or Director of the Center, the decision taken by the Governing Council.

**Article 9. Procedure for the change of Area of Knowledge and the Department within the same School**

1. The Professor interested in a change of Area of Knowledge that involves, at the same time, a change of Department in the same School, shall submit a reasoned request to the Director of the Department in which he/she is integrated, also referred to for this purpose as the 'Department of origin'.
2. The Director of the Department of origin will issue a report on the application made, by deciding in favour or against, sending the file to the Director of the Department that the interested party aims to join, also referred to, for these purposes, as 'Department of destination'.
3. The Director of the Department of destination may request the report of the Head of the Area of Knowledge to which the interested party wishes to be transferred, who shall issue a complementary and non-binding favourable or unfavourable opinion with regard to the application submitted.
4. Notwithstanding the above, the Director of the Department of destination, at the same time, shall issue a report in which he/she shall give a favourable or unfavourable opinion on the application. This report shall be submitted to the Dean or Director of the Centre, together with the whole file containing all the above documents.
5. The Dean, in the light of the above, shall issue his/her own report with a favourable or unfavourable decision with regard to the application made and, then, he/she shall submit the file to the Governing Council, through the competent Vice-Rectorate for Professors.
6. The Governing Council, in the light of the different reports and documents included in the file, shall take a decision either approving or dismissing the application made by the interested party.
7. The Competent Vice-Rector in terms of Professors shall notify the interested party, as well as the Dean or Director of the Centre, the resolution adopted by the Governing Council.

**Article 10. Procedure for the change of Area of Knowledge and of Department that implies a change of School**

1. The Professor interested in a change of Area of Knowledge that involves, where appropriate, a change of Department and of School, shall present a reasoned request to the Director of the Department of which he/she is part, also known as, for these purposes, 'Department of origin'.
2. The Director of the Department of origin may request the report of the Head of the Area of Knowledge of which the interested party is part, who shall issue a complementary and non-binding favourable or unfavourable opinion with regard to the application submitted.



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3. Notwithstanding the above, the Director of the Department of origin, at the same time, shall issue a report in which he/she shall give a favourable or unfavourable decision on the request made. This report shall be submitted to the Dean or Director of the Centre, together with the file comprising the above documents.
4. The Dean or Director of the Centre of origin, in the light of the above, shall issue his/her own report, either favourable or unfavourable, on the application and shall then forward the file to the Dean or Director of the Centre that the person concerned intends to join, also referred to for these purposes as the 'School or Centre of assignment'.
5. The Dean or Director of the Centre of Destination shall send the file to the Director of the Department in which the person concerned wishes to join, referred to for this purpose as the 'Department of destination'.
6. The Director of the Department of destination may request, on an optional basis, a report from the Head of the Area of Knowledge in which the interested party intends to join, who shall issue a complementary and non-binding favourable or unfavourable opinion on the application submitted.
7. Notwithstanding the above, the Director of the Department of destination, at the same time, shall issue a report, in which he/she shall give a favourable or unfavourable opinion on the application. This report shall be submitted to the Dean or Director of the Centre, together with the whole file containing all the above documents.
8. The Dean or Director of the Centre of destination, in the light of the previous reports issued in its School or Centre, shall issue its own report, either favourable or unfavourable, on the application made and shall then submit the file as a whole to the Governing Council, through the Vice-Rectorate responsible for teaching personnel.
9. The Governing Council, at the light of the different reports and other documents included in the file, shall take a decision either approving or dismissing the application made by the interested party.
10. The competent Vice-Rector in terms of Professors shall notify to the interested party, as well as to the corresponding Deans or Director of the Centre, the decision adopted by the Governing Council.

### **TITLE III. FUNCTIONS OF THE DEPARTMENTS**

#### **Article 11. Functions of the Departments**

Functions of the Departments:

1. To organise and programme the teaching of every academic year developing the teachings of their Areas of Knowledge, with the collaboration of the





Degrees Coordinators, who shall follow the directives of the management bodies of the Schools or Centres in which the members of the Department teach.

2. To support, incentivise and, where appropriate, to determine the lines of research related to their Areas of Knowledge and to promote the collaboration with other Departments, not only of the corresponding Centre but also of the whole University.
3. To promote with public or private entities, in close collaboration with the governing team of the School or Centre, the corresponding Vice-Rectorate and the Sponsorship Department or equivalent name of Fundación Universitaria San Pablo CEU, the execution of scientific, technical or artistic works, as well as the development of specialisation courses. Also, to propose the Rector, through the Dean or Director of the corresponding Centre, collaboration agreements with other public or private bodies.
4. Any other function attributed by the legislation in force, by the OFR or assigned to it by the governing bodies of the University, specially the Dean of the School or Director of the Centre in which they teach and/or where the headquarters are located.

#### **TITLE IV. GOVERNING ORGANS OF THE DEPARTMENT**

##### **Article 12. Departmental Council and Plenary**

1. In each Department, there shall be a Departmental Council, as the governing body, that shall exercise its functions in accordance with the decisions of the University's governing bodies and the decisions of the Centre to which it belongs, following the principles established in the OFR.
2. The Departmental Council shall consist of the Director of the Department, who will preside it; a Secretary, who will be the Department's; the Heads of the Areas and the Heads of the Departmental Sections, where appropriate; Professors, Full Professors, Ordinary Professors and Associate Professors members of the Department; up to four (4) Professors with an Assistant or Collaborating category; and a (1) representative of the trainees and administration and services personnel that may be assigned to the Department. Professors with an Associate or Collaborating category shall have passed a positive evaluation of their curriculum vitae by an official Quality Assurance Agency in the category of private university Professor (or equivalent), and shall be appointed by the Head of Department for a renewable period of three years.
3. The Departmental Plenary shall consist of all its members and it shall be convened and chaired by the Director of the Department, who holds a purely informative role, at least once every academic year.

##### **Article 13. Functions of the Departmental Council**

The functions of the Departmental Council are the following:



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- a) The reasoned proposals to the Doctoral Committee due to the appointment of the courts responsible for assessing the doctoral theses regulated by Royal Decree 1393/2007, of 29 October, and those that could derive from the Doctoral Studies regulated by future regulatory frameworks.
- b) The organisation, with the endorsement of the University's Governing Council, of specialisation courses for university graduates.
- c) The proposal of the Standing Committee of the Governing Council, with the report of the Dean or Director of the Centre, of the approval of Professor's specific continuous training plans, as well as of training plans for trainees.
- d) The proposal to the Dean or Director of the Centre of the cycles of conferences, seminars, roundtables, etc.
- e) The approval, after hearing the corresponding Degree Coordinator, of the Teaching Guides for each of the subjects that are part of its Department, which must, in any case, be adapted to the requirements established in the Verification Report for each degree.

#### **Article 14. Meetings of the Departmental Council**

1. The Departmental Council will meet, chaired by its Director or by the person delegated by the Director, at least three times per academic year, and shall be convened directly by the Director, or at the proposal of 25 % of its members.
2. The call for a meeting and the agenda shall be sent to all members of the meeting at least forty-eight (48) hours in advance, which may be reduced to twenty-four (24) hours in the event of duly justified urgency.
3. The Secretary shall take minutes of the meetings of the Departmental Council. These minutes shall be sent to all members of the Department and to the Dean or Director of the Centre, as well as to the General Archive of the University.

#### **Article 15. Director of the Department**

1. The Director of the Department is responsible for its representation and its direction and management.
2. The Director of the Department shall be appointed and dismissed by the Rector, at the proposal of the corresponding Dean or Director of the Centre, under the approval of the Board of Trustees. He/she will be appointed for three years, with the possibility of successive extensions for the same period of time. In case that the deadline established for the mandate comes to its end and no explicit extension or dismissal has taken place, his/her term of office shall be renewable for the same period of time, without prejudice to the right to withdraw his/her appointment at any time. A full-time member of the Department, holder of a PhD and, preferably, who has the status of Professor, Full Professor, Ordinary Professor or Associate Professor, but who in any case has received a positive evaluation of his/her curriculum by one of the official Quality Agencies for the category of private university Professor or equivalent shall be appointed. Those who have received unfavourable evaluations of their teaching performance may not be appointed Head of Department.



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3. In general terms, the Direction of the Department shall not be compatible with any other academic or management position, except for the exceptions provided for in articles 15.4 and 19.2 of this Regulation.
4. Exceptionally, and after a justificatory report by the Dean or Director of the Centre concerned, the Rector, heard the Governing Council, shall appoint a Director of Department to combine this function with another university post, which may in no case be that of Academic Secretary, Dean or Director of a Centre, Secretary General, Vice-Chancellor or Rector.
5. When the Head of the Department is vacant, the Rector, at the proposal of the relevant Dean or Director of the Centre, and after consulting the Governing Council, shall appoint a temporary Head of the Department, who must meet the requirement of a positive evaluation of his/her curriculum vitae established in paragraph 2 of this Article, for a maximum period of six months, until the appointment of the new Director.

#### **Article 16. Competences and priorities of the Director of the Department**

1. In general terms, the Department Director, with the collaboration of the Heads of the Areas of Knowledge appointed in his/her Department, will have the objective of ensuring compliance with the priorities established by the University with respect to the lecturers who make up his/her Department, in terms of, among others, teaching quality, research production or graduate satisfaction. In the case of breach of these priorities, the Director of the Department may access an additional remuneration if so established by the University's Board of Trustees. These priorities shall be communicated annually by the Dean of the Centre and the Rector of the University and they will be aligned with the priorities of the Institution.
2. The Director of the Department Additional Competences are:
  - a) To represent the Department
  - b) To direct or coordinate, as appropriate, the teaching and research activities of its members. In the case of teaching functions, the Department Director shall act in accordance with the needs expressed by the Degree Coordinators.
  - c) To stimulate research by the teaching personnel of the Department.
  - d) To encourage and control the promotion of the members of the Department, carrying out the procedures established in the regulations in this respect.
  - e) To ensure compliance with University regulations and the obligations of its members.
  - f) To effectively manage the resources assigned to the Department, ensuring compliance with the budget that, where appropriate, may be assigned to it.
  - g) To submit to the Governing Council with the approval of the Dean or Director of the Centre, the proposal for the modification and promotion of the personnel, so that the latter may proceed, if it deems it appropriate, to process it before the Board of Trustees.
  - h) To propose to the Rector, through the Dean or Director of the



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Centre, the corresponding Department's Teaching Organisation Plan for every academic year, which shall consist of the subjects taught and Professors assigned to them. For these purposes, the Director of the Department will have the Heads of the Areas of Knowledge or Coordinators of the Section, where appropriate.

- i) To supervise the quality of teaching and to participate in in-person evaluation procedures (and of the University services that directly affect their activities), for which purpose it shall receive the appropriate information and instructions from the Rectorate regarding the teaching, research, management and institutional services performance of the Department's teaching personnel for the semester or academic year in question.
- j) To call and preside the meetings of the Departmental Council, setting the agenda, and managing the needs and projects of the Department before the academic authorities, as well as coordinating its activities with other Departments or Centres.
- k) To write the teaching and research annual memoire of the Department. This memoire, for the current academic year, shall be sent anually to the Dean or Director of his/her Centre and to the corresponding Vice-Rectorates, before 1 July of that same academic year.
- k) To issue the report with regard to the appointment and dismissal proposal of the Coordinators of Departmental Sections and the Heads of the Areas of Knowledge to be submitted to the Standing Committee of the Governing Council by the relevant Dean or Director of the Centre, in accordance with the provisions of Articles 22.1 and 23 of this Regulation.
- m) To monitor the correct attention given to students by the Professors of the Department, informing, in the event of non-compliance, the Centre's governing team.
- n) To authorise, with the approval of the Dean or Director of the Centre, the academic or other absences of the Department's Professors, previously communicated by them, so that the appropriate replacement mechanisms can be put in place.
- o) To organise, with the help of the Secretary of the Department, and in coordination, where appropriate, with the Degree Coordinators in the aspects that affect each degree, the Department's own activities, in accordance with their respective competences, and in accordance with the human and material resources available.
- p) To deal with and process, where appropriate, any complaints that may arise within the scope of the Department's competences.
- q) Any other specific function established by the NOF of the University or that, where appropriate, may be delegated by the Rector, the Dean or Director of the corresponding Centre.

### **Article 17. Referral of information by Professors**

A requirement of the Director of the Department is that the Professors attached to it, shall send to the Director information on their teaching, research, management and instutional services activities, both for the purpose of assessing the performance of teaching personnel in these areas and for academic promotion, as indicated in the corresponding regulations, and so that the Department's teaching and research report, referred to in Article 16.2 (k), can be drawn up.

### **Article 18. Secretary of the Department**

There shall be a Secretary in each Department, who shall assist the Director in the functions of direction and ordinary management, taking minutes of his/her meetings and keeping custody of the departmental documentation. The Secretary, who must be a full-time Professor in the Department, shall be appointed and dismissed by the Director of the Department, with the approval of the Dean or Director of the corresponding Centre, for a period of three years, with the possibility of successive extensions for the same period, without prejudice to the power of the Director of the Department to promote his/her dismissal at any time. Once the previous term of office has expired, and in the absence of his/her resignation, the mandate shall be considered automatically extended for a further term of three years.

### **Article 19. Remuneration and incompatibilities**

1. The positions of Head of Department and Secretary of Department shall be remunerated at an amount to be determined by the competent body.
2. The positions of Director of the Department and the Departmental Secretary are mutually incompatible. However, if they end up being compatible with the Heads of Areas of Knowledge, the Head of the School or Centre, the Coordinator of Doctoral Programmes, as well as to be a member of the following committees: Doctoral, Ethics, Research, Library, or other positions of equal rank that may exist. In any case, for the purposes of possible incompatibilities other than those set out above, the provisions of Article 15.4 of these Regulations shall apply.

## **TITLE V. DEPARTMENTAL SECTIONS**

### **Article 20. Constitution of Departmental Sections**

1. In those Areas of Knowledge whose teaching workload is reduced, Departmental Sections, in which related Areas are grouped together, may be established so that together they exceed a minimum teaching threshold. As a general rule, this threshold is set at the equivalent of the teaching of six (6) full-time Professors.
2. Related Areas of Knowledge are essentially considered to be those recognised as such by the Council of Universities (or equivalent body), or determined by the Vice-Rectorate for Academic Organisation for School or for the Areas of Knowledge recognised by the University Board of Trustees in accordance with article 1.5 of these Regulations.

### **Article 21. Creation, modification or suppression of the Departmental Sections**

1. The creation, modification or suppression of Departmental Sections shall be made on the basis of a report by the Director of the Department, that will be submitted to the Dean or Director of the Centre, that approves it and sends it to the Governing Council.



2. The Governing Council may, exceptionally and in justified cases, authorise the establishment of Departmental Sections, for which the criteria set out in Article 20.1 are not met.

#### **Article 22. Coordinator of the Departmental Section**

1. At the head of each Departmental Section there shall be a Section Coordinator, appointed or dismissed by the Dean or Director of the Centre, at the proposal of the Director of the Department, from among the Heads of the Areas of Knowledge that make up the Departmental Section.
2. The Departmental Section Coordinator is appointed for a period of three (3) years, with the possibility of successive extensions for the same period of time. In the event that the term of office expires without explicit extension or termination, the term of office shall be considered tacitly extended for the same period, without prejudice to the right to revoke the appointment at any time.

#### **Article 23. Functions of the Coordinator of the Departmental Section**

The Coordinator of the Departmental Section shall be responsible for coordinating the Heads of the Areas of Knowledge that integrate the Section, as well as linking its activities with the Department's Directorate.

### **TITLE VI. HEADS OF THE AREAS OF KNOWLEDGE**

#### **Article 24. Heads of the Areas of Knowledge**

1. The Dean or Director of the Centre, heard the Director of the Department shall propose to the Standing Committee of the Governing Council, the appointment and dismissal of the Heads of the Areas of Knowledge. Notwithstanding the above, their appointments may be revoked at any time by the Standing Committee of the Governing Council itself.
2. A Professor, a Full Professor, an Ordinary Professor or an Associate Professor of the corresponding Area of Knowledge, where appropriate (or of another with teaching and research affinities to it), shall appoint the Heads of the Areas of Knowledge, taking into account the following criteria:
  - a) The Teaching quality and research activity carried out by the Professor and externally recognised.
  - b) Their activities to promote the Area of Knowledge and the University.
  - c) In particular, their ability to lead teams.
3. A University full-time Professor shall be mandatorily responsible for the appointment of the Heads of the Areas of Knowledge.





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4. In those Areas of Knowledge in which no Professor complies with the conditions for their appointment established in section 2 of this article, a Professor may be appointed Head of the Teaching Unit, or alternatively, Head of Area, if he/she is a Professor from another Area that has teaching and research affinities with this one.
5. The Head of the Teaching Unit shall assume the functions described in Article 25 that are assigned to him/her by the Director of the Department.

#### **Article 25. Functions and Priorities of the Head of the Area of Knowledge**

The Head of the Area of Knowledge has the following competences:

- a) To collaborate with the Director of the Department in the fulfilment of the priorities established for Professors in their Area of Knowledge in line with the provisions of Article 16.1.
- b) To coordinate the teaching functions and, where appropriate, the research functions of the members of the Area, under the supervision of the Director of the Department.
- c) To stimulate and facilitate research by the teaching personnel in their Area, under the supervision of the Department Director.
- d) To encourage and monitor the promotion of the members of their Area, carrying out the proceedings established in Regulations to this regard, under the supervision of the Director of the Department.
- e) To coordinate with the Professors of the Area of Knowledge the minimum content that must be assessed in each subject within their field of competence, in accordance with the regulations of the study plans in force, and with the collaboration of the Degree Coordinators.
- f) To coordinate with the Professors of the Area of Knowledge, Theoretical and practical programmes of the subjects, guaranteeing adequate coordination between different groups of the same subject and between subjects, within the framework established by the Dean's Office/Directorate of the Centre, through the Degree Coordinators.
- g) To manage the resources that may be assigned to the Area, in accordance with the guidelines issued by the Director of the Department.
- h) To send to the Director of the Department, a proposal for the modification and promotion of the personnel, in accordance with the corresponding regulations, so that it may proceed to process it if it deems appropriate.
- i) To propose to the Director of the Department, the Area's Teaching Organisation Plan for each Academic Year, which shall comprise the subjects to be taught and the Professors assigned to them.
- j) To supervise the quality of teaching and to participate in the procedures for the evaluation of the teaching personnel of the area, in relation to teaching, research, management and institutional services performance, reporting to the Department Director.
- k) To call and preside the meetings of the Professors of the Area of Knowledge necessary to comply with points (e), (f), (i) and (j) of this Article.



### **SOLE DEROGATORY PROVISION**

Any provisions of equal or lower rank that conflict with the provisions of this Regulation are hereby repealed. Furthermore and in particular, the following rules shall be repealed:

- Regulation of Departments of Universidad San Pablo-CEU, approved by the Board of Trustees of the University on 26 November 2004.
- Circular 1/2005, of 9 February, of the Vice-Rectorate for Academic Organisation and Teaching Personnel on changes in the Areas of Knowledge of Professors at Universidad San Pablo-CEU.
- Circular 10/2005, of 26 October, of the Vice-Rectorate for Academic Organisation and Teaching Personnel, on clarifications regarding the content of article 25 of the Regulations of Departments on the Heads of Areas.

### **FIRST FINAL PROVISION. REGULATORY ENABLEMENT**

The Vice-Rector is responsible for Teaching Personnel or Academic Organisation is empowered to issue the necessary provisions for the application of this Regulation.

### **SECOND FINAL PROVISION. CHANGE IN THE STRUCTURE OF THE UNIVERSITY DEPARTMENTS**

Any change in the structure of the University's departments shall not lead to an increase in the overall costs of each Centre, unless it is accompanied by an improvement in performance. The determination of such improvement shall be the responsibility of the Rector and the Management and shall be agreed with the Human Resources Department of the Institution.

### **THIRD FINAL PROVISION. ENTRY INTO FORCE**

This Regulation shall entry into force the day after its approval by the Board of Trustees of Universidad San Pablo-CEU.