

**CETYS UNIVERSITY
ACADEMIC SENATE
NORMATIVE GUIDELINES**

CHAPTER I – INTRODUCTION.

ARTICLE 1: NAME.

The name of this figure is “ACADEMIC SENATE”.

ARTICLE 2: PURPOSE AND FUNCTIONS.

- A) The Academic Senate of CETYS University is an organ whose purpose is to advise and make recommendations to the Presidency in academic matters fundamentally, but not exclusively limited to these. In consequence, the Academic Senate will have the purpose of analyzing, evaluating, recommending and participating in the formulation and application of policies relating to academic planning and organization, curriculum design and review, competitiveness and quality of the curriculum, academic normative aspects, faculty development and promotion, student life, as well as any activities that are complementary to docent tasks.
- B) Additionally, the Academic Senate has the following functions and faculties:
1. Analysis and discussion of topics relating to CETYS University and to advise and make recommendations to the Presidency regarding these topics,
 2. Definition of Committees, either permanent or of finite duration, comprised by members of the senate as well as faculty members and students.
 3. Continuous improvement of the Academic Senate, its structure, functions and processes.
 4. Inform the community of the university, the results of the functions and projects of the Academic Senate.
 5. The Academic Senate may call upon Consult Groups, with the purpose of gathering points of view, inquiries and proposals. Consult Groups are groupings of professors and/or students, that are independent of the Academic Senate, for example: Student Bodies, Academies, etc.

CHAPTER II – COMPOSITION AND ELIGIBILITY.

ARTICLE 3: COMPOSITION.

The Academic Senate is comprised by three parts:

- A) One representing faculty, known as the Elected Senate.
- B) A second representing the Presidency and Vice-Presidency of Academic Affairs.
- C) A third representing members of the CETYS Community, such as faculty, administrators and students, who participate in the Committees defined by the Academic Senate.

ARTICLE 4: ELIGIBILITY

The members of the Academic Senate who represent faculty (Elected Senate) must be full-time or half-time faculty members of CETYS University, and must not have administrative responsibilities (deans and directors).

ARTICLE 5: RESPONSIBILITIES

- A) The Elected Senate has the responsibility of regularly attending meetings, as well as actively participating in the Committees as well as other assignments and tasks derived from the Senate's activities.
- B) If a Senate member fails to attend 4 meetings, without justification, during the academic year, he or she will be placed on warning.
- C) If a Senate member fails to attend 6 meetings, without justification, during the academic year, he or she will be removed.
- D) It is the responsibility of the Elected Senators to be in constant communication with the faculty of the Colleges, to inform them about the works the Senate undergoes through its Committees, and to gather opinions and requests to be addressed by the Senate.

ARTICLE 6: VOTES

All members of the Academic Senate have a voice in the decisions made by the Academic Senate, however only the Elected Senate as well as the Presidency and Vice-Presidency of Academic Affairs have a right to vote.

ARTICLE 7: ELECTION PROCESS.

- A) Every two years a call for elections will be made by the Academic Senate or the Vice-Presidency of Academic Affairs if the Academic Senate cannot call for elections.
- B) Full-time and part-time faculty may participate in the election process for the Elected Senate, either as a candidate or voting for candidates.

- C) The electorate will be comprised by full-time and part time faculty members of each College.

ARTICLE 8: VACANCIES.

In the moment a vacancy of an Elected Senator occurs, elections will be held within the corresponding College to fill the vacancy.

ARTICLE 9: RE-ELECTION PROCESS.

- A) One of the two Elected Senators per College may be re-elected, if the Senator wishes to participate in the re-election process. The re-elected Senator will be the one with the most votes between the two Elected Senators of the corresponding College.
- B) The vacancy will be occupied by the full-time or half-time faculty member who achieves the most number of votes from the pool of candidates for the corresponding College.

CHAPTER IV – ORGANIZATION.

ARTICLE 10: FUNCTIONAL ORGANIZATION.

- A) The Academic Senate has a President, for a period of two years, elected by the Elected Senate. The primary functions of the President are:
- Representing the Academic Senate in external and external activities.
 - Close collaboration with the Presidency and Vice-Presidency of Academic Affairs.
 - Calling for meetings of the Academic Senate and presiding these.
 - Establishing the agenda for the Academic Senate.
 - Quality vote in the case of deadlock.
- B) The Academic Senate has a Vice-President, for a period of two years, elected by the Elected Senators, whose primary function is to support the President of the Academic Senate and do his or her duties when absent.
- C) The Academic Senate has a Secretary, fulfilled by the Vice-Presidency of Academic Affairs, whose primary functions are:
- Organize the minutes of all meetings.
 - Organize documentation relating to and generated by the Academic Senate and its Committees.
 - Communication of the Academic Senate's activities in coordination with the corresponding departments in CETYS University.

CHAPTER V – MEETINGS.

ARTICLE 11: MEETINGS.

- A) Regular meetings are held on a monthly basis and all members must attend, and these meetings may be open to the public or private.
- B) Extraordinary meetings are held when required and may be open to the public or private.
- C) The Academic Senate may call upon members of the CETYS Community, as well as Consult Groups to the ordinary or extraordinary meetings as needed.

ARTICLE 12: REGULAR MEETINGS.

- A) Topics to be addressed in the ordinary meetings are previously defined and are made public.
- B) Additional topics may be added as a part of the meeting agenda or as general topics.
- C) The necessary documentation relating to a particular topic will be distributed previously.
- D) Each Senate member must analyze and study the required documentation previous to the regular meeting.
- E) Each Senate member must gather opinions, as well as proposals from faculty members of the corresponding College for discussion in the regular meetings.
- F) The dynamic during the regular meetings will be to first give a brief overview of the topic and then provide time for discussion and analysis, as well as the definition of tasks and deliverables for the Academic Senate members and/or the Committees.

ARTICLE 13: QUÓRUM.

A 50% attendance is required for a meeting to take place.

ARTICLE 14: VOTING.

- A) Quorum must be established according to Article 13 to be able to proceed to a vote.
- B) A 50%+1 result according to quorum is needed for approval.
- C) In the case of deadlock, the President of the Academic Senate defines the resolution.

CHAPTER VI – COMMITTEES.

ARTICLE 15: COMMITTEES.

The Academic Senate may define Committees, comprised of members of the Academic Senate, as well as faculty, students and administrators, and these may be permanent or of finite duration.

CHAPTER VII – IENAC.

ARTICLE 16: IENAC.

- A) The President of the Academic Senate will be the representation of the Academic Senate to the IENAC Board and its Committees when required.
- B) In the absence of the President of the Academic Senate, the Vice-President of the Academic Senate will be the representation of the Academic Senate to the IENAC Board and its Committees when required.
- C) In the absence of the President or Vice-President of the Academic Senate, an Elected Senator or Faculty Member will be designated by the Academic Senate as the representation of the Academic Senate to the IENAC Board and its Committees when required.

CHAPTER VIII – GENERAL ASPECTS.

ARTICLE 17:

In the case of an aspect not considered in these guidelines, the Academic Senate will act according to the best practices established by CETYS University, and to the good judgment of the members of the Academic Senate.

CHAPTER IX.

ARTICLE 18:

These guidelines are established and operate starting in February 2010 and until further notice.