



BYLAWS OF THE ACADEMIC BOARD

As approved by the Academic Board at its
meeting on June 17, 2016, and amended
on May 30, 2025

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PREAMBLE

The Universidad del Sagrado Corazón is a Catholic institution committed to the mission of educating people in intellectual freedom and moral conscience, willing to participate in the construction of a more authentically Christian Puerto Rican society: a community of solidarity in justice and peace.

The Academic Board, as an integral part of the university community, is the official forum directly involved in academic administration. As a legislative and advisory body, it determines the general direction of teaching and research programs and establishes the general requirements for student admission, promotion, retention, and graduation. It is composed of a broad delegation of full-time faculty members elected by the faculty in the academic units and the university senate, *ex officio* members of the university administration, and student representatives selected by the student body.

ARTICLE I

NAME

Academic Council of the
Universidad del Sagrado
Corazón

ARTICLE II PURPOSE

The Board is a body with legislative and advisory functions that serves as the official forum for the community to establish general guidelines for the development of the institution's academic mission, including but not limited to: reviewing the educational framework and learning assessment policy; minimum requirements and structure of general education; the creation, modification, suspension, or elimination of academic programs, certifications, majors, and minors in on-campus, hybrid, and distance learning formats; and the approval of handbooks establishing academic policy at the graduate and undergraduate levels. Additionally, the Board shall ensure that the institution has the necessary bodies in place to properly comply with research processes and the protection of research participants. Likewise, it shall ensure that academic decisions are grounded in a cycle of continuous research and planning. It shall also approve the general requirements for student admission, promotion, retention, and graduation.

ARTICLE III FUNCTIONS AND COMPOSITION

A. Functions

1. To determine the general direction of educational programs and research projects, in accordance with the objectives of the institution and its academic units.
2. To establish the general requirements for student admission, retention, academic honors, and graduation.
3. To establish institutional standards regarding procedures for evaluating student academic performance.
4. Advise on the standards and criteria for determining the contractual relationship between faculty members and the institution.
5. Report to the Board of Trustees on the creation, reorganization, or elimination of academic programs.
6. Recommend candidates to the Board of Trustees for the conferral of honors and honorary degrees.
7. Submit such recommendations as it deems appropriate to the Board of Trustees regarding teaching and the institution's policies, standards, and procedures.
8. Draft and approve its Bylaws and Internal Regulations, subject to confirmation by the Board of Trustees.
9. Issue resolutions to make all decisions it makes regarding matters within its jurisdiction known to the general public.
10. To recommend the establishment of general rules regarding institutional matters of an academic nature not included in this section.
11. Hold at least two regular meetings during each academic semester. The first meeting of the first semester must take place during the first half of September, and the first meeting of the second semester must take place during the first half of February.

B. Composition

The Academic Board shall be composed as follows:

1. *Ex officio* Members

- The president of the institution, who will also chair the Board.
- The person in charge of Academic Affairs
- The person in charge of Student Affairs
- Heads of the academic units
- Person in charge of the Library
- Person in charge of Strategic or Financial Planning
- President of the Student Council

2. Elected Members

a. Delegates from the academic units

- Two (2) delegates from each academic unit

b. Faculty delegates

- The number of delegates shall be equal to half plus one (50% + 1) of the total number of *ex officio* members of the Board, provided that the maximum number of faculty delegates per academic unit on the Board shall be four (4) professors.

c. Student delegates

- One (1) student from each academic unit, who shall be elected by the student body of their unit.

ARTICLE IV

ELECTION OF STUDENT REPRESENTATIVES

A. Academic Units and Faculty Senate

1. Eligibility

Delegates from academic units and the faculty must meet the following minimum requirements:

- a. Be a full-time faculty member.

2. Nominations

- a. Faculty members from each academic unit or the faculty, as applicable, will be invited to nominate and elect candidates.
- b. Any number of candidates may be nominated.
- c. Faculty members may be nominated in absentia, provided they have accepted in writing their willingness to serve as a delegate for their academic unit or the faculty.

3. Voting to Elect Delegates from Academic Units

At the first-semester faculty meeting, each academic unit will elect its own delegates before the first week of September.

4. Voting to elect faculty senate representatives

- a. Establishing a quorum. A quorum is an absolute majority (50% + 1) of the faculty.
- b. The faculty will determine whether the process for electing its representatives will be by open or secret ballot.
- c. Each faculty member may vote for as many candidates as there are delegates to be elected.
- d. When there are more candidates than positions available for election, those who receive the highest number of votes will be elected.

- e. If the number of nominees is fewer than the number of delegates to be elected, the positions shall be declared vacant.
- f. Faculty and academic unit delegates shall serve a term of two (2) years. As many delegates as there are available positions shall be elected in accordance with Article III, B.2. These delegates must report on the Board's work at the regular meetings of their academic unit.
- g. When, for any reason, both representatives of the academic unit must be elected in the same year, the nominee who receives the most votes shall serve for two (2) consecutive years. The nominee with the next highest number of votes shall serve for one (1) year. In subsequent elections, one (1) delegate per unit shall be elected for two (2) years.
- h. No professor may be elected for more than two (2) consecutive terms, regardless of whether they were elected by the faculty or by their academic unit.
- i. For elections of Academic Board delegates, proxies will not be accepted in faculty council voting.
- j. The results of the voting are final once certified by the faculty secretary and may not be contested.

B. Students

1. Eligibility, Nominations, and Elections of Students to the Academic Board:

- a. One student from each academic unit will be elected as a member of the Academic Board.
- b. The student representative will be elected for a term of one academic year and will remain in office until the next inauguration.
- c. Each student must meet the following requirements:
 - 1) Be a regular, full-time student enrolled at the undergraduate or graduate level. Have successfully completed their first term (semester or quarter) of study at Sagrado. Be in compliance with the Academic Progress Policy in effect at the time of their nomination and upon assuming office.

- d. It is the responsibility of the elected student to maintain the specified requirements throughout the duration of their term. Failure to do so will result in automatic removal from office, and the student will be replaced by the runner-up in the election for that position.
- e. Student representatives may be reelected for a maximum of two (2) years.
- f. Nominations and elections will be held concurrently and in accordance with the same procedures established in the Student Regulations for the election of Student Council members.

ARTICLE V RESPONSIBILITIES OF

BOARD MEMBERS

A. Members of the Academic Board shall have the following responsibilities:

- 1. Attend all meetings of the Academic Board and those of the standing committee to which they belong until a new Board is elected in accordance with the established bylaws. In the event that a student representative graduates or completes their term, the president of the Student Council shall be responsible for appointing a delegate until the new Board is constituted.
- 2. Complete the tasks assigned to them within the stipulated time frame.
- 3. Participate in other assigned tasks.
- 4. Bring to the Board's attention those matters, ideas, and issues within the academic community that fall within the Board's purview.
- 5. Provide written notice to the Board secretary or to the chair of the standing committee to which they belong at least two (2) days in advance if they are unable to attend a Board or standing committee meeting.
- 6. Representation on the Academic Board may not be delegated, with the exception of *ex officio* members.
- 7. If an *ex officio* member is unable to attend a meeting of the Academic Board or the standing committee to which they belong, they shall send a representative from their unit to whom they delegate decision-making authority in their absence.

ARTICLE VI

VACANCIES

- A. If, for any reason, a member of the Board is unable to complete their term, they must submit their resignation in writing to the chair of the Board.
- B. Vacancies on the Academic Board may also arise when one of its members:
 - 1. Is appointed to a position at the institution that entails *ex officio* membership on the Board.
 - 2. Ceases to be a full-time faculty member.
 - 3. Takes a leave of absence for one or more academic sessions.
 - 4. Ceases to be an eligible student in accordance with the provisions of Article IV, Subsection B.1.
 - 5. Ceases to be an active student for one academic session or more.
 - 6. Any absence, excused or unexcused, counts toward the maximum of three (3) absences or more and results in the position being declared vacant.
- C. Any member of the Academic Board may be removed at any time, through due process, based on the provisions set forth in institutional policies, rules, and procedures, as well as in the Employee Handbook and the Student Handbook, by an affirmative vote of two-thirds (2/3) of all members of the Board.
- D. Procedures for Filling Vacancies:
 - 1. Vacancies shall be filled within the next 60 days, and the person appointed to fill the vacancy shall serve until the end of their predecessor's term.
 - 2. In the case of vacancies for faculty representatives, the nominee who received the highest number of votes among those who ran in the last election but were not elected shall be chosen as the replacement; if that person declines, the next nominee with the highest number of votes shall be chosen. If no such nominee is available, a new election shall be held.
 - 3. In the case of vacancies for representatives of an academic unit, the unit will elect the person to fill the vacancy.

4. In the event of vacancies for student representatives, the president of the Student Council will fill the vacancy by selecting the candidate who received the next highest number of votes in the academic unit to which the vacancy belongs. If there is no such candidate, a new vote will be held. If there is no president of the Student Council, the person in charge of Academic Affairs will make the appointment based on the recommendation of the person in charge of Student Affairs.

ARTICLE VII

AMENDMENTS

- A. Proposed amendments to these Bylaws may originate directly from the Academic Board.
- B. Any member of the Academic Board may recommend amendments to these Bylaws.
- C. Motions for amendments must be submitted in writing and will be referred by the Board to the Rules Committee.
- D. The Rules Committee shall review 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. Amendments shall take effect after they are approved by the Academic Board and confirmed by the Board of Trustees.

ARTICLE VIII ENTRY

INTO FORCE

These Bylaws shall take effect as soon as they are approved by the Academic Board of the Universidad del Sagrado Corazón and confirmed by the Board of Trustees.

In the event of a conflict between these Bylaws and the Bylaws of the Board of Trustees, the latter shall prevail.

Approved in their entirety, with amendments, at a special meeting of the Academic Board on June 17, 2016.