

**UNIVERSIDAD  
DE LAS  
AMÉRICAS**

---

**Ciudad de México**



## **Faculty Regulations**

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## CHAPTER ONE GENERAL PROVISIONS

**Article 1.** The objective of these regulations is to establish rules for the relationship between the Universidad de las Américas, A.C. and its faculty, with the purpose of achieving educational excellence.

**Article 2.** The Universidad de las Américas, A.C. has historically respected its faculty's academic freedom. This is understood as the instrument to protect teaching activities, resulting in a set of guarantees designed to ensure the absence of obstacles or constraints, the autonomy, participation and liberty of action in the pursuit of said activities. The University believes that, in the practice of academic freedom, the faculty is free to disagree or sympathize with any school of thought, with no detriment to its commitment to cover the contents of the courses being taught.

While the faculty has the freedom to choose its own teaching material and methodology, it must preserve the integrity of the contents, in compliance with the curricula and study programs approved by the Rector, Governing Board and/or the Ministry of Public Education (SEP).

**Article 3.** The institutional commitment to academic excellence included in the Mission, primarily based on teaching, requires a faculty which, regardless of race, gender, religion or nationality, demonstrates being academically prepared, having teaching experience, a mastery of the English language, when teaching courses in said language, as well as the willingness and readiness to attend to the student's needs.

**Article 4.** Faculty members may be classified as:

- a) Part Time.
- b) Full Time, Half Time and Associate.
- c) Visiting or Guests.

with the possibility of working under a contract for either a fixed or an indefinite period of time.

## CHAPTER TWO DEFINITIONS, CATEGORIES AND REQUIREMENTS FOR PART TIME PROFESSORS

**Article 5.** Part Time professors are those who, under a professional services contract, teach a course or carry out academic tasks within the Institution, their distinguishing features being that the professional fees paid for their services are not their main source of income and they do not have an employment relationship with the University.



**Article 6.** The appointments of Part Time professors are granted for a period of time of no more than an academic term and may be renewed as many times as necessary at the discretion of the Academic Directors and/or Coordinators and after being ratified by the Rector, provided that they have satisfactorily fulfilled their professional responsibilities, as per the evaluations performed by the University. In no case shall their academic services exceed three hours a week.

**Article 7.** Part Time professors shall be able to teach courses and will be classified as per the following categories and requirements:

CATEGORY	LEVEL TAUGHT	MINIMUM REQUIREMENTS
<ul style="list-style-type: none"> <li>Professor with Master's</li> </ul>	Bachelor's	<ul style="list-style-type: none"> <li>Master's Degree (or equivalent) in the area of the course he will teach</li> <li>A minimum of two year's teaching experience at university level</li> </ul>
<ul style="list-style-type: none"> <li>Professor with Doctorate</li> </ul>	Bachelor's	<ul style="list-style-type: none"> <li>Doctorate Degree (or equivalent) in the area of the course he will teach</li> <li>A minimum of two year's teaching experience at university level</li> </ul>
<ul style="list-style-type: none"> <li>Professor with Bachelor's and /or Outstanding Professional Experience</li> </ul>	Bachelor's	<ul style="list-style-type: none"> <li>Bachelor's Degree (or equivalent) in the area of the course he will teach</li> <li>A minimum of two year's teaching experience at university level</li> <li>Documented Outstanding Professional Experience.</li> </ul>
<ul style="list-style-type: none"> <li>Professor with Master's and/or Outstanding Professional Experience</li> </ul>	Master's	<ul style="list-style-type: none"> <li>Master's Degree (or equivalent) in the area of the course he will teach</li> <li>Documented Outstanding Professional Experience.</li> </ul>
<ul style="list-style-type: none"> <li>Professor with Doctorate</li> </ul>	Master's	<ul style="list-style-type: none"> <li>Doctorate Degree (or equivalent) in the area of the course he will teach</li> <li>A minimum of two year's teaching experience</li> </ul>
<ul style="list-style-type: none"> <li>Professor with Doctorate</li> </ul>	Doctorate	<ul style="list-style-type: none"> <li>Doctorate Degree (or equivalent) in the area of the course he will teach</li> <li>A minimum of two year's teaching experience</li> </ul>

**Article 8.** For professors falling into the above mentioned categories, the requirement for a title and/or degree may be dispensed with, only in exceptional cases and by agreement of the Director



and/or Academic Coordinator and with the Rector's ratification, by the submission of significant evidence of an Outstanding Professional Experience and/or Proven Expertise.

**CHAPTER THREE**  
**DEFINITIONS, CATEGORIES AND REQUIREMENTS FOR**  
**FULL TIME, HALF TIME AND ASSOCIATE PROFESSORS**

**Article 9.** Full time professors are those whose main commitment is to the University and who, under an employment contract of 40 hours a week, perform, according to their academic requirements, the functions of teaching, tutoring, research and administration.

Half Time professors are those who, under an employment contract of 20 hours a week, perform, according to their academic requirements, the functions of teaching, tutoring, research and administration.

Associate professors are those who, under an employment contract of between 4 and 10 hours a week, perform, according to their academic requirements, the functions of teaching and tutoring.

**Article 10.** The appointments of Full Time, Half Time and Associate professors shall be granted for a fixed period of time or permanently, when they fulfill the applicable requirements and procedures.

**Article 11.** The primary duty for Full Time, Half Time and Associate professors is that of teaching, without impairment of their tutoring, research and administrative activities.

**Article 12.** In order to be hired as or to be promoted to Full Time, Half Time or Associate professor, the minimum requirements are:

- a) Master's degree or equivalent.
- b) Having performed academic duties in the corresponding curricular area for a year, as a minimum, and having obtained an outstanding evaluation.
- c) A minimum of two year's teaching experience at university level.
- d) Having participated in renowned academic events in the corresponding curricular area.

Faculty members responsible for/or participating in graduate programs shall possess a Doctorate degree or equivalent and, as far as possible, belong to the *Sistema Nacional de Investigadores* (SNI) (National Researcher's System).

The requirement for degrees may be dispensed with, only in exceptional cases and by agreement by the Rector, by the submission of significant evidence of an outstanding professional experience and/or proven expertise.



**CHAPTER FOUR  
ON VISITING OR GUEST PROFESSORS**

**Article 13.** Visiting or guest professors are those who, through an academic exchange agreement or because of their manifest distinction in a curricular area of institutional interest are received by the University to perform specific academic duties for a set period of time.

**Article 14.** The appointment of visiting or guest professors shall be made by the Rector, upon proposal by the Academic Directors and/or Coordinators.

**CHAPTER FIVE  
ON THE FACULTY'S RIGHTS AND OBLIGATIONS**

**Article 15.** Professors at the Universidad de las Américas, A.C., shall have the following rights:

- a) To perform their teaching activities under the principle of academic freedom and in accordance with the curricula and study programs approved by the Rector and the Board of Regents and, if applicable, registered before the S.E.P. (Ministry of Public Education).
- b) To freely state their opinions, as individuals, with no limitations beyond those of not disturbing the university's activities and showing proper respect to individuals and the community, in compliance with the civil and criminal rules currently in force.
- c) To receive their salary in compliance with the amounts and frequency defined in their contract, based on the academic tabulator.
- d) To receive the benefits granted by the University, under the terms of their contract.
- e) To receive the awards and accolades which apply, in compliance with the institutional rules and regulations.
- f) To represent the University in academic or other events, with prior approval by the Rector.
- g) To make use of the educational support resources, such as: library, computer, communication and teaching support services, as well as institutional services, under the terms of the regulations in their regard.

**Article 16.** The University's professors shall have the following obligations:

- a) To provide their services in compliance with their contract in an ethical, efficient and responsible manner.
- b) To collaborate with the General Director, the corresponding Academic Director and/or Coordinator in the review of the syllabus and the update of the bibliography for the course they will be teaching, as well as the preparation of mid-term and final exams or other evaluation instruments.
- c) To provide their students, on the first course session, with the syllabus for the course approved by the General Director and the respective Academic Director and/or Coordinator.



- d) To properly prepare the sessions for the course they will be teaching and punctually attend said sessions.
- e) To register their attendance, at the beginning and the end of the course session they teach, in the records specifically designed for this purpose. Additionally, to register any make-up classes or classes given in advance, in accordance to the established procedure.
- f) To register or capture student's absences, as well as their grades, in the system specifically designed for this purpose and deliver the final grade records for the courses taught, duly signed and in a timely manner.
- g) To capture the results of the mid-term and final exams, as well as the results of practical activities' manuals in the system designed for this purpose.
- h) To capture tutoring sessions in the system designed for this purpose.
- i) To maintain an ongoing open communication with the General Directors and the Academic Directors and/or Coordinators.
- j) To carry out a timely and objective evaluation of their student's performance.
- k) To allow the application of evaluation and education supervision instruments to the courses taught by them.
- l) To attend the courses and/or updating, training or induction sessions offered by the University for the faculty.
- m) To participate in tutoring, the supervision of theses and professional exams when required and in compliance with their contract.
- n) To help conserve the facilities and be responsible for the material and equipment provided to them. In case of equipment breakdown or loss, they shall pay for its repair or replacement.
- o) To keep the credential, provided to them by the University and which proves their status as professors, up to date.
- p) To act respectfully toward the authorities, students, administrative personnel and colleagues.
- q) To refrain from smoking in the University campus.
- r) Professors shall abstain from bringing in and consuming food and beverages, and they shall turn off their cellular phones while teaching.

**Article 17.** In addition to the obligations included in the preceding article, Full Time, Half Time, Associate, Visiting and Guest professors shall have the following obligations:

- a) To submit their annual activities' program for the consideration of the respective Academic Director and/or Coordinator, to be approved by the Rector. The program shall include a description of:
  - The courses they will teach;
  - The thesis they will advise;
  - The professional exams in which they will participate;
  - The practices they will supervise;
  - The tutorials they will conduct;



- The other activities they intend to perform throughout the year.

b) Comply with the teaching loads assigned to them in line with their annual program's approval and the following teaching quotas or equivalent by semester:

TYPE OF PROFESSOR	MINIMUM TEACHING LOAD
Full Time Professor	• Four courses
Half Time Professor	• Two-Three courses
Associate Professor	• Two-Three courses
Visiting or Guest Professor	• Two courses

**Article 18.** Full Time, Half Time or Associate professors shall provide grounds for penalization or, if applicable, termination of their relationship with the University when, in the opinion of the Academic Director and/ or Coordinator or competent university authority they:

- a) Do not fulfill the duties or responsibilities assigned to them in compliance with their contract.
- b) Do not carry out their work with the necessary dedication, care and attention and within the time frames or modalities assigned by the institution in regard to their academic load.
- c) Do not fulfill any of the obligations outlined in their contract or in these Regulations.

**Article 18bis.** There will be grounds for sanction for the faculty members of the University, for the non-fulfillment of the obligations pointed out in these Regulations and, in general, in the Institutional Regulations. These sanctions, according to their relevance, may include indistinctly the following as the case may be:

- Verbal warning.
- Written warning with copy for the professor's file.
- One to three days suspension, without salary.
- Cancellation of the contract in the terms of the previous point, without prejudice of the claim failed by the Institution before the competent authorities, if it is deemed appropriate.

## CHAPTER SIX ON THE SELECTION OF THE MEMBERS OF THE FACULTY





**Article 19.** The selection of Part Time professors shall be subject to the procedure described below. All persons who meet the requirements outlined in Article 7 for the category being called may participate in it:

- a) The candidate shall have an interview with the corresponding Academic Director and/or Coordinator, who shall review his curriculum vitae and its supporting documentation.
- b) If the professor's highest degree is from an American University, it shall be verified whether said university is accredited regionally.
- c) If the candidate meets the necessary requirements, he shall prepare a written document on a subject of the course he aspires to teach.
- d) If the course is to be taught in English, the candidate must submit evidence of a proficiency at a level equivalent to a minimum result of 630 points in the TOEFL exam.
- e) If the candidate has no such proficiency evidence, the Academic Director and/or Coordinator shall refer him to the English Center, where assistance shall be provided in that regard.
- f) The candidate shall make an oral presentation based on the document on a relevant subject that he prepared. The presentation shall be made in Spanish or English, as applicable. The Academic Director and/or Coordinator and at least two Full or Half Time professors from the relevant area shall attend this presentation, as well as an English Center professor, should the presentation be made in this language.
- g) The presentation will be evaluated based on his subject matter knowledge, clarity of exposition and communication capabilities.
- h) If the presentation is approved, the attendees shall sign a hiring recommendation letter, passing it on to the Rector for his approval.

**Article 20.** The selection of Full Time, Half Time and Associate professors shall follow a procedure in which all people fulfilling the requirements outlined in Article 12 may participate.

**Article 21.** The Rector shall authorize the corresponding Academic Director and/or Coordinator to fill the vacancy before the call for the above mentioned procedure is issued. The call shall be made known among the University's faculty and, if applicable, be made public and shall include:

- a) The description of the position and its level.
- b) The requirements to be met by the applicant.
- c) The required documentation and the deadline for its submission.
- d) The manner in which the applicant's academic and professional capacities will be evaluated.

**Article 22.** The Academic Director and/or Coordinator shall inform and justify before the Rector the manner in which the applicant's academic and professional capacities will be evaluated which, in addition to the procedure described in Article 20, may consist of:



- a) A critical report on the curriculum into which he will be entering as a professor.
- b) A critical report of the curricular area of the program for which the position has been authorized.
- c) An essay on the profession's academic tendencies.
- d) An essay on the labor market needs for the profession.
- e) An essay on the courses within his specialty.
- f) An oral presentation on a subject, as in the case of Part Time professors.

**Article 23.** Once the evaluation of the participating applicants has been performed, the Academic Director and/or Coordinator shall issue a decision which will be presented to the Rector for his ratification.

### CHAPTER SEVEN ON THE FACULTY'S HIRING, PERMANENCE AND PROMOTION

**Article 24.** The hiring of the faculty will be done under the University Rector's authority, in line with the selection procedures defined in these Regulations, always striving to maintain the Institution's academic excellence as the key criterion in deciding said hiring. The Direction of Finance and Personnel ship shall be responsible for carrying out the required procedures and records.

**Article 25.** The selection procedures included in these Regulations shall be complied with in the hiring of faculty members of any category and level, except for guest professors appointed by the Rector and, in exceptional cases, in which no applicants are available, shall be resolved by mutual agreement between the Rector and the Academic Director and/or Coordinator.

**Article 26.** Regardless of the provisions in the Federal Labor Law (Articles 47, 134 and 135) and in their contract, Full Time, Half Time and Associate professors shall be liable for termination of labor relationships for the following causes:

- a) Disregarding, without a justifiable cause, the instructions given by the University through their representatives.
- b) Having more than three unjustified absences in one month.
- c) Repeatedly obtaining non-satisfactory evaluations on the courses they teach.
- d) Repeatedly obtaining non-satisfactory evaluations on their administrative duties.

**Article 27.** Part Time professor promotions due to a change in category shall be subject to the following procedure:

- a) The professor shall have taught courses at the University for two consecutive academic terms, as a minimum, and he shall have received a satisfactory evaluation in regard to them.



- b) The professor shall request the Academic Director and/or Coordinator the promotion into the corresponding category, submitting his updated *curriculum-vitae* as well as the documentation which supports said promotion.
- c) The Academic Director and/or Coordinator shall send the professor's file to the Rector, together with his observations in regard to his teaching activities.
- d) The Rector shall issue a resolution, instructing the Direction of Finance and Personnel to carry out the required procedures and records.

**Article 28.** Full Time, Half Time or Associate professor promotions due to a change in category shall be subject to the following procedure:

- a) The professor shall have worked one year at the University, as a minimum, and shall have received a satisfactory evaluation in regard to courses he has taught and he shall have had a satisfactory performance in his compliance with his annual activity plan.
- b) The professor shall submit, in writing, the request for promotion to the Academic Director and/or Coordinator.
- c) The Academic Director and/or Coordinator shall send the Rector the request together with an evaluation report.
- d) The Rector shall issue a resolution, instructing the execution of the required procedures and records.

## CHAPTER EIGHT FACULTY DEVELOPMENT, AWARDS AND ACCOLADES

**Article 29.** In order to achieve excellence in teaching, the University shall promote the practice of teaching methods and techniques' updating experiences among the complete faculty, as well as in the different disciplines' areas, through the granting of graduate scholarships in the programs being offered.

**Article 29 bis.** The requirements for granting scholarships to Full Time, Part Time and Associate professors are:

- Having worked for a minimum of two years at the Institution.
- Having obtained an outstanding evaluation.
- Have his Director's recommendation.

**Article 30.** The University gives recognition to academic excellence through diplomas and monetary incentives resulting from an evaluation procedure of the courses taught by the faculty which takes into account, for each academic period:



- a) The student's opinion in regard to the teacher's performance.
- b) The professor's evaluation by his Academic Director and/or Coordinator.
- c) The professor's attendance and punctuality record.
- d) The professor's opinion.

**Article 31.** The presentation of these awards and accolades is done in a formal ceremony.

## CHAPTER NINE ON TUTORING, ADVISING AND PARTICIPATION IN PROFESSIONAL QUALIFICATION EXAMS

**Article 32.** The objective of tutoring is to complement teaching, guaranteeing the student's access to individual academic attention by the Institution's professors in the disciplines taught.

**Article 33.** Tutoring shall consist on:

- a) Taking into account the questions regarding course contents posed by the students.
- b) Providing students with accurate information in course related topics, concepts, bibliography, didactic material, study methods and research techniques.
- c) Promoting students' development of appropriate study and research habits.
- d) Being instrumental in improving relations between students and professors.

**Article 34.** All Full Time, Half Time and Associate professors shall include in their annual activity plan enough time to allow their fulfilling their tutoring duties.

**Article 35.** The student shall attend tutoring after having made an appointment with the professor in a timely manner, and tutoring shall be conducted within the facilities and time frames defined for it.

**Article 36.** Full Time, Half Time and Associate professors' responsibilities when acting in their capacity of tutors are:

- a) To gain the student's trust and to encourage an open communication.
- b) To plan the tutoring activities and keep the follow up log book up to date.
- c) To inform the Academic Director and/or Coordinator about tutoring results and their possible effect on supervision actions.



**Article 37.** The objective of advising is to guide the student throughout his degree receptional work (thesis, report, etc.)

**Article 38.** Advising shall consist on:

- a) Providing technical, methodological and theoretical information throughout the student's degree receptional work (thesis, report etc.)
- b) Systematically supervising the student throughout the above mentioned work.
- c) Verifying and corroborating the proper use of bibliographic and empirical material sources, if applicable.
- d) Suggesting modifications, if deemed necessary.
- e) Providing the grade for the corresponding seminar and acting as chairman of the degree receptional synod.

**Article 39.** All Full Time, Half Time and Associate professors shall include the necessary time to conduct their advising duties in their annual activity programs.

**Article 40.** The student shall attend Advising sessions after having made an appointment with the professor in a timely manner and with the authorization of the corresponding Academic Director and/or Coordinator. Full Time, Half Time and Associate professors may not be advisors to more than three students in their thesis project simultaneously.

**Article 41.** Full Time, Half Time and Associate professors may also serve as jury members and examiners for degree receptional exams in compliance with the provisions in the corresponding regulations.

**Article 42.** Any Part Time professor may perform Tutoring and Advising activities and participate in degree receptional exams, if he fulfills the requirements and responsibilities mentioned in this chapter.

**Article 42 bis.** The professors shall be paid for the performance of these functions in line with the provisions of the corresponding tabulator.

## CHAPTER TEN ON THE FACULTY'S PARTICIPATION IN THE DEVELOPMENT OF THE LIBRARY



**Article 43.** Faculty members shall actively participate in the promotion and development of the services and collections within the Library, through workgroups comprised of a librarian and a minimum of one full time professor from each one of the specialties.

**Article 44.** The above mentioned workgroups shall have the following responsibilities:

- a) Review the specialty's collection (books, e-books, magazines, videos and data bases).
- b) Propose new titles to be acquired, as well as material to be discarded.
- c) Promote the usage of the Library and Teaching Support Center's information usage among the students.
- d) Inform the professors of the academic area about the results of the Library's semiannual evaluation.
- e) Present, at the end of the semester, a report on the actions taken and the implemented initiatives.

**Article 45.** On the formation of workgroups:

- a) The Academic Directors and/or Coordinators shall invite one of their professors to take part in his specialty's workgroup.
- b) The Library Director shall assign the librarian who will work with the professor of the assigned academic area.
- c) The Library Director shall coordinate the work of each one of the workgroups.

### CHAPTER ELEVEN ON FACULTY ORGANIZATION

**Article 46.** In order to ensure the faculty's collegiate life as well as the communication between its members and the students and Rector, each Academic Unit has a Technical Council.

**Article 47.** Technical Councils are representative, consultative and support bodies, with the objective of addressing curricular, academic and disciplinary issues.

Academic Directors and/or Coordinators as well as External Advisors participate in the Councils, which are chaired by the Rector. Each Council shall define its own organization, regulation and dynamics. Their main functions are:

- a) To propose, evaluate and develop the curriculum and syllabi.
- b) To evaluate and analyze the faculty's performance.
- c) To be informed about, analyze and issue recommendations in regard to academic and disciplinary issues.



- d) The encourage communication between the Department's members.

## CHAPTER TWELVE INTELLECTUAL PROPERTY RIGHTS

**Article 48.** For the purpose to confer the greatest possible benefit to the Universidad de las Américas A.C. and their professors, students and staff involved in the creation of inventions, innovation or developments, as well as to sponsors or third parties, all inventions, innovations or developments resulting from activities developed in undergraduate and graduate programs at the Universidad de las Americas, A.C., generated by their professors, students and staff, will be owned by the institution, taken into account the relation that have with the above mentioned. Consequently, the University will own the copyright.

**Article 49.** The University of the Americas, A.C. legally protect those inventions, innovations or developments generated by their professors, students and staff. *The economic benefits obtained by the inventions, innovations or developments generated by their professors, students and staff will be used:*

- At first to cover the cost of protecting intellectual property.
- Secondly, the economic surplus will be distributed as follows:
  - i. A third for inventors
  - ii. A third to the academic area
  - iii. A third to the campus"

## TRANSITORY ARTICLES

**First:** These regulations shall enter in force on august, 2015.

**Second:** Any matters not considered within these regulations shall be analyzed and resolved upon by the University Council.

