



Institutional Academic Board By-Laws

Ratified by the Board of Trustees, June, 26, 2019

Adopted by the Institutional Academic Board October 4th, 2018

ARTICLE 1: Legal Framework

The Institutional Academic Board (*hereinafter AB*), created by the Board of Trustees during its April 26, 2011 Regular Session, is the official forum of the academic community. The AB is composed of representative members of the academic community that constitute part of Albizu's institutional governance. These By-Laws, ratified by the Board of Trustees during its June 26, 2019 Session, rule the Academic Board proceedings and are in accordance with Albizu University's Board of Trustees By-Laws.

ARTICLE 2: Roles and Responsibilities in the University Governance

1. The AB is the official forum of the academic community, serving as representative for the different academic programs and offices.
2. Advises and collaborates in institutional processes with appropriate constituents to study, evaluate, and establish academic norms and policies, improving University's performance in academic, research, and service areas.
3. Recommends to Albizu's President (herein "the President), the creation, modification or repeal (annulment or abrogation) of institutional academic policies and documentation.
4. Upon the President's adoption of an AB recommendation, she or he submits recommendations for the consideration of the Academic and Student Affairs Committee of the Board of Trustees (BoT) and any other deemed appropriate BoT standing committee.
5. The AB actions of require final consent and ratification from the President and the approval of the BoT.

SECTION 1: Composition

1. The Institutional Academic Board comprises seventeen (17) members, as follows:

- a. the Director of Evaluation, Assessment & Institutional Accreditation, who serves as chairperson;
 - b. the Deans of Academic Affairs, one from each campus;
 - c. the Associate Dean of Academic Affairs representing the additional location under the responsibility of a campus;
 - d. the Deans of Students, one from each campus;
 - e. the Academic Library Directors, one from each campus;
 - f. the representatives of the academic & clinical program directors, one per campus and additional location;
 - g. a representation of the faculty members, one per campus and additional location;
 - h. a representation of the students, one per campus and additional location.
2. The President of the Institution and the Campus Chancellors serve as *ex-officio* members with voice but have no voting rights.

SECTION 2: Election and Appointment

1. Academic program directors and clinical directors
 - a. Each campus and additional location elect every two years a representative for a two-year term, with no consecutive re-election.
 - b. Additionally, the directors from each campus and additional location elect an alternate representative for a two-year term, with no consecutive re-election.
 - c. Representatives must be elected and informed through official communication to the AB Chairperson by the Campus Chancellor, no later than July 31st of each year. The AB Chairperson will issue an updated list of members, including the new appointees, along with the AB agenda, and will send it via electronic mail message.
2. Faculty
 - a. Each campus and additional location elect a faculty representative every two years for a two-year term, with no consecutive re-election.
 - b. Additionally, the faculty from each campus and additional location elect an alternate representative for a two-year term, with no consecutive re-election.
 - c. Representatives must be elected and informed through official communication to the AB Chairperson by the Campus Chancellor, no later than July 31st of each year. The AB Chairperson will issue an updated list of members, including the new appointees, along with the AB agenda, and will send it via electronic mail message.
3. Students
 - a. Each campus and additional location elect a students' representative every two years for a two-year term, with no consecutive re-election.
 - b. Additionally, the students from each campus and additional location elect an alternate students' representative every two years for a two-year term, with no consecutive re-election.

- c. Representatives must be elected and informed through official communication to the AB Chairperson by the Campus Chancellor , no later than July 31st of each year. The AB Chairperson will issue an updated list of members, including the new appointees, along with the AB agenda, and will send it via electronic mail message.
- 4. Deans and Directors
 - a. Deans and directors, who are designated members of the AB due to their institutional positions, are automatically part of the AB, at the time of their appointment.
 - b. If new deans or directors are appointed, an official communication will be issued by the Campus Chancellor to the AB Chairperson, advising of any change, within five (5) calendar days.

SECTION 3: Chairperson

- 1. The Chairperson will convene and chair the Institutional Academic Board. The Chairperson is designated by the President of the University.
- 2. In the temporary absence of the Chairperson, the functions of the Chairperson will be performed by a designee of the Institutional Academic Board. The Interim Chairperson will exercise his/her voting rights only for breaking a tie.

SECTION 4: Organization

- 1. The Institutional Academic Board is constituted by five (5) standing committees:
 - a. Academic Offerings and Teaching & Learning Resources
 - b. Research
 - c. Academic Standards and Quality
 - d. Faculty Development & Academic Integrity
 - e. Agenda & Academic Distinctions
- 2. The AB may create as many *Ad Hoc* committees as reasonably necessary to fulfill designated functions.
- 3. At least three (3) voting members of the AB will constitute each committee. In turn, these voting members will elect a member to function as president of the committee.
- 4. All committees, Standing and *Ad Hoc*, will present their endorsed recommendations to the AB as written reports to the AB Chairperson. They will provide also copy to the designated president of the Agenda & Academic Distinctions Committee.

5. The president of each committee will submit in writing the committee's endorsed recommendations, no later than ten (10) days prior to the upcoming AB scheduled meeting.

SECTION 5: Functions of the Standing Committees

1. Academic Offerings & Teaching and Learning Resources
 - a. Make recommendations to the AB for adoption and amendments of institutional norms and policies, as well as proposals from the institutional community on:
 - i. New or revised academic offerings;
 - ii. Curricular revisions;
 - iii. Innovative educational strategies, methods and modalities;
 - iv. Institution's teaching and learning support resources.
 - b. Discuss, consult the AB, and endorse institutional objectives and strategies related to the scope of work of the standing committee.
2. Research
 - a. Make recommendations to the AB for adoption and amendments of institutional norms and policies, as well as proposals from the institutional community on:
 - i. Scientific research;
 - ii. Research training practice experiences;
 - iii. Research integrity;
 - iv. Research projects and special initiatives.
 - b. Discuss, consult the AB, and endorse institutional objectives and strategies related to the scope of work of the standing committee.
3. Academic Standards & Quality
 - a. Make recommendations to the AB for adoption and amendments of institutional norms and policies, as well as proposals from the institutional community on:
 - i. Institutional admissions processes;
 - ii. Academic norms and regulations complying with current federal & state legal frameworks, which guarantee rigor and quality on student performance, satisfactory academic progress, among others;
 - iii. Assessment and evaluation of norms, including, but not limited to, grading methods and structures;
 - iv. Student financial aid norms and regulations and other related compliance regulations in line with current federal & state legal frameworks;
 - v. Compliance with standards and applicable procedures for compliance with institutional and professional accreditation bodies;
 - vi. Quality of students' university life.
 - b. Discuss, consult the AB, and endorse institutional objectives and strategies related to the scope of work of the standing committee.

4. Faculty Development & Academic Integrity
 - a. Make recommendations to the AB for adoption and amendments of institutional norms and policies, as well as proposals from the institutional community on:
 - i. Faculty development initiatives and activities;
 - ii. Innovative practices on faculty development;
 - iii. Manuals and protocols for faculty and students governing academic honesty and disciplinary actions.
 - b. Discuss, consult the AB, and endorse institutional objectives and strategies related to the scope of work of the standing committee.
5. Agenda & Academic Distinctions
 - a. Set the agenda for all AB sessions, according to approved motions.
 - b. Develop a minutes' draft of each AB session, in conjunction with the AB Chairperson, for the AB members' approval.
 - c. Consult the AB and endorse the recommendation for adoption and amendments of institutional norms and policies, as well as proposals from the institutional community on:
 - i. Academic distinctions;
 - ii. Honorary degrees;
 - iii. Posthumous degrees.

SECTION 6: Meetings of the Institutional Academic Board

1. The AB will hold two regular meetings every semester, according to an AB members' approved schedule during the first regular meeting of the academic year.
2. If a special meeting is deemed necessary, AB members vote to schedule it.
3. Special meetings may also be convened when a third of the AB members communicate to the Chairperson in writing their interest in convening the AB to a meeting and express the reason why the meeting should be held, as well as the matter or matters of extraordinary nature to be considered. This request must be submitted at least five (5) working days in advance of the date of the requested meeting.
4. The AB Chairperson and the president of the Agenda & Academic Distinctions Committee distribute to all members the agenda and materials, at least five (5) working days, prior the meeting.
5. All meetings of the AB and its committees are conducted via videoconference technology, ensuring participation from representatives of all campuses and additional locations.

6. Minutes are issued after every meeting and distributed to all members for comments or modifications, at the start of to the following meeting. At the beginning of each meeting, the AB members vote to approve the minutes or any modifications thereof.
7. Quorum is constituted with at least 50% of the voting members present from each campus and additional location. If quorum is not achieved, the Chairperson will issue a new meeting request date.
8. The AB approves proposals, motions, policies and decisions with the majority of votes from the standing voting members (50% + 1).
9. Parliamentary procedures of the AB will be guided by Robert's Rules or Order.

SECTION 7: Agreements by Referendum

1. In exceptional cases, the AB will implement a voting mechanism by referendum, in which an electronic voting tool may be used. The president of the Agenda & Academic Distinction Committee will send to AB members the motion under consideration and all other pertinent information by e-mail, so that they exercise their vote within a certain period.
2. Abstention will always be a voting option. The approval of each matter will require the affirmative vote of simple majority of the AB members.

SECTION 8: Academic Board Agreements & Recommendations

1. The President of the University will approve or reject in writing the AB recommendations within 30 days of the date of receipt. Recommendations will be considered approved, when there is no action adjudicated within that term.

SECTION 9: Amendments

1. Amendments proposed to these By-laws must originate directly from the AB.
2. Proposed amendments must be referred to the *Ad Hoc* committee, designated by AB members. The *Ad Hoc* committee will study the proposed amendments and make its recommendations to the AB.
3. An absolute majority (2/3) of AB members is required for approval of any amendments to the AB By-Laws.