

Inter American University of Puerto Rico



*Part-time
Faculty Handbook*

February 2012

Preface

The *Part-time Faculty Handbook* includes, among other things, information about Inter American University of Puerto Rico, as well as rules norms and procedures related to part-time faculty. It is product of a joint effort of the faculty, administration and the Board of Trustees of the University.

All amendments approved by the University Council and the President of the University which received approval of the Board of Trustees up to February of 2012 are included. The amendments approved after February of 2012 will be included in the electronic version of the *Part-time Faculty Handbook*, found in the webpage www.inter.edu.

This it is not the only document defining the relation between the University and its part-time faculty. Other documents, such as the General Catalog, the Graduate Catalog, the catalogs of the professional schools, official communications issued by the University administration and the normative documents that the President of the University circulates from time to time also create rights and obligations and impose responsibilities on the teaching staff. The document that formalizes this relationship is the work contract signed by the professor and a representative of the University. The part-time faculty must be acquainted with these documents and stay abreast of their content.

This *Part-time Faculty Handbook* is published in Spanish and English. In the event of a conflict as to its interpretation, the Spanish version shall prevail.

Part-time Faculty Handbook

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PART I

The University: Historical Background, Governance and Organization

1.1 *Vision*

Inter American University of Puerto Rico is a top quality higher education institution in search of academic excellence, with emphasis on the formation of people with democratic and ethical values, framed in an ecumenical Christian context.

1.2 *Historical Background*

Inter American University of Puerto Rico is a non-profit private institution, of a Christian and ecumenical nature, that offers a university education to persons of both sexes. It was originally founded in 1912 by Rev. J. Will Harris as the Polytechnic Institute of Puerto Rico, serving as an elementary and high school on the land occupied today by the San German Campus. In 1921, the first university level courses were offered, and in 1927 the first Bachelor's degrees were conferred. In 1944, the Institution was accredited by the Middle States Association of Colleges and Secondary Schools. It was the first liberal arts college to receive such accreditation in Puerto Rico and outside the continental United States. This accreditation has been maintained since then. Until 1956, the Institution operated as a small church-related liberal arts college. In that year, the name of the Institution was changed to Inter American University of Puerto Rico. During the decade of 1956 to 1966, teaching centers were established in more than 15 towns on the Island. Eventually, these were consolidated into what is today known as the campuses. In 1961, the University established its first professional school, the School of Law, in the metropolitan area of San Juan. Its second professional school, the School of optometry, was established in 1981.

In 1974, as a result of the reorganization of the Presbyterian Church of the United States, which began in 1969, and of its political reorientation in regards to the higher education institutions related to churches, the Charter Letter of Inter American University of Puerto Rico was changed. It became a private and independent post-secondary education institution, with an ecumenical orientation. Notwithstanding, the University treasures its historical relationship with the Presbyterian Church and reserves a seat on its Board of Trustees for a representative of the Synod of that Church in Puerto Rico.

1.3 *Purpose and Mission of the University*

The main purpose of Inter American University of Puerto Rico is the development of the talent of men and women, independent of their race, color, creed, sex, age, nationality, social condition, their condition of veterans with disabilities, veterans of the Vietnam Era, and physical, mental, or sensorial disability. This development takes place through a post-secondary education with extensive and varied areas, including, but without being limited to, a liberal, graduate, professional and occupational education, leading to the degrees, diplomas and certificates that are usually granted in

higher education or post-secondary institutions and recognized, and accredited by public agencies.

In harmony with its main purpose, Inter American University of Puerto Rico, committed to democratic and Christian principles, has the mission of contributing to ethical, social, and cultural undertakings. It also has the mission of preparing human resources qualified both occupationally and professionally, with a civic and social sense of responsibility, who can exercise an effective leadership in the different fields of human activity, and who can adapt to different scenarios of activity, including foreign ones.

1.4 *Goals of the University*

The goals that guide Inter American University are:

- a. To provide and maintain a positive atmosphere in the university community that will foster intellectual, social, and moral development based on the fundamental values of Christianity.
- b. To promote a liberal education that will lead to the development of an educated person, well-versed in the fields of human knowledge, through the development of critical thinking, moral and civic responsibility, skills in social integration, scientific and mathematical knowledge, and a sensibility for the arts that enhance a full life.
- c. To succeed in having the student become functionally proficient in the use of Spanish or English, and in developing an acceptable level of competency in the other language.
- d. To stimulate student understanding and appreciation of Puerto Rico's cultural heritage, its origins, development and contributions and relations with the Caribbean, the Americas and the rest of the world and the commitment to preserve it.
- e. To offer a non proselytizing cultural, ecumenical, and moral religious education to increase student awareness of the place of religion in all civilizations and their understanding of its relationship to other disciplines.
- f. To offer a variety of programs and services at the undergraduate, graduate, occupational and professional level in accordance with the changing necessities of the student population and of society in its global context.
- g. To foster the ongoing growth and commitment of the faculty in the application of teaching methods, in the mastery of subject matter and in their personal and professional development.
- h. To foster the continuous development and improvement of the support personnel of the teaching staff.
- i. To succeed in having the support programs for the teaching staff and student services and activities work in harmony with the academic program so as to enhance the total education of the student.

- j. To achieve constant progress, properly planned, in the field of new technology with relation to the academic program, educational strategy, support of the faculty, student services, and administration.
- k. To stimulate research and creative activity in the entire academic community to enrich the Institution's educational endeavors, to increase human understanding of the environment and of the world and to generate new knowledge and technology.
- l. To create an awareness of the social, cultural, economic, environmental, and political problems that confront the Puerto Rican society, and to stimulate the search for solutions to these problems by defining and discussing them.
- m. To promote maximum coordination and cooperation with educational institutions, professional agencies and institutions in Puerto Rico and abroad that foster educational improvement at all levels.
- n. To stimulate the members of the communities the Institution serves to recognize the value of continuing personal and professional development by a variety of University program offerings that will enrich their lives and increase their knowledge.
- o. To assume a leadership role in promoting the cultural and social enrichment and the prosperity of the communities the Institution serves.
- p. To develop an educational philosophy based on education for peace.

1.5 *Program Offerings*

Inter American University of Puerto Rico offers undergraduate, graduate and professional programs to obtain technical and professional certificates, and Associate, Bachelor's, Master's, and Doctoral degrees.

The academic programs at the University are based on the belief that if students are to attain personal success in life and make valuable contributions to society, they must develop extensive skills and intellectual knowledge. The objectives will be attained by satisfying the specific requirements of a general education in the arts, the sciences and the humanities, and through the study of a major. Religion is studied as an academic discipline to maintain a fruitful dialog in all other university disciplines. All campuses offer the general education requirements and the requirements of various majors to complete the Associate and Bachelor's degrees.

1.6 *University Governance*

The highest governing body of Inter American University is a self-perpetuating Board of Trustees, whose members are elected by the Board itself without any outside intervention or tutelage of any kind. Institutional governance, as well as the disposition of its properties and the management of its affairs, resides in the Board of Trustees.

The Board of Trustees has all the powers of a non-profit higher education post-secondary institution. It also has the authority to achieve its general objectives such as the management, regulation and control of its affairs and property, the election of its officers, and other matters pertaining to the accomplishment of its objectives.

1.7 *The President*

Article III of the University Bylaws describes the functions of the President of the University, who is appointed by the Board of Trustees as the chief academic and administrative executive officer of the Institution. The President must act in accordance with the Certificates of Incorporation, the Bylaws, and the practices, policies and limitations determined by the Board of Trustees. By delegation of the Board, the President of the University will be responsible for directing the university system and will represent the University before organizations, accrediting bodies, individuals, and the general public, according to the provisions set forth in the Bylaws.

1.8 *Systemic Bodies of the University*

The Systemic Managerial Council and the University Council are the two systemic bodies in the University offering counsel to the President.

1.8.1 *The Systemic Managerial Council*

The Systemic Managerial Council is the executive body of the President and its main purpose is to collaborate with him in strategic decision-making on the implementation of institutional policy approved by the Board of Trustees. This body counsels the President on the administration of institutional policy and on the preservation of the integrity of the University system.

1.8.2 *University Council*

The University Council is the institutional body authorized to coordinate the academic policy of Inter American University of Puerto Rico; to harmonize the academic policies of the different academic senates, thus insuring that they do not drift from institutional policy; to ratify the academic norms and regulations related to the faculty and students, proposed by the different academic senates once their compatibility with institutional policy is verified. The University Council advises the President of the University on matters of broad educational, administrative, and research policy such as: (a) budget priorities; (b) general planning; (c) the establishment and dissolution of campuses, schools, divisions, institutes, and similar instructional units; (d) special affiliations and programs (e) regulations affecting faculty and students such as those concerning academic freedom and equal opportunities; and (f) the establishment of personnel policies and procedures. The Council fulfills this function of offering counsel when petitioned by the President of the University, through its own initiative, and by petition of the academic senates. All normative actions of the Council are subject to

presidential concurrence before they become effective. Presidential veto may be appealed as set forth in the Bylaws of the Council.

The University Council is composed of the presidents of the academic senates of the units (in the case of the School of Law and the School of Optometry, one faculty member, elected by the Senate to represent that unit); one vice-president from the academic senates; three (3) students, one (1) from the graduate and/or professional programs and two (2) from the undergraduate programs, selected according to the provisions in the University Council Bylaws; the three (3) vice presidents of the University; two (2) chief executive officers from the units; one (1) representative of the administration; the President of the University and the person holding the position of Executive Secretary. These last two will have voice but no vote.

1.9 *Organization and Management*

1.9.1 *System Central Office*

The offices of the Board of Trustees, the President, the vice presidents, as well as certain general services of the University are located at the System Central Office. Among these are the Systemic Human Resources Office and the Systemic Juridical Adviser's Office.

The Systemic Human Resources Office has among its functions the development and establishment of the norms necessary for implementing institutional policies related to the areas of human resources and payroll.

The Systemic Juridical Adviser's Office is responsible for advising the President and the chief executive officers of the instructional units regarding compliance with local and federal laws and regulations related to the Institution. The judicial advisors of this office have the function of keeping all officers of the Institution informed of actions, procedures and forms of prevention aimed at avoiding risks leading to litigations. In case the University becomes part of litigation or another situation that so merits, the Office will determine the need to contract specialized legal counsel.

1.9.2 *Vice Presidencies*

There are three vice presidencies in the System Central Office: the Academic and Student Affairs and Systemic Planning, the Management, Finance, and Systemic Services, and the Religious Affairs.

The President of the University is the academic leader and the chief executive officer of the System, and is assisted by the vice presidents. These officers represent, counsel and respond to the President for the results attained in systemic endeavors delegated to them. They interpret and promote institutional policies, develop the general norms and guidelines to direct and facilitate their implementation throughout the University System, and they monitor and evaluate the results of these policies.

In their areas of responsibility, the vice presidencies counsel, collaborate with and support the chief executive officers of the academic units.

1.9.2.1 *Vice Presidency for Academic and Student Affairs and Systemic Planning*

The Vice Presidency for Academic and Students Affairs and Systemic Planning is responsible for directing institutional policy in everything related to curriculum, students, faculty, research, and academic computation aspects. It is also responsible for the preservation of the integrity of the University system, assuring unity, and achieving coordination, and communication among its components in the areas included in the Vice Presidency.

The Vice Presidency for Academic and Students Affairs and Systemic Planning counsels the President of the University, develops and establishes the norms necessary for the implementation of institutional policies relative to the development of and curriculum coordination, assessment, the evaluation, and accreditation of academic programs; matters pertaining to faculty members, including recommendations to the President on evaluation of teaching personnel and students. This Vice Presidency also directs and coordinates the external resources, the consortium and educational innovation programs, and the process of systemic planning.

The Vice Presidency for Academic and Students Affairs and Systemic Planning offers technical support and advisement to the instructional units and monitors and evaluates the results of the implementation of the academic norms and policies.

1.9.2.2 *Vice Presidency for Management, Finance and Systemic Services*

The Vice Presidency for Management, Finance, and Systemic Services has the responsibility of directing institutional policy concerning finances, financial aid and general services. This Vice Presidency assumes the responsibility of ensuring the integrity and economic solvency of the University and striving for an efficient and effective management of the fiscal resources. It develops and establishes norms necessary for the implementation of institutional policies related to the areas of investment management, systemic strategic budget, systemic finances and accounting, financial aid, related enterprises, and materials management.

1.9.2.3 *Vice Presidency for Religious Affairs*

The Vice Presidency for Religious Affairs was created with the objective of strengthening and renewing the different components that support ecumenical Christian formation at Inter American University of Puerto Rico. It is responsible for coordinating the pastoral functions of the University system. It engages in coordinating the chaplaincies of the academic units as well as in offering chaplain services to the System Central Office. It fosters the incorporation of activities and projects that permit students and the academic community in general to undergo Christian experiences in a more direct way. It coordinates the project for the Revitalization of the Social and Moral Infrastructure of Puerto Rico. It also is responsible for supervising the work of the Center for Fostering the Christian Faith. It takes steps to attain external funds directed towards the development of academic religious activities and supports the development of social service consortia. It coordinates, together with the Vice Presidency for Academic and Student Affairs and Systemic Planning, academic religious developments and offers counsel regarding these. Its functions also include the promotion of the image of the University as a Christian institution within and outside the University community, both in Puerto Rico and abroad, and it advises the President on matters regarding participation in religious organizations.

1.9.3 *Academic Units*

The University system has among its components eleven instructional units that are in charge of teaching-learning activities. These units are: Aguadilla, Arecibo, Barranquitas, Bayamon, Fajardo, Guayama, Metropolitan, Ponce, San German, the School of Law, and the School of Optometry.

1.9.3.1 *Structure of the Academic Units*

The chancellors in the campuses and the deans in the professional schools are the chief executive officers of the instructional units and they respond to the President in matters of operation and development of the units they direct, according to the goals and objectives established and in harmony with the policies, norms and procedures adopted by the University. Among their more specific functions, which they may perform personally or delegate to other members of their personnel, are the following: to take the initiative in the development of new academic programs that respond to the needs of the communities served by their instructional units; to assume leadership in verifying that the current academic programs comply with the objectives for which they were designed; to develop an academic and intellectual climate for

faculty and students, and to provide norms and internal procedures that insure an efficient operation of the unit.

The development of the budgetary proposals of the academic units and the fiscal vitality of the units, as well as student recruitment and the services that support these, are other areas of responsibility.

1.9.3.2 *Other Employees under the Chief Executive Officers of the Academic Units*

The titles of officers serving under the chancellors and the deans vary slightly from one unit to another. In general terms, the responsibilities of these are similar, such as academic affairs, student affairs, and administrative and fiscal affairs. The function assigned to each officer and the specific functions, for which each one is responsible, may also vary from one instructional unit to another.

1.9.3.3 *Dean of Studies or of Academic Affairs*

The Dean of Studies or of Academic Affairs carries out a variety of activities related to academic affairs under the direction of the chief executive officer. He acts with a certain degree of independence in the performance of the functions that require leadership and coordination from an integrated academic perspective to support teaching. This officer responds to the chief executive officer on academic normative policy.

The Dean of Studies or of Academic Affairs at the campuses and the associate deans in the professional schools receive, review and discuss all recommendations related to the selection of faculty and the contractual decisions regarding faculty before sending them to the chief executive of their unit.

1.9.3.4 *Associate Dean - School of Law and School of Optometry*

The associate dean works directly with the members of the faculty in curricular affairs, programs, teaching effectiveness, and student evaluation.

The dean of studies or academic affairs in the campuses and the associate dean in the professional schools receive, review and discuss all recommendations related to the selection of faculty and the related contractual decisions before sending these to the main executive of the unit.

1.9.3.5 *Deans of Areas and Directors of Departments*

Some units have a structure of deanships and departments, and others operate only with departments. Where deanships exist, the academic authority is the dean. In the academic departments, the academic authority is the department director. If deanships or departments do not exist, faculty members respond directly to the deans of study or, for some matters, to the associate deans.

1.10 *Faculty Participation in Institutional Governance*

The Board of Trustees delegates to the President the responsibility of directing the University system and he, in turn, shares this responsibility with the faculty, according to the established norms and policies. The faculty participates in matters concerning academic offerings, and the academic norms and standards related to students and teaching personnel. The policy that includes the participation of the faculty in institutional governance is found in documents such as the *Faculty Handbook*, the *Constitution and Bylaws of the University Council*, and the *Constitution and Bylaws of the Academic Senates*.

PART II

The Faculty

2.1 *Part-Time Faculty and the Commitment of the University*

Inter American University of Puerto Rico has the commitment to offer to its students the best education possible and to serve the Country in the solution of its multiple problems. This commitment requires that the University administration recruit, train and retain an appropriate faculty committed to those goals.

The part-time teaching staff is an important part of the University faculty and represents an effective means of providing a wide-ranging program in harmony with the socio-economic needs of the Country. The flexibility offered by the part-time faculty for the establishment of new programs and the participation of many of these professors in other nonacademic social and professional activities, makes it possible to know societal needs and to offer an up-to-date educational program.

The ability to contract part-time faculty members who are outstanding in their respective professions; professors from other universities; professors knowledgeable in the latest developments in the academic world; and retired professors with good experience and knowledge; facilitates the diversification of programs, permits a prompt and effective response to the need for new offerings and gives students the opportunity to continue studies in disciplines that the University could otherwise not offer.

Selection for appointment is based on the capacity, preparation and experience of the candidate, without consideration of race, creed, color, national or ethnic origin, age, sex or political ideology. The persons selected for appointment, in addition to their academic, professional and moral qualifications, must demonstrate an interest in the intellectual, cultural and moral development of the students and must be persons that can be relied on to work jointly with the full-time professors and the University administration in a harmonious manner, who will support the academic programs of the University, will work constructively in its improvement and who will conduct themselves at all times in a manner consistent with university style.

The administrative employees of Inter American University who are eligible may receive appointment as part-time professors. In these cases, the hiring of the employees and their relations with the University will be governed by the *Faculty Handbook* or the *Manual of Administrative Norms for Non-Teaching Personnel*, according to the status of the employee and not by this *Handbook*.

PART III

Duties of the Faculty

3.1 *Part-Time Faculty and the University*

The quality of teaching is one of the main concerns of this Institution; therefore there should be no distinction between the demands regarding teaching placed on the part-time professors and those the full-time faculty is expected to fulfill. In the same manner, as full-time faculty, part-time faculty members must demonstrate competence in their disciplines and keep up-to-date in their knowledge; acquire teaching skills; demand achievement from their students; clarify their doubts and attend to their queries; prepare themselves properly; participate in the academic processes; honor the profession; feel respect for the Institution; and be willing to have their performance evaluated periodically.

The professor will not be alone in this endeavor. Since this is a mutual commitment, the University will assist the professor to achieve these expectations. To attain these, the University is committed to:

- a. Provide information so that professors are acquainted with the Institution they serve.
- b. Offer opportunity for the development of teaching abilities. This implies assistance in the acquisition of knowledge and skills in the subject taught, as well as in teaching methodology.
- c. Maintain a suitable atmosphere so that professors may carry out their tasks without anxiety.
- d. Provide the necessary resources so that professors may perform their functions.

It is the responsibility of each department to maintain a pool of suitable personnel with the necessary competence to form part of the part-time faculty of this University. This pool will contain the candidates recommended by full-time faculty members; teaching and administrative personnel from other educational institutions with interest in teaching at this Institution; professionals from industry, business and the Government; retired professors from this and other educational institutions; administrators from this University; and any other personnel appropriate for teaching at the higher education level. The search for personnel must be ongoing. No name will be placed in the register of eligible candidates unless the person has submitted his study credentials and all other necessary document for his evaluation and unless he has had an interview with the director of appropriate department.

3.2 *Teaching*

Inter American University acknowledges that the intellectual growth of its students is the primary responsibility of its faculty members. This responsibility is fulfilled through teaching and academic advising. Every faculty member must strive for excellence in the classroom. This presupposes that the faculty member has a command of his subject, keeps abreast of new developments, carefully selects the

teaching strategies that are suitable for the courses he teaches and facilitate learning, makes the greatest effort to communicate his subject matter effectively, encourages questions, and deals fairly and openly with opposing views. When the faculty member enters the classroom, he must be prepared to offer the lesson for that day. This implies that the faculty member has previously dedicated reasonable time to study the subject matter he teaches and the strategy he will use in his presentation.

3.3 *Academic Load*

If the professor has another job equivalent to full-time employment, the academic load will not exceed a six hour load in each part (August to December and January to May). In the case of a professor who does not have another full-time job, up to an eleven hour load, when justified, may be authorized. In no case will more than a 22 hour load per academic year in undergraduate, graduate or Optometry programs be authorized. In the School of Law the part-time teaching load will be determined in agreement with the norms of the American Bar Association. When due to very special circumstances, and always in consideration of University needs, it is necessary to hire a professor for a work load greater than that indicated, the department director must request authorization of the Dean of Studies or Academic Affairs of the unit and justify the need for appointing a person with a load above the normal one.

3.4 *Faculty Availability and Academic Advisement*

As a complement to teaching, professors will devote one hour for every three hours of teaching to give individual attention of their students. The office hours will be determined by the professor with the approval of the department director, by considering the interests of the professor as well as those of the students. The professor must announce his office hours to the students during the first day of class and a copy of this must be placed on the bulletin board of the academic unit during the first week of class. Academic advisement of students is part of teaching and the professor must offer it with the greatest degree of responsibility.

Because Inter American University provides other specialized guidance and counseling services to help students, faculty members should concentrate their efforts on fulfilling their unique role in academic advisement which usually takes the following four forms:

- a. Advisement of students with regard to their work in classes taught by a faculty member.
- b. Departmental advisement in the discipline in which students major. The idea is to assist them in setting their academic and professional goals as well as understanding and meeting the major and graduation requirements of the University. In this advisement, students may plan for their elective courses so that they coincide with their personal and career objectives.
- c. Recognition of student needs for professional assistance with problems of a personal nature or resulting from academic skill deficiencies and referral of said problems to the office or person from whom the needed assistance may be obtained.

- d. Commitment to collaborate with the retention efforts and other initiatives endorsed by the University to support students.

3.5 *Course Contents*

Except in the courses that usually consist of multiple sections whose content is determined by departmental committees, the faculty member is responsible for planning and presenting the subject matter of the course in consonance with the catalog description. The faculty member is also responsible for establishing the course objectives and requirements, and making them known to students; for submitting to his department director a course syllabus prior to the beginning of classes; for selecting and ordering texts and supplementary materials; for advising the librarian of the list of books to be put in reserve and the audiovisual materials needed; and finally, for preparing, administering and grading papers and examinations and for assigning grades.

3.6 *Participation in Faculty Meetings*

This Institution recognizes that part-time professors are normally involved in other activities outside the Institution; therefore, a total and complete participation in the affairs of the University is not expected of them. But the commitment of the University with an education of uniform quality, without regard to the condition of the professor offering it, requires that part-time faculty members be informed of the affairs discussed and the agreements taken in the faculty meetings of the department to which they belong. Attendance at these meetings, although not compulsory, is highly desirable, and absence does not exempt professors of their responsibility for knowing what was discussed therein or of their obligation to abide by the decisions agreed upon. The director of the department will meet with the part-time professors, as frequently as determined, to inform them of these matters and the professors have the obligation to attend these meetings.

Part-time professors may attend all academic, cultural or social activities held in the unit to which they belong, under the same conditions as the full-time faculty.

3.7 *Other Tasks*

The department director, in consultation with the professor, may assign faculty members a number of hours weekly for tasks other than teaching, when he understands that the professor can make a genuine and effective contribution to the University. This participation will be voluntary, since due to their commitments with other professional endeavors, part-time professors are limited with respect to the time they can dedicate to the University. It is desirable, nevertheless, that the greatest number of professors possible participates in these tasks, because of the effect this may have on the quality of education. The department director has the obligation to encourage this participation.

The main areas of participation for part-time professors are special committees, which from time to time are created in the academic units for specific purposes, the study and analysis of new programs and the evaluation of existing programs; the organization of academic activities; the development of technical courses especially

designed for interested groups, student recruitment and the search of economic resources for the University.

3.8 *Faculty Absences and Making up Classes*

Faculty members must notify their department director in advance, whenever possible, when they will be unable to meet with their classes. In case of an emergency or unexpected illness which makes advance notification impossible, faculty members must notify their department director as soon as possible and never later than three days after the onset of the emergency or the beginning of the illness. When a faculty member does not offer his classes, he has the obligation of seeking alternatives to make up for those classes and notify his supervisor of the manner in which the course material will be made up.

3.9 *Preparation of the Syllabus*

Each faculty member is expected to prepare a syllabus for each course he teaches. The professor will include in the syllabus a note establishing that all students requiring support services or special assistance must request them at the beginning of the course or as soon as they become aware of them. For courses having multiple sections, faculty members of the discipline may develop a syllabus to be used by all faculty members who teach the various sections of these courses.

The department directors must have on file the syllabi for all courses taught in their departments and must submit copies of these to their deans of studies.

3.10 *Orientation to Courses*

At the beginning of each academic term, faculty members should present the appropriate course syllabus to the class with the following information:

- a. Description of the course according to the catalogs in effect
- b. Course content
- c. Objectives of the course and benefits derived from it
- d. Learning activities for the attainment of the objectives
- e. Complete requirements of the course including textbooks and other required material, number and nature of the reports required, notebooks or journals required, bibliographies and reading lists, type and number of quizzes and tests or other evaluation instruments to be administered
- f. Method of determining the final grade and weight assigned to each requirement of the course

3.11 *Evaluation of Learning*

Inter American University requires that all students registered for credit in courses for which academic credit is awarded be administered a final exam or an equivalent evaluation. Other tests or evaluation instruments should also be administered before mid term so students may know their academic progress in each course.

3.12 *Final Examinations or Equivalent Evaluations*

Final exams or equivalent evaluations, such as portfolios, reflective diaries, presentations, etc., are offered at the end of each academic term in accordance with a published schedule. The authorization of the dean of the division or the dean of studies of the unit is required to administer an exam or any equivalent evaluation before the scheduled date.

3.13 *Information to Students on Evaluation*

Faculty members must make students' grades on tests, exams, essays, and other evaluation instruments available to them within a reasonable time, preferably not later than two weeks after the date they were administered. Students are entitled to examine these evaluation instruments during the six months following the corresponding official grade report.

3.14 *Student Class Attendance and Student Grading*

It is responsibility of the faculty to prepare an official electronic register (*Interweb Rollbook*), hereinafter electronic register, within the established dates. In case the student has stopped attending classes, the professor must enter the date of the last time the student attended in the electronic register, in accord with the norm promulgated by the Administration.

The faculty will enter all grades, including the final grade, into the electronic register. Since students can change courses or sections during the first days of each term, errors may be reflected in the official list of students actually registered. In order to correct such errors and to avoid difficulties in informing final grades rapidly and correctly, the faculty must check the names of the students registered in the electronic lists of the courses they offer. If there are discrepancies, these must be notified to the Registrar. The date for entering the final grades in the electronic register will be published in the academic-administrative calendar and in official bulletins for each term.

3.15 *Deadlines*

Each faculty member is responsible for meeting the deadlines established to submit his grades, making book requisitions, reserving or asking for materials needed and for handing in reports required by the department director or his equivalent.

3.16 *Recommendations for Educational Materials*

The faculty has the major responsibility for maintaining the quality of collections, since librarians depend upon their recommendations for the acquisition of educational materials in the areas in which they are specialists. Faculty members form part of the educational resources committee which, together with the librarian or librarians, make decisions in regard to Information Access Center priorities and book acquisitions. Faculty members are expected to familiarize themselves with the Information Access Center of the unit where they teach in order to take full advantage of the services it offers, not only to them but also to the students they teach.

3.17 *Text books, Electronic Materials, Audio-visual Materials and Laboratories*

Faculty members are responsible for making recommendations for the purchase of textbooks, laboratory materials, and other similar instructional items that students in their classes need to fulfill the requirements of the course.

In most cases, faculty members are at liberty to use the textbooks and electronic and audiovisual materials of their choice in the classes they teach. However, in some cases, certain books and materials are prescribed for specific courses taught throughout the University system, or for other multi-section courses. The Faculty teaching a course at a given unit may select the textbook in order to insure a measure of uniformity in the basic subject matter of the course.

3.18 *Manuals and Laboratory Materials*

Faculty members should consult the department directors to become aware of their responsibility in regard to reordering manuals and laboratory materials, and the lead time necessary to insure delivery by the dates needed.

3.19 *Identification Cards*

Faculty members must carry in a visible place and at all times when they are within the University premises a duly validated card that identifies them as members of the faculty.

3.20 *Compliance with Faculty Regulations*

The responsibility to adhere to Faculty regulations is evident. The material in this *Faculty Handbook* and its Appendixes is intended to enhance academic freedom, stimulate excellence, enthusiasm, and dedication and loyalty to the Institution.

PART IV

Faculty Rights

4.1 *Academic Freedom*

Inter American University is guided by the ideal that all members of the faculty, whether tenured or not, are entitled to academic freedom as set forth in the 1940 *Statement of Principles on Academic Freedom and Tenure* jointly formulated by the American Association of University Professors and the Association of American Colleges. The following excerpt from that statement defines what is meant by academic freedom:

- a. Institutions of higher education operate for the common good and not to further the interests of either the individual teacher or the institution as a whole. The common good depends upon the free search for truth and its free exposition.
- b. Academic freedom is essential to these purposes and is applied both to teaching and research. Freedom in research is fundamental to the advancement of truth. Academic freedom in its teaching aspect is fundamental for the protection of the rights of the teacher while teaching, and of the rights of the student to freedom in learning. It carries duties that correlate with the rights.
- c. The teacher is entitled to complete freedom in research and in the publication of the results, subject to the adequate performance of his other academic duties; but research for a financial return should be based upon an understanding with the authorities of the institution.
- d. The teacher is entitled to freedom in the classroom while discussing his subject, but should be careful not to introduce into his teaching controversial matter that has no relation to his subject.
- e. The college or university teacher is a citizen, member of a learned profession, and an officer of an educational institution. When he speaks or writes as a citizen, he should be free from institutional censorship or discipline. His special position in the community, however, imposes special obligations. As a man of learning and an educational officer, he should remember that the public may judge his profession and his institution by his words. Hence, he should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that he is not an institutional spokesperson.

The privileges here enumerated should not be interpreted as permission for a professor to use the classroom to proselytize or make expressions that constitute discriminatory expressions because of race, color, religion, gender, place of origin, disability, age, civil status, physical appearance, political affiliation or any other classification protected by the dispositions of Title IX of the Amendments of the Higher Education Act of 1972, Section 504 of the Rehabilitation Act of 1973, American Disability Act and any other law or state or federal regulations.

4.2 *Faculty Orientation*

Faculty orientation will begin after the contract with the University has been formalized and shortly before the beginning of the academic term for which the professor was contracted. The orientation program will be designed by the dean of studies or of academic affairs of each academic unit. This program will aim to provide the following activities:

- a. Personal interview with the department director where the orientation schedule will be discussed and the activities in which the professor will be required to participate, depending on his academic preparation, experience with the University and professional background.
- b. Visit to the physical facilities of the unit, such as classrooms, laboratories, library, bookstore and cafeteria.
- c. General orientation—here the part-time faculty will meet other persons with whom they will be working and the functions that these persons perform. The content of the *Part-time Faculty Handbook* will be discussed, and its provisions will be explained. Identification cards, parking permits, examination models and course syllabi will be given to the part-time faculty. The professors will also receive information on the University; the teaching resources available and how to request them, syllabi and their use; student attendance; examinations; student evaluations; grades; secretarial services; academic calendar; and office hours.
- d. Specific orientation meeting – this will consist of a meeting of the part-time faculty members of a particular department with the department director and those full-time professors that the director determines, to discuss the exigencies of the department. Upon a part-time faculty member's request, the department director may arrange for a full-time professor to be available to serve as a contact between the part-time professor and the department to counsel and orient him when necessary.

4.3 *Professional Development*

It has been indicated before that the greatest concern of this University is the quality of teaching. Students pay to receive a good education and Inter American University has the commitment to provide it. A good education demands the existence of a good faculty with the best academic preparation, trained in the art of teaching and properly motivated. Every university professor must possess these conditions.

4.4 *Faculty Training*

Inter American University of Puerto Rico aspires to have a part-time faculty that compares, in terms of competency and teaching ability, with the full-time faculty. To this end, the University maintains a training program, available for the part-time faculty and aimed at correcting deficiencies and to give to the professors the necessary skills so that they may offer an education of the best quality. In the program for the development of pedagogical skills activities will be included such as course design, syllabus preparation, motivation of students, preparation of examinations and others that develop to the maximum the potentialities of the professor.

Participation in this program, that consists of formal courses with or without credit, and informal activities (seminars, clinics, workshops and lectures) is voluntary and must be requested by the professor. The program will be designed by the director of the corresponding department, after having analyzed the needs of the concerned professor.

The performance of the professor in this program, as well as his interest in participating in it, will form part of the professor's evaluation.

4.5 *Support Services for Faculty*

In order for part-time professors to contribute to the advancement of the Institution and to offer an education of quality equal to that of the full-time faculty, they need certain resources and educational facilities. Even though professors do not make maximum use of these resources and facilities, because their commitment with this University is limited, the University will make them available, since that limitation does not release professors from fulfilling their obligations.

To this end, the following services will be available for the use of part-time professors in harmony with the resources of each academic unit. Among these are the following: office space, library resources, audio-visual resources secretarial and copying services, the Information and Telecommunications Center, bookstore, professional and academic counseling, office and laboratory supplies.

Each academic unit will establish the procedures to provide these services. The procedure will indicate the manner of requesting them, the person in charge of handling the request and the responsibilities of each person with respect to the use of those services. A copy of these procedures will be given to the professor during the orientation process.

4.6 *Faculty Pay*

There is a salary scale for part-time faculty that takes into consideration the faculty member's academic preparation and the level of courses taught. The salary scale indicates the pay per workload hour in each category.

4.7 *Grievance Procedure*

When a faculty member believes that his rights and prerogatives recognized in this *Handbook* have been violated, he may present a grievance to that effect following the procedure detailed below:

The faculty member will present the grievance in writing to the dean of studies of the instructional unit, offering specific details on which the grievance is based and including any evidence supporting his claim. The Dean will evaluate the grievance presented by the faculty member to determine its merits and may:

- a. Offer a solution to the matter through a conciliation or dialog with the faculty member affected or

- b. Answer the grievance presented by the faculty member communicating to him his decision in regards to its merits and the actions, if any, that will be taken on the grievance presented.

If the faculty member affected does not agree with the decision made by the dean of studies, he may appeal this to the Faculty Appeals Committee in his instructional unit. To do this, he must present an appeal in writing, no later than fifteen days after receiving the decision of the dean of studies.

The appeal must present in detail all the reasons for which the faculty member differs from the decision taken by the dean of studies of the corrective actions proposed by him. The appeal must be accompanied by all the documents that, in the faculty member's judgment, are relevant to consideration of the merits of his appeal.

The faculty member must also include a copy of the decision taken by the dean of studies. He must send the dean of studies a copy of the appeal, as he makes his presentation to the Faculty Appeals Committee. The dean of studies may present to the Committee, in writing, the information that, according to his judgment, should be considered by the Committee when evaluating the merits of the appeal.

The Committee may dispose of the appeal with the information presented or may require additional information that it deems necessary and, in addition, may hold a hearing to receive such information. Once the appeal is evaluated in the light of the available information, the Committee will render a decision, in writing, on the merits of the appeal. The Committee will communicate its decision, in writing, to the faculty member and the dean of studies. Either of these may appeal the decision of the Committee to the chief executive officer of the unit. This must be made, in writing, no later than fifteen days after the notification of the decision of the Committee.

The chief executive officer of the unit may uphold or modify the decision of the Faculty Appeals Committee or make the decision that, according to his judgment, is appropriate. The decision of the chief executive officer of the unit will be communicated to the parties in writing. This decision may only be revised by the President of the University.

4.8 *Fringe Benefits*

4.8.1 *State Insurance Fund*

As an employer, the University is insured under the terms of the Commonwealth's Law for Work Related Accident Compensation. In case of disability, the State Insurance Fund of the Commonwealth will provide medical assistance, medicines, and will pay compensation. Faculty members are protected against work related accidents and occupational diseases under this law.

4.8.2 *Unemployment Insurance*

The University is protected by the unemployment compensation program. If upon the expiration of the work contract of a part-time professor a new contract is not given and the professor does not have another job, he could be eligible to receive the benefits of the program. The details related to Unemployment Insurance may be requested in the Office of the Director of Human Resources of Inter American University of Puerto Rico.

4.8.3 *Social Security*

The University is under the Federal Social Security law and part-time professors are eligible to the benefits that this grants.

4.8.4 *Holidays*

Part-time professors are entitled to all official and authorized holidays observed in Puerto Rico, without this affecting their salary in any way. Nevertheless, the University reserves the right to conduct classes and other activities on holidays to meet the requirements of its academic-administrative calendar.

4.8.5 *Christmas Bonus*

The University pays a Christmas bonus to all its personnel, including part-time professors, who are eligible for it in agreement with the Christmas Bonus Law of the Commonwealth of Puerto Rico.

In view of the fact that some of these benefits are restricted by law, the professor should consult with the human resources officer of his academic unit to ascertain the scope of the law.

4.8.6 *Maternity Leave*

Part-time faculty members who are pregnant are entitled to maternity leave in accordance with the applicable law. To take advantage of the provision of this law, the faculty member should present a medical certificate at the beginning of the eighth month of pregnancy indicating the expected date of birth. Directors from the Office of Human Resources of the units may provide further orientation on the benefits and options available under this kind of leave. If complications occur during the pregnancy, the faculty member may take advantage of accumulated sick leave or the medical family leave according to the terms provided under these leaves.

In the case of adoption, these benefits are also granted. The application for this leave should include the resolution from the court granting the adoption.

PART V

Contractual Norms

5.1 *Academic Preparation*

Generally, an academic degree in the discipline taught, higher than the level being taught or an equivalent title conferred by an accredited university is required to hold a position of part-time professor in this Institution. The accreditation of the university in reference must be granted by an agency accepted by Inter American University of Puerto Rico. When circumstances justify, either because there is no candidate with greater academic preparation or because of the nature of the subject, the academic preparation of the professor is not a determining element of the teaching of the course, or because the interest of the University is served better, exceptions may be made. In these cases, the department director must justify the exception to the dean of studies of the corresponding unit, who will make the final decision and place a copy of the justification in the professor's file.

The evidence of the degrees held must be submitted with the application for employment to the Human Resources Office of the corresponding academic unit. The Human Resources officer must make sure that:

- a. The submitted evidence is official, free of erasures or strike-outs that may invalidate it.
- b. The evidence indicates the degree conferred.
- c. The university where the candidate studied has proper accreditation.

In case of doubts on the accreditation or equivalent titles, the Vice President for Academic and Student Affairs and Systemic Planning will make the corresponding determination. Equivalences will be determined solely on the basis of academic preparation.

5.2 *Work Contract*

All appointments will be made by means of a work contract. The contract is the document that formalizes the relations between the professor and University. This work document will clearly specify the period for which the services of the professor are contracted; the number of hours that the faculty member must devote to teaching and other tasks; the payment to be received; and the manner of payment. Normally, the appointment period will not exceed an academic term. No contract is valid until signed by the professor and an authorized representative of the University.

Once the contract has been formalized, it may not be amended except in writing in explicit form and with the signature of both parties. All additional correspondence or conversations will be considered as mere negotiations that do not bind any of the parties. The work contract terminates on the date of its expiration and it is not necessary to give notice.

When considering the quality of the faculty member's teaching for his hiring, the following elements, among others, are considered:

- mastery of the subject
- ability to organize the subject matter and to present it clearly, logically and imaginatively
- knowledge of the latest developments in the discipline
- ability to relate the discipline to other areas of knowledge
- ability to promote and broaden student interest in the subject matter
- ability to develop and use effective teaching methods and strategies
- availability for and effectiveness in academic advisement of students
- possession of the attributes of integrity, diligence, liberality and objectivity in teaching

The documentation of many of these criteria is found in the professor's periodic evaluation reports.

Part-time faculty, notwithstanding the time they may have serviced the University, do not have right to tenure in their employment. The period of service will be stipulated in the work contract signed by the professor and a representative of the University acting by delegation of the President. With the expiration of the contract the relations between the professor and the University are terminated and these may only be renewed with the formalization of a new contract.

5.3 *Pre-Employment File*

The pre-employment file contains all documentation required or received by the Institution in connection with a faculty member. This file is available only to the academic officers and their executive personnel of the unit to which the application for employment is made and for faculty members on the Faculty Appointments Committee. It is also available to the President of the University, the Vice President for Academic and Student Affairs and Systemic Planning, and their professional staff. After appointment, the items in the file which are not of a confidential nature (e.g., academic transcripts, application forms, reprints, certificates of honor, titles) are transferred to the personal file of the faculty member. The rest of the material (e.g., letters of recommendation and other confidential material), will be available only to the administrative officers of the academic areas of the unit, their staffs, the President, the Vice President for Academic and Student Affairs and Systemic Planning, and their professional staff.

5.4 *Personal File*

The personal file will include, but is not limited to, the following:

- a. Information related to the faculty member's academic and professional accomplishments submitted by the faculty member, or placed in the file at his request, as well as certificates of equivalency and of service credited towards promotion and/or tenure, if applicable, together with a copy of all the faculty member's letters of appointment or contracts of employment with Inter American University.

- b. Copies of evaluations of the faculty member's professional performance made by students, academic officers, and committees of the academic unit in which he serves. It also includes all the formal recommendations from the Committees for Promotions, Tenure and Change of Contracts, Sabbatical Leaves, and Study Leaves, and the recommendations of his supervisor or supervisors and other academic officers of the unit in which he serves.
- c. Professional commendations or certificates, honorary degrees or mentions, and other distinctions or awards.
- d. Other personal information.

The Systemic Human Resources Office of Inter American University maintains the personal file. It is available only to the administrative officers of the Central Office and their professional staff, the administrative officers of the academic area of the unit in which the faculty member serves, and their professional staffs, the committees on Promotion, Tenure and Changes of Contract, and Sabbatical Leaves and Study Leaves of the unit in which the faculty member serves, as well as to the faculty member himself.

The department director under whom the faculty member serves, as well as the committee on Promotion, Tenure and Changes of Contract, and the Committee on Sabbatical Leaves and Study Leaves of the unit in which the faculty member serves, may have access to the personal file. In addition, the faculty member, upon payment of the costs, may obtain copies of his personal file and of the deliberations and recommendations of the committees. Such copies will be made by a member of the professional staff from the Systemic Human Resources Office and/or an employee from the Human Resources Office of the unit.

5.5 *Faculty Evaluation*

In order to assure students that the quality of instruction they receive does not vary because of the contractual condition of the professor offering it, this University has established a system of evaluation for its full-time and part-time professors. The evaluation is part of the faculty development program aimed at discovering areas of excellence, as well as areas of professional weakness. In addition, the evaluation process serves to give the professor a greater understanding of the aims and purposes of the University, of the character of the student body, of what the University expects of him and serves as a basis for contractual decisions between the faculty member and the University. Therefore, it is important that the process be carried out in objective manner and that it be conducted in a climate of confidence and mutual respect. It is expected that the professor support the evaluation process and cooperate with it in all stages. The evaluation process may culminate in the design of a professional development plan for the professor (formative evaluation).

The responsibility for conducting faculty evaluations lies with the department director. In the case of part-time faculty the evaluation consists of at least of two instruments: student evaluation of the faculty and evaluation by the department director. These evaluation instruments are described in *Guidelines for the Evaluation of Teaching Personnel*, which is available in each academic department of the University. The procedure provides for the professor to receive a copy of his evaluation report.

5.6 *Dismissal*

The University reserves the right to annul any work contract for just cause. The cause must be directly and substantially related to the competence of the professor to continue in his professional capacity as a teacher, which must include but is not limited to the following:

- a. Professional incompetence, as determined by the faculty evaluation.
- b. Continuous negligence in the fulfillment of academic duties and faculty regulations, in spite of written warnings.
- c. Improper behavior.
- d. Violation of the rights of fellow faculty members, the administration or students.
- e. Non-compliance or violation of faculty regulations, institutional policies or operational norms.
- f. Conviction of a felony or of any misdemeanor involving moral turpitude.
- g. Abandonment of service.
- h. Insubordination.
- i. Sexual assault, lascivious acts, indecent exposure, obscene propositions or prostitution, as defined in the new Penal Code of the Commonwealth of Puerto Rico of 2004.
- j. Behavior that constitutes a felony or misdemeanor on University property or a court conviction of a felony or misdemeanor.

When there are reasons to question the suitability of a part-time professor whose contract term has not expired, or when the behavior of the professor justifies the annulment of the contract, his immediate supervisor will deal with the matter with the professor in a personal conference, in which the matter may be terminated by mutual consent. In no case, will this discussion take place without the knowledge and previous consent of the chief executive officer of the academic unit to which the professor belongs.

If an acceptable mutually obtained result is not reached, the matter will be referred to the highest ranking academic office under the chief executive officer of the unit. If this officer finds cause to terminate the contract, he will notify this to the concerned faculty member in writing and this professor will have five workdays to make allegations. When this period of time has passed, if the professor had not answered in writing or if he has answered and the university officer is not in agreement with the answer, he will recommend the annulment of the contract to the chief executive officer of the unit. If this officer is in agreement, he will annul the contract by a written communication to the professor, after consulting to the President through the Director of the Juridical Adviser's Office of the System Central Office. The decision of the chief executive officer of the unit will be final and cannot be appealed.

PART VI

Academic Organizational Norms and Procedures

6.1 *Academic-Administrative Calendars*

There are several academic-administrative calendars at the University: semester, trimester and bimester. Summer sessions are also offered, depending on the needs and the demands. The calendars provide the needed information with regards to registration dates, mid-term dates, last day for class withdrawals, final exam dates, dates on which final grades are expected to be in the electronic register and dates of commencement exercises. It is expected that faculty members become familiar with the calendars used in their unit and comply with the dates applicable to them in fulfillment of their duties.

6.2 *Course Offerings*

Course offerings are selected from among the courses included in the current official catalogs and bulletins of the University, or from those authorized afterward by the University Council and the President, or those authorized on an experimental basis for a limited time.

The departments have the responsibility of choosing the course offerings from among the disciplines and at the levels they are authorized to teach. Such selections are the responsibility of the division dean, dean of the unit or of the department director of the teaching unit, subject to the approval of their deans of studies and the chief executive officer of the unit. Such choices are usually made after consultation with faculty members. Course assignments are also made by department directors, usually after consultation with faculty members who are academically prepared to teach these courses. Course assignments, however, may not always be in accordance with faculty preferences, since student needs and anticipated student enrollments are the determining factors in making course assignments.

6.3 *Course Schedules*

The scheduling of course offerings is the responsibility of the department director. General requirements of scheduling needed to satisfy student demand will have priority over faculty preferences. Schedules prepared by department directors are subject to changes as determined by their deans of studies or the chief executive officer of the unit in the light of an overall class schedule geared toward the needs of the unit as a whole, rather than those of an individual department.

6.4 *Special Fees*

Any special fee for materials or other items incidental to the course must have the prior authorization of the chief executive officer of the unit. The student pays such fees through the bursar's office. Faculty members do not collect fees.

6.5 *Grading System*

The grading system at Inter American University is designed to indicate the student's level of achievement in each course for which academic credit is awarded, as well as to provide evidence of academic progress. The system also contains provisions to help students who, for a variety of reasons, may not be able to master the contents of a given course upon first taking it.

6.5.1 *Grades for Academic Credit*

Grades awarded in courses serve as an indication of the level of achievement in a given course. The University has established a point system for the purpose of calculating the grade point index of the students. The system serves in determining whether or not students meet the minimum requirements for purposes of graduation, to continue in the program at any level, and for the conferral of special honors for outstanding students.

Grades are assigned according to the following system:

- A- For excellent level of achievement: 4 points per credit.
- B- For above average level of achievement: 3 points per credit
- C- For average level of achievement: 2 points per credit.
- D- Minimum passing grade: 1 point per credit.
- F- Failure: no points awarded per credit.
- P- Passing: this grade is assigned to students who satisfy the requirements of any of the non-academic courses, courses approved by passing proficiency exams, validations, and academic courses whose nature requires it. It is not taken into account for calculation of the academic index
- NP- Not passing: this grade is assigned to students who fail course indicated under P above. It is not taken into account to calculate the academic index.

When calculating the academic index, courses completed at the University, and courses taken at other institutions of higher education with prior authorization from the appropriate authorities at Inter American University of Puerto Rico, will be included. This index is calculated by dividing the total number of points by the total number of credits completed with a grade of A, B, C, D, or F. All courses granting academic credit require examinations or other evaluation instruments, including a final examination or its equivalent. These should be provided so students may know their academic progress.

6.5.2 *Administrative Action Symbols*

The University has established the following symbols for administrative purposes:

- W- Course Withdrawal: Assigned when the student withdraws from a course after the period for class changes, but no later than the date established in the academic calendar for withdrawals.
- DC- Course Withdrawal: Assigned when the student withdraws from the course before the end of the period for class changes. It does not appear on the student transcript.
- AD- Administrative Withdrawal: Assigned when the University drops the student for such reasons as failure to meet payments or other situations which merit it.
- AW- Assigned when the professor informs in the electronic register that the student never attended class.
- DP- Dissertation in progress.
- I- Incomplete: When students have not completed a course requirement and present valid reasons for it, the professor may assign the symbol “I” (Incomplete). Together with the symbol “I,” the professor will include a provisional grade, after assigning zero for the unfinished work. When faculty members assign an “I,” they shall report to their immediate supervisor the grade that the student has earned up to that time, the evaluation criteria and a description of the unfinished work if applicable. A student who receives an “I” must remove it by the date specified on the Academic Calendar. The responsibility for removing the “Incomplete” rests on the student. If the “Incomplete” is not removed within the time specified, the student will receive the informed provisional grade. The procedure to be followed is established in the official form designated for this purpose. This form will apply whether or not the student enrolls again at the University. The School of Law and the School of Optometry will adjust this norm to their particular needs.
- AU- Symbol used to indicate on the student transcript that the course was audited. It does not carry honor points, and no credit is awarded for it.
- R- Symbol used to indicate the course was repeated.
- T- Symbol used to indicate that the course was transferred from another institution.
- UW- Assigned in the electronic register when a student stops attending a course, and does not qualify for a grade of incomplete (I) or F.
- MW- Symbol used to indicate total withdrawal for military reasons.
- TP- Thesis in progress.

6.5.3 *Course Repetition*

Students are entitled to repeat a course when they are not satisfied with the grade. In case a course is eliminated as a curricular offering, the course will be substituted for a new course created in the curricular revision or by an equivalent course approved by the Vice Presidency for Academic and Students Affairs and Systemic Planning. The highest grade

and the corresponding credits will appear on the student's transcript and the lower grades will be changed to "R" (repeated course). These "R" grades and the corresponding credits will not be considered when determining if the student has satisfied graduation requirements. Courses repeated after having obtained the degree will not be considered towards the calculation of the graduation index.

6.6 *Information Access Center*

Inter American University maintains bibliographical, electronic, and audio-visual collections in all its units. These services are offered by professional librarians and audio-visual technicians. The schedule of the Information Access Center may vary from unit to unit, in accordance with their patterns of use.

6.6.1 *Reserve Collections*

All Information Access Centers offer reserve services. Faculty members who wish to place printed, electronic, or audiovisual material on "reserve" for use by students in their classes should provide the head librarian or the reserve librarian, as the case may be, in the unit where they teach, with the appropriate information, including the course or course section in which the materials will be assigned, and the name of the faculty member, at least 48 hours before the class assignment. If advance notice can be given, it will be to the faculty member's advantage in those cases where the material requested is on loan and must be recalled before it can be placed on reserve.

At the end of the semester, all materials placed on reserve are released to the collection where they came from or to the faculty member. If needed for the following semester, faculty members must give appropriate notice to the center to have the materials returned to the reserve collection.

6.6.2 *Acquisitions*

Faculty members are expected to familiarize themselves with the Information Access Center where they teach to take full advantage of the services provided, not only for themselves but also for their students. Faculty members who want to recommend the acquisition of materials not currently in the collections of their Information Access Center should obtain from the head librarian or the acquisitions librarian, as the case may be, in the unit in which they serve, forms to be filled out and returned to the Center.

6.6.3 *Loans between Information Access Centers*

Librarians will, at the request of faculty members, search among the collections at other units for specific materials not available at a faculty member's own Information Access Center, and if possible, obtain the desired materials through inter-library loans. Faculty members should consult their librarians for details on these services.

6.6.4 *Loans from the General Collection*

Faculty members may borrow books from the general collection of the Information Access Center in their unit as well as from any other center in the University system. Such loans may be for the duration of the semester, unless they are recalled for "reserve," or for another special use. All materials must be returned at the end of the semester, trimester, or summer session or fines will be levied.

6.6.5 *Audio-Visual Equipment and Materials*

In some cases, the audio-visual section of the Information Access Center may be able to provide personnel to operate the equipment in the classroom. If such service is not available, personnel from the section will give the faculty member training in the proper operation of the equipment and use of the materials.

The audio-visual section offers the services and facilities needed for the production of certain audio-visual materials. Because the range and type of such services and facilities vary from unit to unit, it is necessary for faculty members to familiarize themselves with the services available at the Information Access Center of their unit and find out if it is feasible to use the facilities at other centers for the production of materials.

6.7 *Office Supplies and Secretarial Services*

The University supplies the paper and facilities for reproducing tests and quizzes and other evaluation instruments. It also has available secretarial services for typing such items in most cases, provided sufficient time has been allowed for these services. These services and the way they are provided will vary from one department to another and from one unit to another. Faculty members should inform themselves of just what services their department can make available, and the scheduling necessary to make use of them.

PART VII

Amendments

7.1 *Amendment Procedures*

Proposals to amend this *Handbook* may be originated by the academic senates, by the University Council, by the President of the University, or by the Board of Trustees. Such amendments require the approval of the Board of Trustees. As soon as they are approved, copies of all amendments will be issued to faculty members and to the administrators who deal with matters related to the amended sections.

Amendments to the basic documents mentioned in this *Handbook* are not considered to be amendments to it. However, such amendments that affect the subject matter contained in Parts I and VI will take precedence over the contents of this *Handbook* until necessary revisions may be produced and approved by the Board of Trustees.

Inter American University of Puerto Rico reserves the right to modify, revoke, suspend, terminate or change any one or all the policies and general terms found in this *Faculty Handbook*. This *Handbook* is not and may not be considered a contract between the University and the faculty member.

APPENDIX I

*Norms and Procedures for Administrative
and Financial Matters of Interest to Faculty Members*

Norms and Procedures for Administrative and Financial Matters of Interest to Faculty Members

The Budget

Each department, as well as each unit at the University, operates in accordance with the annual budget that is approved by the Board of Trustees for the following fiscal year. The fiscal year of the University begins on July 1 of each calendar year and ends on June 30 of the following calendar year. Budget proposals are originated in every department. Such proposals are usually made by the department director working in conjunction with the dean of the area, the dean of studies, and the dean of administration of the respective units.

Apparatus and Equipment

Provisions for the purchase of apparatus or equipment should be included in the department budget proposals, as should anticipated increases in the cost of laboratory and other similar materials. In those cases where faculty members share in the responsibility of providing necessary instructional materials and equipment, they should discuss with their department director such needs as they foresee for the following academic year, as early in the preceding academic year as possible, and certainly before the end of the first semester.

Travel Funds

The budget of the units makes provisions for funds to cover authorized travel by faculty members. The travel faculty members are required to do may be either on the Island or off-Island.

On-Island Travel

Most on-Island travel which faculty members are called upon to do is by private car. The University reimburses its employees for such travel, at a mileage rate. The University uses the official mileage charts used by the Commonwealth government to calculate distance traveled. Each year, faculty members who engage in this travel must fill out forms authorizing the trip for a specific period. Due filing of this form provides authorization to be absent from campus and insurance coverage in case of accidental death. Faculty members must also apply for reimbursement upon completion of these trips. Forms to make applications for reimbursement may also be obtained from the department director, who will countersign and forward the forms through suitable channels when they have been correctly filled out and signed by the Faculty member. Applications for reimbursement should be made within ten (10) days after returning to the unit.

In some cases, authorization may also be given for hotel and/or food expenses. In such cases, reimbursements for such costs may also be claimed together with mileage by providing the canceled bills from the hotel and/or restaurants.

In cases where air travel on the Island is authorized, it is customary for the University to purchase the ticket in advance, and provide it to the faculty member. However, when authorized, a faculty member may purchase his ticket and later request reimbursement for the cost.

Off-Island Travel

Off-Island travel is almost exclusively by air, and it is customary for the University to pay in advance (economy class only) and provide appropriate tickets to faculty members for authorized travel.

Authorized hotel and food expenses incurred by faculty members traveling off the island should be reported in the same manner as similar expenses incurred on the island and supported by duly canceled bills for reimbursement to be made promptly. Off-Island trips by air also provide life insurance for accidental death.

APPENDIX II

*Student Affairs Norms and Procedures of Interest
to Faculty Members*

Student Affairs Norms and Procedures of Interest to Faculty Members

The General Student Regulations

The *General Student Regulations* contains official information on student governance, authorization of student activities, student rights, regulations on behavior and student behavior, procedures for elections, registration of student organizations, appeals, and due process.

Student Behavior in Class

If student behavior within the classroom prevents faculty members from carrying out their instructional duties and responsibilities, or disrupts the tranquility of the classroom, or if students are guilty of dishonesty or fraud in regard to their academic work, disciplinary action may be taken under the pertinent article of *The General Student Regulations*.

In such cases, faculty members are advised to consult with their department director before bringing formal charges against a student or students, when this is feasible.

Student Work for Faculty Members

Many students at Inter American University receive financial aid under the College Work-Study program. If a faculty member needs student help in carrying out his University responsibilities, assignments can be arranged by having students who receive financial aid under the abovementioned plan work with the faculty member on a predetermined schedule. Interested faculty members should consult the financial aid officer of their unit to determine the availability, regulations, schedules, and other information in regards to such student help.

APPENDIX III

Development and External Relations Norms and Procedures

Development and External Relations Norms and Procedures

Public Relations

The main public relations officer of the University is the Executive Director of Public Relations and Marketing whose office is at Central Administration and who reports directly to the President of the University.

Alumni Relations

The Inter American University Alumni Association is linked to the Office of Development and responds to it through its Alumni Officer. The Association's Board of Directors meets every month to formulate its work program. Faculty participation in the Alumni Association is welcome. Details may be obtained from the Alumni Officer.

Development and Fund Raising

Private Sources

The Office of Development coordinates and supports the efforts of the University geared towards obtaining gifts and grants from private sources, such as foundations, corporations, and individuals. In addition, it provides support to the Inter American University Alumni Association.

Faculty members are invited to participate actively in fund raising activities geared towards financing individual projects and new developments, as well as study grants for students. Faculty members that seek donations for research, creative activities, or from private sources are urged to seek the advice and cooperation of personnel from the Office of Development in their campus or at central level.

Public Sources

The Assistant Vice Presidency for Research and External Resources is located in the Vice Presidency for Academic and Student Affairs and Systemic Planning. The main function of this Assistant Vice Presidency is to provide support to faculty members and the University administration in the development of projects related to research, creative activities, or services sponsored by local or federal funds. In order to do this, the Office identifies sources of public funds and provides advice and technical assistance to the academic units in their efforts to receive these funds.

The Assistant Vice Presidency for Research and External Resources represents the University before the federal and local agencies and maintains ongoing communication with the representatives of these agencies.

Faculty members are invited to inform the External Resources Office of their academic unit regarding projects that may be of interest to them and which the Office might support by trying to procure the needed funds. Faculty members may also contact this Office to receive advice on the elaboration of competitive proposals.

Use of the Seal and the Shield

The Seal of Inter American University of Puerto Rico is reserved for official documents published by the University. The shield may be used as a symbol of identification or decoration by alumni, students, faculty members, and others affiliated with the University.

Stationery and Use of the Name of the University

The official stationery of the University will only be used for official University business. The design permits information of a specific office and a specific return address.

The name of the University may not be used by any faculty member or staff member to sponsor or recommend any commercial service or product. Faculty members may not use University stationery for any other than official business of the University.

Faculty Addresses and Home Telephone Numbers

At the beginning of each academic year, faculty members are requested to provide the dean of studies with their home addresses, telephone numbers, and the names of their spouses and children. This request is made with the purpose of addressing appropriate petitions and maintaining communication.

APPENDIX IV

Normative Document G-0306-022



**Inter American University of Puerto Rico
Office of the President**

**POLICY AGAINST SEXUAL HARASSMENT
IN THE WORKPLACE AND IN ACADEMIA**

Normative Document G-0306-022

NOTE: This Normative Document is available in Spanish and English. In the event of a conflict as to its interpretation, the Spanish version shall prevail.

I. Introduction

Inter American University of Puerto Rico has the affirmative responsibility to prevent, discourage and avoid sexual harassment. It has, in addition, the responsibility to take the necessary measures to achieve this goal. The practice of sexual harassment in any of its manifestations violates the protection of dignity of the human being and clearly constitutes discrimination against the person experiencing it.

Therefore, the University has the moral and legal obligation of not discriminating because of sex and of taking affirmative action to eliminate any practice that may induce the modality known as sexual harassment.

In harmony with this, the University energetically prohibits this illegal and discriminatory practice, and will therefore not tolerate this undesirable practice in the workplace and in academia. The University has the affirmative obligation to preserve a workplace free of sexual harassment and intimidation.

II. Legal Base

The policy expressed herein was approved by the Board of Trustees of Inter American University of Puerto Rico February 24, 2006. It is in harmony with the Bylaws of the University, the Penal Code of Puerto Rico and other applicable federal and state laws.

The Constitution of the Commonwealth of Puerto Rico, in its Bill of Rights, establishes that the dignity of a human being is inviolable and that we are all equal under the law. It clearly expresses that no discrimination may be established by reason of race, color, sex, birth, origin, social condition, or for political or religious ideas.

In addition to the Bill of Rights, there are other laws in the Country that guarantee the right of an employee to non-discrimination for reason of sex.

Federal legislation forbids discrimination by reason of sex by means of Section 703 (a) of the Title VII Civil Rights Act of 1964, as amended (42 U.S.C. 2000 et seq.). In this sense, sexual harassment is interpreted as a modality of discrimination by reason of sex in the Guides for Discrimination by Reason of Sex published by the Commission on Equal Opportunities of Employment (EEOC), 29 C.F.R. 1604.11, as amended. In addition, federal legislation prohibits sexual harassment against students under Title IX of the Law for Elementary and Secondary Education of 1972, as amended (20 U.S.C. 1687).

Puerto Rican legislation pertaining to this type of discrimination is very comprehensive. Law Number 17 (29 L.P.R.A. 155) of April 22, 1988 prohibits sexual harassment in the workplace. Article 10 of this Law imposes on all employers the duty of maintaining a workplace free of sexual discrimination. Sexual discrimination has the effect of creating an intimidating, hostile or offensive work environment, among other consequences.

III. Applicability

The policy contained herein will apply to the entire university community including all supervisors, employees, professors and students of the University at all levels, establishing that for purpose of this article it will consider those people who are within the scope of University control. All such people will have the responsibility to abide by this policy and will be subject to investigation in cases of alleged sexual harassment as defined in this policy.

IV. Purpose

This document has the purpose of reaffirming the University policy to preserve the Institution free of sexual harassment and intimidation. This policy will promote the best interest of the University and help protect the reputation, integrity, rights and well-being of all University personnel. In addition, it adjusts institutional policy on the referred subject to the specific applicable federal and Puerto Rico legislation.

V. Definition of Sexual Harassment

Sexual harassment may adopt various manifestations in terms of attitude or misconduct, from insinuations of a sexual nature, direct or indirect, that range from the most subtle and disguised acts of physical contact to simple or aggravated sexual assault. It consists of any type of non-desired sexual approach, requirement of sexual favors and any other verbal or physical behavior of a sexual nature, when:

- 5.1 the submission or rejection of such behavior is made either an implicit or explicit term or condition of employment or academic performance of a person;
- 5.2 the submission or rejection of this behavior on the part of the person is used as a basis for decision making regarding academic evaluation, employment, promotions, transfers, selection of training, evaluations or in the selection or granting of prizes or benefits, etc.;
- 5.3 the behavior has the effect or the purpose of creating an intimidating, hostile or offensive work environment or in academia, or significantly interferes with the academic or work performance of the person.

VI. Examples of Forbidden Conduct

Among the types of conduct that are considered unacceptable, are the following:

- 6.1 Acts, comments, jokes, and sexual content posters.
- 6.2 Threats, demands or suggestions of a sexual nature where the person being harassed believes that loss of employment will result or the individual's grades will be affected if he or she does not agree to the behavior desired by the harasser.
- 6.3 Pressures for the harassed person to accompany the harasser to a specific unwanted location (date).
- 6.4 Favors, unwanted or inappropriate compliments.
- 6.5 Pressures on the part of supervisors or professors for sexual favors in exchange of employment benefits, academic achievement or grades.
- 6.6 Conduct of sexual nature in parties or social events when the party or event has been sponsored or promoted by the University and the harassed person believes that he or she would lose his or her employment or his or her grades would be affected by not complying with the petition.
- 6.7 Physical attack with a sexual intention.
- 6.8 Propositions of a sexual nature.
- 6.9 A pattern of conduct with the purpose of causing inconvenience or humiliation, or both, that includes one or more of the following:
 - a. Comments of a sexual nature.

- b. Sexually explicit statements, questions, jokes or stories.
- 6.10 A pattern of conduct that creates inconvenience or humiliation, or both, to a reasonable person to whom the conduct may be directed that includes one or more of the following:
- a. Unnecessary physical approach (touching).
 - b. Patting, hugs, rub one's body against the body of another person.
 - c. Statements of a sexual nature about the body or the clothes of a person.
 - d. Statements about sexual activity or speculations about previous sexual experiences.
- 6.11 Refer to Internet addresses with sexual content.

VII. Prohibition of Retaliation

It is expressly prohibited to take any kind from retaliation that adversely affects the opportunities, terms and academic or employment conditions against persons who:

- 7.1 have opposed the practices of any employee of this University that are contrary to the established policy and regulation;
- 7.2 have filed a written complaint;
- 7.3 have testified, collaborated or in any way have participated in an investigation, procedure or hearing on sexual harassment.

VIII. Measures of Prevention

With the unyielding intent of complying with the institutional policy to prevent, discourage and avoid sexual harassment, Inter American University will take the following measures:

- 8.1 It will put into practice the necessary methods to create awareness of the scope of the law, as well as to disseminate the prohibition on sexual harassment in employment and academia through the use of the corresponding means of communication and dissemination.
- 8.2 It will emphasize publication of the rights and protection that laws confer to those aspiring to employment and applicants wishing to enter as students.

- 8.3 It will establish an internal, adequate, and effective procedure to attend to complaints of sexual harassment, including the corresponding investigation and the holding of an administrative hearing when it is required. Such a hearing will comply with due process applicable to administrative law.

IX. Commitment of the University

- 9.1 Inter American University of Puerto Rico, as a private higher learning institution with a Christian and ecumenical tradition and origin, is committed to take the necessary measures to prevent, discourage and avoid sexual harassment in the workplace and in academia. By this means, it meets its legal and moral obligation of presenting clearly and vigorously its institutional policy against sexual harassment.
- 9.2 As a complement to this institutional policy, the University has, in addition, the duty of establishing an adequate and effective internal procedure to attend to the complaints of sexual harassment. The University administration will be responsible for the preparation of the necessary normative documents for the effective implementation of this institutional policy.

X. Severance Clause

Each section of this document can be separated from the others. Therefore, in case any of them is invalidated, the rest will not be affected, and may be applied independently of those that have been invalidated.

XI. Other Matters

Any matter protected by Law that is not including in this policy will be solved by decisions taken by Inter American University of Puerto Rico, in harmony with the Law, as indicated in Section II of this document.

XII. Annulment and Amendments

This Policy rescinds Circular Letter G-134-92 and any other directive in conflict with what is herein established. This policy can be revoked or amended by the Board of Trustees of Inter American University of Puerto Rico, by own initiative or as a result of a request by the President of the University.

XIII. Effective Date

This Policy will go into effect immediately.

APPENDIX V

Normative Document G- 0306-023



**Inter American University of Puerto Rico
Office of the President**

**INTERNAL REGULATIONS FOR DEALING WITH COMPLAINTS OF
SEXUAL HARASSMENT IN THE WORKPLACE AND IN ACADEMIA**

Normative document G-0306-023

NOTE: This Normative Document is available in Spanish and English. In the event of a conflict as to its interpretation, the Spanish version shall prevail.

I. Introduction

These Regulations are in harmony with the institutional policy against sexual harassment approved by the Board of Trustees on February 24, 2006. By approving said policy, the Board recognized the institutional responsibility to attend to complaints in cases of sexual harassment. In order to fulfill that responsibility the University establishes these Regulations.

II. Legal Bases

These Regulations are promulgated by virtue of the authority conferred to the President of the University by the Board of Trustees in the Bylaws of the University. They are framed in the University policy against sexual harassment in the workplace and academia and the applicable federal and state laws.

III. Applicability

The norms and procedures described in these Regulations apply to the entire university community including all supervisors, employees, professors and students of the University at all levels, establishing that for purpose of this article it will consider those people who are within the scope of University control. All such people will have the responsibility to abide by these norms and procedures and will be subject to investigation in cases of alleged sexual harassment as defined in the institutional policy.

IV. Purpose

This document has the purpose of establishing the norms and procedures of the University to inform and attend to cases of sexual harassment. These norms and procedures will promote the best interest of the University and help protect the reputation, integrity, rights and well-being of the entire university community.

V. Definitions

For purposes of this document, the following terms will have the meaning expressed herein:

- 5.1 Human Resources Officer. The Human Resources Officer of the University unit where the incident occurs.
- 5.2 Employee. Any person who works for the University by means of contract, with or without compensation, including those aspiring to employment. For purpose of the protection conferred by Law, the term employee will be interpreted in the most liberal possible manner.
- 5.3 Student. Any person registered in any course or program offered by the University, as well as all applicants for admission.
- 5.4 Review Officer. The person, to whom the complaint of sexual harassment in the workplace or academia is first submitted.
 - a. In the complaint presented by a faculty member or non-teaching employee and by a student of the University against members of the faculty, teaching or non-teaching employee, contractor and visitor, the review officer will be the Human Resources Officer of the academic unit where the incident occurred or the person designated by the Human Resources Officer.
 - b. In the complaint presented by a student against a student, the review officer will be the Dean of Students of the academic unit where the incident occurred or the person designated by the Dean of Students.
- 5.5 Law. This means Title VII of Civil Rights Act of 1964, as amended and/or Title IX of the Law for Elementary and Secondary Education of 1972, as amended and Law Number 17 of April 22, 1988.
- 5.6 Defendant. The person charged with a violation of these Regulations.
- 5.7 Plaintiff. The person who makes allegations of having been a victim of sexual harassment in the workplace or academia.
- 5.8 President. The President of Inter American University of Puerto Rico.

- 5.9 Professor. This includes all faculty members of the University in the broadest sense.
- 5.10 Complaint. Allegation presented before a designated officer by reason of having been a victim of sexual harassment.
- 5.11 Official Investigator. A lawyer authorized to practice the profession by the Supreme Court of Puerto Rico.
- 5.12 Contempt. A procedural state in which while being a party in a complaint, the person does not answer the call formally made by the Official Investigator or does not comply with this Officer's orders.
- 5.13 Supervisor. Any person who exerts some control or whose recommendation is considered for hiring, classification, dismissal, promotion, transfer, establishment of compensation or work schedule, place or conditions of work or for tasks or functions that an employee or group of employees perform or may perform, or on any other terms or conditions of employment, or any person who performs supervisory functions on a day to day basis.
- 5.14 Academic unit. This refers to the nine campuses of the University, the School of Law, the School of Optometry, the System Central Office and any other school and professional school, pre-school, elementary and secondary school of the University System.
- 5.15 University. The Inter American University of Puerto Rico System, Inc.

VI. Procedures for Filing and Attending to Allegations of Sexual Harassment

- 6.1 Right to File the Complaint
 - 6.1.1 Any employee or student who believes that he has been a victim of sexual harassment in his work or study center will have the right to file a written complaint before the Investigator designated in such work or study center. This complaint must be presented within the jurisdictional term of one hundred eighty (180) calendar days, from the date in which the incident occurred. The Investigator will open a file and will assign a number to the case.
 - 6.1.2 The complaint must contain information regarding the conduct that the claimant allegedly was a victim of and must be signed by this person.

6.2 Investigation

6.2.1 The Investigator will make a confidential and objective investigation of the case. Such investigation must be initiated in a period not greater than fifteen (15) work days from the date on which the formal complaint was received. The sexual behavior of the claimant will not be taken into account for purposes of the investigation.

6.2.2 The Investigator must submit a confidential report of the investigation within a term that does not exceed forty-five (45) calendar days from the date of the receipt of the complaint. The days included in the academic and administrative recesses or in work recesses will not count for purpose of the forty-five (45) calendar days of this section.

6.2.3 This report will be sent with a copy of the case file to the Director of the University Juridical Adviser's Office. This Office will evaluate it and submit its recommendations to the chief executive officer of the academic unit where the complaint was submitted within the next ten (10) work days.

6.3 Right to Petition Inhibition

6.3.1 Any of the parties is entitled to petition inhibition of the person assigned to make the investigation, in order to have a new Investigator assigned, when the petitioner of the inhibition understands that there is conflict of interest, partiality, or any other situation that may attempt against the objectivity and impartiality required in such an investigation.

6.3.2 The request for inhibition will be presented before the chief executive officer of the academic unit, who, after listening to the parties, will resolve the matter objectively within five (5) work days from the date on which the complaint was filed.

6.4 Resolution of the Complaint without Need of a Hearing

6.4.1 If, during the investigation process, the claimant, freely and voluntarily withdraws the complaint, the procedure will be considered finalized and the case will be filed.

- 6.4.2 If the report of the Investigator reveals that there is not sufficient cause to believe that there was sexual harassment, this Investigator will inform the Systemic Juridical Adviser's Office, which, through appropriate dialog, will explain to the claimant, with a maximum of details, the reasons why, according to the law, the Regulations, and jurisprudence, the interpretation is sustained.
- 6.4.3 The Director of the Systemic Juridical Adviser's Office will ratify the report of the Investigator by means of resolution written to that effect. This resolution will be notified to the parties and the chief executive officer of the academic unit. Once the report is ratified and the resolution is notified in accord with the previous paragraph, the Director of the Systemic Juridical Adviser's Office will proceed to establish a dialog with the claimant, as established in section 6.4.2.
- 6.4.4 If the claimant accepts the aforementioned interpretation, the case will be considered closed. If, on the contrary, the claimant does not accept said interpretation, he will be entitled to appeal it to the chief executive officer of the academic unit.
- 6.4.5 If the claimant accepts the interpretation of the Investigator, the appropriate sanction, as provided by this document in the section Disciplinary Sanctions, will be imposed. If on the contrary the claimant does not accept such interpretation, it will be interpreted as a request for an administrative hearing and the request for the appointment of the Examining Officer and the corresponding hearing will be initiated.
- 6.4.6 In all the other cases, the procedures in harmony with section Administrative Hearing of this document will be followed.

6.5 Administrative Hearing

6.5.1 Designation of the Examining Officer

- 6.5.1.1 Upon receipt of the recommendations of the System Director of the Juridical Adviser's Office, the chief executive officer will determine if the holding of an administrative hearing is in order and will designate an Examining Officer to attend to the submitted complaint within the next five (5) calendar days.

6.5.2 Notification of the Complaint

- 6.5.2.1 The Examining Officer will notify the accused party of his designation within ten (10) work days from the date of having received it.
- 6.5.2.2 The notification may be made in person with evidence of it having been handed to the accused party or through certified mail requiring signature of acceptance, as is required, to the address found in the Human Resources Office or to any other known address.
- 6.5.2.3 The Examining Officer will include with the notification a copy of the complaint with specific information of the regulatory provisions allegedly violated, and will advise the accused party of his right to be represented by a lawyer or any other representative of his choice. He will also advise the accused party that if he does not file an answer to the initiated complaint within ten (10) work days, starting from the date of notification, or within the extension granted, the Examining Officer will arrange and hold a hearing of the case in contempt, and will discharge the rest of his responsibility under these Regulations.
- 6.5.2.4 If a hearing of the case is held in contempt, the participation of the accused party in it will be limited to witness the procedures, examine the documentary or physical evidence against him, cross-examine witnesses, and make objections to the admissibility of the evidence presented by the claimant, which will be resolved in agreement with these Regulations. The accused party will not be permitted to present any evidence.

6.5.3 Notification of the Administrative Hearing

- 6.5.3.1 The Examining Officer will notify all the parties of the observance of the Formal Hearing, within ten (10) days after having received the answer to the complaint presented by the accused party.
- 6.5.3.2 The notification must be given within no fewer than ten (10) work days prior to the date set for holding the hearing, which must be held within a period no greater than thirty (30) calendar days from the date on which the answer to the complaint is received.

6.5.3.3 The notification will include the following information:

- a. Date and hour of the hearing
- b. Place of the hearing
- c. Purpose of the hearing
- d. Convenience of attending the hearing and the disadvantages of not attending
- e. Procedural rights, such as: the right to be represented by a lawyer or any other person of his choice, to examine, to cross-examine and present any documentary or material evidence.

6.5.4 Request for Suspension of the Hearing

6.5.4.1 It is the intent of these Regulations that the procedure to address complaints on sexual harassment be conducted in an expeditious and efficient manner, but within a framework of justice and equality. Because of this, the motions to suspend the procedures will not be given preferentiality.

6.5.4.2 If any of the parties is interested in suspending an established hearing, he must present a request in writing to the Examining Officer within at least five (5) work days prior to the date of the hearing. A copy of this request must be made available to the other party within the same period of time.

6.5.4.3 The party that requests the suspension of a hearing must appear before the Examining Officer on the date and time set for the hearing, unless notification from the Examining Officer has been previously received indicating that the suspension requested was granted. The Examining Officer may hold the hearing if the suspension requested is not granted.

6.5.5 Holding of the Hearing

6.5.5.1 At the hearing, the Examining Officer will guarantee the following rights to all parties, unless the hearing is held in contempt:

- a. To attend the hearing alone, accompanied and/or represented by a lawyer, or any other representative of his choice.
- b. To hear the testimony of evidence presented by witnesses and read all the documentary evidence presented at the hearing.
- c. To examine and cross-examine witnesses and refute the evidence presented.
- d. That all decisions taken by the Examining Officer be written and based on the oral and documentary evidence presented at the hearing.
- e. To present all witness and documentary evidence relevant to the complaint.
- f. To have and present as evidence documents relevant to the controversy which are under custody of the University.

6.5.5.2 All procedures before the Examining Officer will be tape recorded and will be given to the University or the person designated by it for these purposes for their preservation and custody.

6.5.5.3 The Examining Officer must begin the hearing by making a summary of the controversies involved in the complaint and will explain the manner in which the hearing will be conducted.

6.5.5.4 During the hearing, the Examining Officer will have the authority necessary to guarantee that the procedure is conducted in an appropriate manner, including, without it being interpreted as a limitation of his power, the authority to order a party, its lawyer or representative, or a witness, to maintain silence, or to exclude from the hearing any individual not observing appropriate behavior. The exercise of the authority herein given to the Examining Officer must

be interpreted and applied in such a manner as to guarantee the parties involved due process of law.

- 6.5.5.5 The Examining Officer will not allow the presence of any person extraneous to the procedure, except for witnesses at the times they are contributing with evidence, and any assistant designated by the Examining Officer to help him record the procedures.
- 6.5.5.6 The University will initiate the presentation of the evidence at the hearing. Once the presentation of this evidence ends, the accused party will present his evidence. However, the Examining officer may alter this order, when and if he deems it convenient. The burden of proof in regards to all elements regarding the initiated complaint will be the responsibility of the claimant. The burden of proof with respect to all elements of mitigating circumstances or any defense to the charges formulated will be the responsibility of the accused party.
- 6.5.5.7 All persons who appear to present a statement at the hearing must swear before the Examining Officer. Once sworn, the witnesses will retire to a session room until such time they are called to testify, unless the parties stipulate that the witnesses, or some of them, may remain in the session room while others testify.
- 6.5.5.8 The Examining Officer will emit his Resolution within thirty (30) calendar days after the hearing has been held. This Resolution must contain the following information:
 - a. The date and the place in which the hearing was held, the parties and/or representatives and witnesses present.
 - b. The controversy or controversies that produced the complaint presented in a clear and concise form.
 - c. The conclusions of facts based on the record of the hearing.
 - d. The legal conclusions.

- e. The Resolution based on the conclusions of facts and the legal conclusions.
- f. The recommendations in regard to sanctions to be imposed.

6.5.5.9 It will be the responsibility of the Examining Officer to send a certified copy of the Resolution to chief executive officer of the academic unit, to the Director of the Juridical Advisor's Office and to the defendant, or his legal representative, if any.

6.5.5.10 The chief executive officer will notify the defendant, or his legal representative, his decision and the resultant disciplinary sanctions within the term of ten (10) calendar days, by certificated mail with a receipt requested.

6.5.6 Disciplinary Sanctions

6.5.6.1 Any person found to have incurred in sexual harassment may be sanctioned in the following manners:

- a. A written reprimand requiring the individual to cease and desist from such practice and any other requirement aimed at avoiding this conduct.
- b. Suspension of employment and pay for the term considered relevant which will never be less than six (6) months.
- c. Dismissal will be imposed in accord with the degree of the offense committed and in agreement with what was expressed in the Resolution of the Examining Officer.

6.5.6.2 If, at the moment of determining the sanction, suspension is entailed and the defendant had been suspended preventively, the final suspension that is established will begin to count from the date the preventive suspension began.

6.5.7 Appeal

6.5.7.1 Any of the parties not in agreement with the decision may file a written appeal to the President within the next ten (10) work days from the date on which the copy of the Resolution was received.

6.5.7.2 The President of the University will emit his decision within the next fifteen (15) work days after having received the written appeal. His decision will be final and not subject to appeal. If the President does not emit any decision in a period of fifteen (15) work days, it will be understood that the appeal has been REJECTED.

6.5.8 Contractors

6.5.8.1 In the cases of contractors, service suppliers, guests or visitors, the University will not be responsible unless the following conditions exist:

- a. it has been notified of the offensive conduct;
- b. it is in a position to take action on this conduct;
- c. it does not take remedial and immediate action appropriate to the situation.

6.5.9 Interpretation

6.5.9.1 The provisions of these Regulations must be interpreted in the broadest possible manner in the light of their purpose, the set of norms comprising them, and in harmony with the public policy included in the Law.

6.5.10 Unforeseen Matters

6.5.10.1 In matters or topics not foreseen in these Regulations and which are covered by the abovementioned Laws, the resolutions taken by the Board in harmony with the abovementioned Laws and other University regulations in force will rule.

VII. Severability Clause

Each provision outlined in these Regulations may be separated from the others, so that the declaration of invalidity of any of them will not affect the others, which may be applied independently from those declared null.

VIII. Repeal and Amendments

These Regulations annul Circular Letter G-134-92 and any other directive in conflict with the provisions herein. These Regulations may be amended by the President of the University.

IX. Effective Date

These Regulations will take effect immediately.

APPENDIX VI

Normative Document G-0403-007R



**Inter American University of Puerto Rico
Office of the President**

**REGULATIONS FOR LIMITING SMOKING AT
INTER AMERICAN UNIVERSITY OF PUERTO RICO**

NORMATIVE DOCUMENT G-0403-007R

NOTE: This Normative Document is available in Spanish and English. In the event of a conflict as to its interpretation, the Spanish version shall prevail.

Introduction

The regulations for limiting smoking in the University date from 1991 and were amended in 1993, in Normative Document G-0403-007. Law 66 of 2006: Law to Regulate the Practice of Smoking in Public Places and the new findings of medical research require that we review the regulation again.

It is scientifically verified that smokers as well as those that inhale the smoke that smokers exhale (passive smokers), are exposed to the same harmful effects of smoking. According to studies made, tobacco smoke is made up of more than 4,000 chemical substances, of which, more than 43 are cancer producing (carcinogen) in human beings. These have been classified, by the Environmental Protection Agency of the United States, as “type A carcinogen”, which are those in which a safe level of exposure does not exist.

Passive smoking is a major risk factor of disease and death, being the third most preventable cause of death, after smoking actively and alcoholism. At present, tobacco consumption is one of the first preventable causes of diseases, incapacity and premature death in Puerto Rico. Each year more than 3,600 persons die on this Island due to this practice and half of them lose an average of 20 years of life.

For these reasons and for the University’s interest in protecting the health of the members of the university community, it promulgates these regulations that will be known as Regulations for Limiting Smoking at Inter American University of Puerto Rico.

I. Legal Base

These Regulations are promulgated by virtue of the authority conferred to the President by the Board of Trustees in the Bylaws of Inter American University of Puerto Rico. In addition, they are based, on the following laws:

Law Number 40 of 1993: Law to regulate smoking in public places.

Law 66 of 2006 that amends the previous law; Law 40 of 1993, to protect passive smokers.

II. Purpose

The purpose of this normative document is to review the Regulation for Limiting Smoking at Inter American University of Puerto Rico (G-0403-007), to protect to the passive smokers.

III. Applicability

These Regulations will be in effect in all administrative and teaching units of the University System.

IV. Definitions

For purposes of these Regulations, the following terms will have the meaning expressed herein:

- 4.1 Smoke - Activity of inhaling and exhaling the smoke of tobacco or other substances that are burned in cigars, cigarettes, pipes and the possession or transportation of cigars, cigarettes and pipes or articles for smoking while they will are ignited.
- 4.2 Environmental Tobacco Smoke - Smoke derived from a cigarette, pipe or cigar, in addition to that which leaves the smoker's mouth. Exposure to this is known as involuntary smoking or passive smoking.
- 4.3 Assembly Areas - Facilities to which public go, which include, but are not limited to, classrooms, laboratories, amphitheatres, theaters, courts, chapels, libraries, offices, meeting rooms, warehouses, archives, cafeterias, eating areas, elevators, official vehicles, bookstores, lobbies, infirmaries, waiting rooms, children centers, and other analogous places where people go.

4.4 Outdoors Areas - Those areas of the different institutional units not contained within a closed structure, such as parking areas, balconies, outdoor hallways and patios that border on and/or provide access to buildings.

4.5 Work Scenario - Any place either inside, outside or underground belonging to the work scenario, including any common areas of multiple houses, residential buildings or other structures where any work, service or business, either temporarily or permanently, is carried out, or where any process or operation, either directly or indirectly related to any office, service or business is conducted.

V. Sale, Distribution and Promotion of Tobacco within the Premises of the University

The sale and distribution of tobacco and the promotion of its use in the buildings and premises of the University are prohibited.

VI. Non-smoking Areas

It is prohibited to smoke in all meeting areas and work scenarios, as defined in Article IV-4.3 and 4.5 of this document.

VII. Smoking Areas

Smoking is permitted in:

7.1 Outdoor areas, as defined in Article IV-4.4 of this document.

7.2 Areas specifically designated for it.

VIII. Identification of Areas

The different areas where smoking is permitted or not will be properly identified as such with some type of label or sign that communicates this message. The lack of identification is not an authorization to smoke in an area if the location falls within the definition of Article IV as a meeting area, 4.3 and work scenario, 4.5.

IX. Compliance

The chief executives and supervisors will take the pertinent measures to ensure the strict compliance with these Regulations. These Regulations will form part of the Faculty Handbook, the General Student Regulations and Non-teaching Personnel Manual.

X. Disciplinary Measures.

Sanctions

Any person violating the provisions of these Regulations will be subject to the following sanctions:

10.1 Teaching and non-teaching Personnel

- 10.1.1 Orientation by the immediate supervisor.
- 10.1.2 Written reprimand by the immediate supervisor.
- 10.1.3 Suspension of employment and salary by the chief executive officer of the unit, by the vice presidents in their area of responsibility in the case of the Central Office and by the President in the case of the chief executive officers and vice presidents, for a period no less than one day or greater than five work days.
- 10.1.4 Dismissal or suspension of employment and salary for recurrent violation of the norms that permit the good and normal operation of the Institution, in accordance with due process established in the Faculty Handbook, the Non-teaching Personnel Manual and the General Student Regulations.

10.2 Students

In cases of violation to these norms by students:

- 10.2.1 Orientation by the Dean of Students or his equivalent in the respective unit.
- 10.2.2 Written reprimand by the Dean of Students or his equivalent.
- 10.2.3 The procedures and sanctions indicated in Chapter V of the General Student Regulations: Punishable Behavior and Just Procedure will be applied.

XI. Severability

Each provision outlined in these Regulations may be separated from the others, so that the declaration of invalidity of any of them will not affect the others, which may be applied independently from those declared null.

XII. Annulment and Amendments

These regulations annul, by amendment, Normative Document G-0403-007, and any other directives in conflict with the provisions herein. This document may be amended or revoked by the President of the University.

XIII. Effective Date

This document will be in force immediately upon its approval and signing by the President.

APPENDIX VII

Circular Letter G-145-92



Inter American University of Puerto Rico
Central Office

August 12, 1992

CIRCULAR LETTER G-145-92

Vice Presidents, Chancellors and Deans of School of Law
and the School of Optometry

José R. González
President

**INSTITUTIONAL POLICY TO COMPLY WITH THE PROVISIONS OF THE LAW
THAT FORBID DISCRIMINATION AGAINST DISABLED PERSONS**

NOTE: This Circular Letter is available in Spanish and English. In the event of a conflict as to its interpretation, the Spanish version shall prevail.

Justification

The American with Disabilities Act (ADA) signed by the President of the United States on July 26, 1990 prohibits discrimination against people with disabilities who are users of public facilities, transportation services, and telecommunications, among others. Such Law does not require that preference be given to people with disabilities in terms of employment; however, it establishes clear guidelines geared towards eliminating discrimination against people with disabilities, whether physical or mental, who are qualified to perform the duties of a position, have equal opportunities of employment and access to institutional facilities, than people who have no such disabilities.

In compliance with federal and local legislation prohibiting discrimination, Inter American University of Puerto Rico will make every possible effort to provide the necessary facilities so that people with disabilities, whether they be employees or recipients of services, may have equal conditions in terms of the use of facilities and opportunities of employment, than people who do not have disabilities.

Because it is aware of the responsibility for compliance and respect to the legal provisions and human rights that rule our society, the Board of Trustees establishes the following policy:

Policy

It prohibits discrimination against people with disabilities in terms, conditions, privileges and activities in the employment and enjoyment of University facilities.

It adopts the following measures to provide equal opportunity in employment:

To offer equal opportunities in employment to people having physical or mental disability who are duly qualified for the position, in accordance with the provisions of ADA Federal Law. Opportunities will be granted in consideration of the candidate's qualifications to perform the essential duties of the position.

To provide reasonable accommodations for the benefit of employees or candidates to employment presenting any disability known by the Institution.

To evaluate structural aspects of the physical plant facilities and to make modifications to make them accessible to people with disabilities.

To continue with the publication of a register of all the vacancies in employment available in job employment agencies when employing people with disabilities.

To offer training opportunities to employees who have impairment them to be able to perform the essential functions to their position and offer them equal opportunity to participate in other activities related to their employment.

To provide the necessary training that enable directing and supervisory personnel in the implementation of the ADA Law requirements.

To provide the mechanisms necessary so that the Plan for Classification and the process of recruitment of personnel comply with the provision of the ADA Law in matters pertaining to equal opportunities and reasonable accommodations of people with disabilities.

To publish information on the by-laws and rights of employees with disabilities in a place and in a manner accessible to all.

The areas of new constructions will be accessible to people with disabilities in terms of parking space, bathrooms, water fountains, entrances, cafeterias, and elevators, among others.

Definition of terms according to the ADA Federal Law

The following are the terms used in the text of this Policy will have the meaning indicated:

1. Reasonable Accommodation -

It means to vary the work environment or the manner in which things were made for people with disabilities to provide them equal opportunity of employment. It may include: making facilities accessible to people with disabilities, restructuring positions, modifying work schedules, reassigning positions available if they are vacant, acquiring or modifying the equipment or artifacts needed for certain employees, making adjustments or modifications necessary in tests, training material or policies; providing qualified readers or interpreters, and other similar arrangements.

2. Vital functions -

It includes functions such as performing manual jobs, walking, seeing, hearing, speaking, learning, and working.

3. Person with Disability -

Person having a physical or mental disability that substantially limits one or more of this vital functions, has a record of that disability, or is considered to have that disability.

4. Qualified Person with a Disability –

A person who with or without reasonable accommodation can perform the functions essential to a position. However, if it becomes a direct threat to the health or safety of others, which cannot be eliminated through reasonable accommodation, then the person will not qualify for employment and thus will not be protected.

This Policy will be applied in all the Academic Units and dependencies of Inter American University of Puerto Rico. It will be in effect immediately.

APPENDIX VIII

Circular Letter G-126-91



Inter American University of Puerto Rico
Central Administration

June 28, 1991

CIRCULAR LETTER G-126 -91

Vice Presidents and Chief Executive Officers of the Units

DE: José R. González
President

NOTE: This Circular Letter is available in Spanish and English. In the event of a conflict as to its interpretation, the Spanish version shall prevail.

EQUAL EMPLOYMENT OPPORTUNITY

The Board of Trustees of Inter American University of Puerto Rico approved, by means of a resolution, on May 5, 1991, the following Equal Employment Opportunity Policy.

Policy

It is the policy of Inter American University of Puerto Rico to provide equal employment opportunity to all persons consistent with employment requirements and qualifications and to prohibit discrimination in all employment practices for reasons of race, color, religion, sex, national origin, age, physical or mental handicap, status as a disabled veteran, veteran of the Vietnam era or citizenship of individuals legally authorized to work in the United States. All University facilities provided to employees are available on a non-discriminatory basis. A positive continuing affirmative action program has been established to promote the full realization of equal employment opportunity throughout the University. The University will appoint an Equal Opportunity Officer who will oversee the compliance of the above stated policy.

This policy should be disseminated to the University community.

This Circular Letter is effective immediately.

APPENDIX IX

Normative Document G-0807-028R



INTERNAL REGULATIONS TO DEAL WITH COMPLAINTS ON THE USE AND ABUSE OF DRUG AND ALCOHOL ON THE PROPERTY OF INTER AMERICAN UNIVERSITY OF PUERTO RICO

NORMATIVE DOCUMENT G-0807-028R

NOTE: This Normative Document is available in Spanish and English. In the event of a conflict as to its interpretation, the Spanish version shall prevail.

Introduction

Circular Letter G-148-92 presented the institutional policy on the use and abuse of drugs and alcoholic beverages on University property, as approved by the Board of Trustees in 1991-1992. This policy continues in effect in the Institution. Nevertheless, the Regulation approved for the implementation of this policy, Normative Document G-0807-028, was revised to adjust it to the new approved legislation, the current administrative organization of the University System and to make it consistent with General Student Regulations.

Institutional Policy

Inter American University of Puerto Rico, as a university center with a Christian and ecumenical orientation, aims to provide to the members of its community an intellectual, social and moral environment that stimulates the full development of the individual and foments the study and search of truth in an atmosphere of tranquility and respect.

We understand that the illicit use of drugs and the abuse of alcohol are among the most serious problems affecting our society. This represents a serious threat to the attainment of our aspirations since it diminishes the efficiency and productivity of our human resources, limits the capacity for learning in the academic environment and hinders the establishment of the desired atmosphere.

In view of this, Inter American University of Puerto Rico declares, as the policy of the Institution, its commitment to combat this social problem by maintaining a study and work environment free of drugs, alcoholic beverages and controlled substances. This commitment shall be put into effect through:

- a. The creation of an awareness among the University community of the harmful effects of the illicit use of drugs and the abuse of alcohol;

- b. The establishment of preventive measures that will help maintain a drug and alcohol free environment;
- c. The adoption of norms and regulations that will permit the Institution to deal with the cases of illicit use of drugs and the abuse of alcohol in an effective manner.

In harmony with the aforementioned objectives, the University declares that the production, distribution, possession or illicit use of drugs, controlled substances and alcoholic beverages on the property of any of the campuses and facilities of the Institution are strictly prohibited.

**INTERNAL REGULATIONS TO DEAL WITH COMPLAINTS ON THE USE
AND ABUSE OF DRUG AND ALCOHOL ON THE PROPERTY OF
INTER AMERICAN UNIVERSITY OF PUERTO RICO**

I. Legal Base

These regulations are adopted in accord with the authority conferred to the President by the Board of Trustees in the Bylaws of Inter American University of Puerto Rico. In addition, they are supported by the following federal and Puerto Rican laws:

- 1.1 Drug Free Workplace Act of 1988 (Public Law 100-690) passed on November 18, 1988. U.S.C.A. 701 and the following, as amended.
- 1.2 Drug Free Schools and Communities Act, amendment of 1989 (Public Law 101-226) passed on December 12, 1989, (24 LPRA).
- 1.3 The Regulations Adopted by the United States Department of Education to implement these laws, 34 CFR parts 85 and 86; 48 CFR sub-part 23.5.
- 1.4 Drug Free Workplace Act of 1988 (Public Law 100-690 approved November 18, 1988 and amended, 41 USC 701).
- 1.5 Drug Free Schools and Communities Act, of 1989 amendment (Public Law 101-226) approved December 12, 1989, (24 LPRA) and amended, 34 CFR 668,14).
- 1.6 Controlled Substances Law of Puerto Rico, Law Number 4 of June 23, 1971, as amended.
- 1.7 Law Number 59 of August 8, 1997, Regulates tests for detection of controlled substances in the private sector, by means of the establishment, on the part of the employer, of programs to detect the illegal use of controlled substances.

- 1.8 Law Number 143 of June 30, 1969, as amended, 13 L.P.R.A. 6001 and the following.
- 1.9 Law Number 80 of May 30, 1976, as amended, known as the Law of unwarranted dismissals.

II. Purpose

These regulations have the following purposes.

- 2.1 To create awareness in the university community on the harmful effects of the illicit use of drugs and abuse of alcohol.
- 2.2 To establish preventive measures that will help maintain a drug and alcohol free environment.
- 2.3 To adopt the norms and regulations that will permit the Institution to deal with cases of illicit use of drugs and the abuse of alcohol in an effective manner.

III. Applicability

The norms contained herein will be applicable to all employees, faculty members and students of the University and to independent contractors who offer services to the University. It is provided, however, that the consumption of alcoholic beverages in special activities previously authorized by the Chief Executive of the academic Unit will be allowed. This exception is not applicable to the student activities within the academic units.

These norms will be incorporated in the following Manuals and Regulations in the proper sections:

- 3.1 Faculty Handbook (full-time faculty)
- 3.2 Handbook for Non-Teaching Personnel
- 3.3 Part-time Faculty Handbook
- 3.4 General Student Regulations

IV. Definitions

For purposes of these Regulations, the terms below will be defined as follows:

- 4.1 Official activity of the University - Any activity, including those of recognized student organizations, in which the name of the University is used as sponsor and funds or property of the University are used, with prior authorization of the Board of Trustees, President of the University or a Chancellor or an officer delegated by him.
- 4.2 Alcohol or Alcoholic Beverages - All drinks for human consumption that contain alcohol, whether produced by fermentation or distillation, and whose production, distribution, sale or use are regulated by the Drinking Law of Puerto Rico, Law Number 143 of June 30, 1969, as amended, 13 L.P.R.A. 6001 and any following.
- 4.3 Marketing – this is understood as the illegal business transaction of buying, selling, giving, receiving, intervening in and utilizing narcotics and controlled substances under the ruling of legal prohibition.
- 4.4 Illegal marketing - This is when the person authorized to market or transport controlled substances, uses them illegally.
- 4.5 Illicit marketing - This is when the person does not have the appropriate authorization to market or transport controlled substances under the legal ruling of prohibition.
- 4.6 University community - The group of people that work or study at Inter American University of Puerto Rico.
- 4.7 Consumption - is understood as the sporadic or permanent use of controlled substances that are under legal prohibition, and which have the danger of addiction.
- 4.8 Independent contractor – Person or entity that:
 - 4.8.1 Operates a business within the structures or premises of the University.
 - 4.8.2 Constructs or remodels structures within the property of the University.
 - 4.8.3 Rents facilities of the University to hold private activities.
- 4.9 Convict – A person who legally, by means of the pronouncement of a judge, has been proven guilty of violating the Law of Controlled Substances by a Court of Justice within the jurisdiction of the Commonwealth of Puerto Rico or of the United States of America.
- 4.10 Drug - Any medicine or substance controlled by medical prescription.
- 4.11 Employee - Any person employed, with or without pay, or that receives a wage, pay, concession, salary or any other periodic remuneration from the University for the conduct of educational, administrative or maintenance tasks. It includes:
 - 4.11.1 Full-time and part-time professors.
 - 4.11.2 Temporary and provisional employees and employees hired for an unspecified time.

- 4.11.3 Probationary and regular employees.
- 4.11.4 Volunteers.
- 4.11.5 Part-time and full-time employees.
- 4.12 Student - Any person registered in any of the courses or programs offered by the University.
- 4.13 Board – The Board of Trustees of Inter American University of Puerto Rico.
- 4.14 Defendant - Person charged with a violation to o these Regulations.
- 4.15 Possession – This is the material act of having controlled substances.
- 4.16 Illicit possession - When the person susceptible of committing a criminal act, carries out a fraudulent act in opposition to the prohibitions expressed in the Law, possession, holding or possession of controlled substances to which he gives an illegal use, or having authorization to possess them, he makes illegal use of them.
- 4.17 Prescription - An order issued by a doctor, dentist or veterinarian authorized to dispense controlled substances.
- 4.18 President - The President of the University.
- 4.19 Complaint – A written and signed allegation submitted to the designated official, regarding the possession, use, provision, distribution, manufacture, handling or any other activity related to drugs and controlled substances, or the use of alcohol by any employee, student or independent contractor of the University, its agent or employee, on the grounds or in the facilities of the University or in activities sponsored or controlled by the University outside its premises.
- 4.20 Chancellor/Dean of Professional Schools - The maximum administrative and academic authority in each academic unit. The activities that these regulations entrust to a Chancellor/Dean of Professional Schools may be carried out by an officer delegated by the Chancellor/Dean.
- 4.21 Controlled substances – All those in classifications I, II, III, and IV of Article 202 of the Law Number 4 of June 23, 1971, as amended, known as Law of Controlled Substances of Puerto Rico, as it may be amended, 24 L.P.R.A. 2101 and following ones, whose manufacture, distribution, sale, possession or use are not allowed under the dispositions of this Law; or any other legislation of the Commonwealth of Puerto Rico or of the United States of America, excepting the use of substances controlled by medical prescription or other authorized use by law.
- 4.22 Illicit traffic - This is the act of transferring or transporting narcotic and controlled substances, as well as prior or later acts, aimed at illicit

commercial transactions of delivery of any controlled substance or substance under the legal prohibition ruling.

4.23 Institutional unit - The System Central Office, each Campus, the School of Law and the School of Optometry or any other dependency that belongs to or is used by the University as a place of work or study.

4.24 University – Inter American University of Puerto Rico and all its parts.

4.25 Drug use and alcohol abuse – This refers to the illegal drug use of controlled substances and the consumption of alcohol by an employee, student or independent contractor of the University or its employees on the grounds or in the facilities of the University or in activities sponsored or controlled by the University outside its premises.

V. Norms on the use and abuse of drugs and alcoholic beverages

5.1 Prohibition of controlled substances

The manufacture, possession, consumption, sale or distribution of controlled substances in the premises of Inter American University of Puerto Rico or in its official activities, in or outside its premises, constitute a serious violation of these regulations that will entail separate and special sanctions from any other penalty that may be imposed under any law applicable to Puerto Rico.

5.2 Prohibition of Alcoholic Beverages to Minors

The possession, consumption, sale or distribution of alcoholic beverages by or to persons under 18 years of age on the premises of Inter American University of Puerto Rico or in its official activities, in or outside its premises, constitute a serious violation of these regulations that will entail separate and special sanctions from any other penalty that may be imposed under any law applicable to Puerto Rico.

5.3 Possession, consumption, sale or distribution of alcoholic beverages within the premises of the University

The possession, consumption, sale or distribution of alcoholic beverages within the premises of the University is prohibited. This includes the taking of alcoholic beverages into the classrooms, conference rooms, student centers, student residences, and sport or cultural facilities. It is provided, however, that the consumption of alcoholic beverages in special activities previously authorized by the Chief Executive of the Academic Unit will only be allowed. This exception is not applicable to the student activities within the academic units.

The person who authorizes the activity must make sure that an officer designated by him is present to see to it that the applicable regulation is faithfully complied with.

5.4 Possession, consumption, sale, or distribution of alcoholic beverages in official activities outside the premises of the University

The possession, consumption, sale or distribution of alcoholic beverages in official activities of the University to be held outside its premises, unless it is requested and has the previous authorization of the Board of Trustees, the President of the University, or a Chancellor, in harmony with Article 5. 3 of these regulations is prohibited.

5.5 Requests for authorization of the provision or consumption of alcoholic beverages within the premises or in some official activity outside the premises of the University

The authorization request will indicate:

- 5.5.1 Name of the person, group or organization.
- 5.5.2 In case of an organization, the purpose for which it was created.
- 5.5.3 Type of activity.
- 5.5.4 Date, hour and place where the activity is planned to be held.
- 5.5.5 Projected duration of the activity.
- 5.5.6 Name, address and telephone of the people requesting authorization.
- 5.5.7 A written commitment of the organization to comply with the norms established in these regulations.

The authorization request will point out that the persons requesting authorization commit themselves to personally make sure of compliance with Article 5 of these regulations.

Each unit of the University will identify the places within its premises where the presence of alcoholic beverages will be allowed. No activity, whose main purpose is the consumption of alcoholic beverages, will be authorized. Likewise, contests for the consumption of alcoholic beverages will not be permitted.

5.6 Prohibition of the advertising of alcoholic beverages

The advertisement of alcoholic beverages within the premises of the University is prohibited.

5.7 Student Residences

These regulations will apply rigorously to students living in student residences of the University. The introduction of controlled substances or alcoholic beverages inside the limits of these residences will be a serious violation of these regulations.

5.8 Procedures to be followed in case of conviction for violation of the provisions of these regulations

5.8.1 Student - Any student found guilty or declares himself guilty, before a Court of Justice, of a violation to the provisions of these regulations, occurring within the university premises or in an activity sponsored by the University, must notify it in writing to the Office of the Dean of Students of his institutional unit within five days following the date of the reading of the sentence.

5.8.2 Employees - Any employee found guilty or declares himself guilty, before a Court of Justice, of a violation to the provisions of these regulations occurring within the university premises or in an activity sponsored by the University, must notify it in writing to the Office of the Dean of Administration of his Institutional unit within five workdays following the date of the reading of the sentence.

5.8.3 Duties of the University

5.8.3.1 After receiving the notification to which this Article refers, or if by another form it receives official knowledge of the penal sentence, the University will decide within the next 10 calendar days if the student or employee is among those for which the federal regulation imposes on the University, the obligation to notify this sentence to some federal agency.

5.8.3.2 The University begins the procedure with the evaluation of each case and the requirement to the student or employee to submit himself to a plan of treatment or rehabilitation before he is subjected to the applicable disciplinary procedure required by the General Student Regulations or the Faculty Handbooks and the Non-teaching Personnel Manual, within 30 natural days counted from the receipt of the notification to which this Article refers or from the date the University receives official knowledge of the penal sentence. To these

ends, the Institution will establish and start a program of orientation and counseling for these persons.

VI. Authorized Tests

The University may require the employees or employment candidates to submit themselves to tests for the detection of controlled substances in the following circumstances:

- 6.1 Individualized reasonable suspicion - an employee may be submitted to a drug test when at least two of the employee's supervisors (of which one must be the direct supervisor), determine that there is individualized reasonable suspicion that the employee is under the effects, the influence or is a user of controlled substances, independently of the fact that later such fact is established or not. The suspicion must be based on observable factors and objectives such as:
 - 6.1.1 Direct observation of use.
 - 6.1.2 Physical symptoms.
 - 6.1.3 Repeated pattern of abnormal conduct or erratic behavior in his work.
- 6.2 Follow-up Tests - the employees who enter a rehabilitation program may be subject to follow-up tests.

VII. Disciplinary Procedure

7.1 Students

- 7.1.1 With regard to students, these regulations will consider a norm adopted from the General Student Regulations, therefore, all violation to these regulations will mean a violation to Chapter V, Article 1 of the General Student Regulations.
- 7.1.2 Chapter V, Article 2 of the General Student Regulations illustrates as behavior subject to disciplinary sanctions the provisions in Article 1. For these behaviors, as well as how to deal with violations to these regulations In order to deal with the violations to these regulations, the disciplinary procedures related to students are adopted. These are established in Chapter V, Article 3 of the General Student Regulations.
- 7.1.3 The following disciplinary sanctions to the violation of Section V of these regulations will be imposed:

- 7.1.3.1 Reprimand.
- 7.1.3.2 Probation for a defined time during which another violation of any norm will have suspension as a consequence.
- 7.1.3.3 Suspension from the University for a definite time. The violation of the terms of the suspension will entail an increase in the period of suspension or the definitive separation from the University.
- 7.1.3.4 Definitive separation from the University - the student, who incurs in any of the violations that these regulations define as serious, or who incurs in a second violation of any type to these regulations, will not be eligible for the first of the aforementioned sanctions. This provision will be subject to the final determination of the evaluation process in case the situation of the student merits the necessity of the Rehabilitation Program and Counseling, as established in these regulations.

7.2 Student Organizations

- 7.2.1 With regard to student organizations, these regulations will consider a norm adopted under protection of the General Student Regulations. Therefore, all violations to these regulations will mean a violation to Chapter III, Article 3 of the General Student Regulations.
- 7.2.2 The officer or the recognized organism will impose the following disciplinary penalties to student organizations:
 - 7.2.2.1 Reprimand.
 - 7.2.2.2 Probation for a definite time during which another violation of any norm will have as consequence suspension or separation. During this period the members of the organization must work in educational prevention activities assigned and supervised by personnel of the Prevention Program of the unit.
 - 7.2.2.3 Suspension of some rights and benefits related to recognition. In this period the members of the student organization must work in a communitarian service program, under the supervision of the Prevention Program of the unit.
 - 7.2.2.4 Suspension of accreditation for a defined time: a student organization which incurs in any of the violations that this regulation defined as serious, or that incur in a second violation of any type to these

regulations, will not be eligible for re-accreditation unless its members develop or work in educational prevention activities, assigned, supervised and properly evidenced by the personnel of the Program Prevention of the unit.

7.2.2.5 The Juridical Advisor's Office will develop alternative methods of resolving conflict for those cases in which there is not agreement between the parties with respect to the dictated sanction, when a serious crime has not been committed.

7.3 Employees

7.3.1 With regard to employees, the violation to Section V of this regulation will entail the following disciplinary sanctions:

7.3.1.1 Oral reprimand.

7.3.1.2 Written reprimand.

7.3.1.3 Suspension of employment and pay, for a definite term not to exceed six months. The violation of the terms of the suspension will entail an increase of the suspension period or the definitive separation from the University.

7.3.1.4 Dismissal, with the consequent exclusion from serving the University, unless rehabilitation is formally determined, in harmony with the norms established by the System Human Resources Office for that purpose.

7.3.1.5 The employee, who incurs in any of the violations of these regulations identified as serious, or who incurs in a second violation of any type to these regulations, will not be eligible for the first two aforementioned sanctions. This provision will be subject to the final determination of the evaluation process in case the situation of the employee merits the requirement of a rehabilitation and counseling program, as established in these regulations.

7.3.1.6 The imposition of any disciplinary sanction must be preceded by the appropriate procedure, with the investigation of the facts and the due administrative process that the University, and the Law, in harmony with the fundamental purpose of the disciplinary action, which strives for the remedial action according to the best institutional interests.

7.3.1.7 The Juridical Advisor's Office will develop alternative methods of resolving conflict for those cases in which there is no agreement between the parties with respect

to the dictated sanction, when a serious crime has not been committed.

7.4 Possession with the intention of distribution or the distribution of controlled substances may entail:

7.4.1 Probation and the requirement that the employee or student enter a rehabilitation program, approved for such purpose by the federal or local government or another recognized agency. The breach of the probation will entail suspension for a definite time.

7.4.2 Suspension from classes or employment for a definite time.

7.4.3 Permanent separation, in case of students and dismissal in the case of professors and non-teaching personnel.

Any one of these sanctions or a combination of these may be imposed. The University will notify the state and federal authorities for the appropriate action.

7.5 The use, possession or distribution of alcoholic beverages in any form in the teaching unit or on the grounds and buildings of the University may entail the following sanctions:

7.5.1 A written reprimand and a copy to the student.

7.5.2 Probation and the requirement that the employee or student enter a rehabilitation program, approved for such purpose by the federal or local government or another recognized agency. The breach of the probation will entail suspension for a definite time.

7.5.3 Suspension of classes or employment for a definite time.

Any one of these sanctions or a combination of these may be imposed. The University will notify to pertinent state authorities for the appropriate action in the cases of non-authorized distribution by the Department of the Treasury.

In cases of recidivism, in addition to the aforementioned sanctions, the permanent separation from classes or employment may be imposed.

VIII. Informal Procedure for Complaints

8.1 Right to Present a Complaint

- 8.1.1 Every employee or student will have the right to present a complaint concerning the violation of these Regulations. The complaint must be presented in writing within the jurisdictional time of 30 calendar days from the date that the act was incurred. The complaint should include a brief report of the alleged behavior incurred by the accused party and the provisions of the Regulations which were allegedly violated.
- 8.1.2 The complaint must be presented before the Chief Executive Officer of the Academic Unit and, in the case of Central Administration, before the Executive Vice President. These officials will form a Special Committee to carry out a confidential and objective investigation of the case. Said investigation must begin within a period of no more than 10 work days from the date the complaint was received. The periods of administrative recess will not count as part of these 10 days.

8.2 Special Committee

- 8.2.1 In cases of students - Dean of Studies, Dean of Administration, Dean of Students or their equivalent and a Counselor.
- 8.2.2 In cases of professors and non teaching personnel - Dean of Studies, Dean of Administration, Director of Human Resources or their equivalents.
- 8.2.3 In cases of employees in the System Central Office - Executive Director of Human Resources, a Vice President and another member designated by the Executive Director of the Presidency.
- 8.2.4 In the three cases mentioned here, an expert who has knowledge and experience in this type of investigation, (forensic, chemical, biochemical or physiological methods) will form part of the Special Committee.
- 8.2.5 The Juridical Advisor's Office will prepare the protocol that must be followed to obtain and to preserve the blood, alcohol or drug tests that are required or are necessary to attend to the complaint.

8.3 Investigation

One of the members will be assigned by the President of the Committee to investigate the complaint and present his report to the Committee, no later than 30 calendar days from the date the investigation began. The periods of administrative recess will not count as part of these 30 days.

If after investigating the informal complaint, the Committee decides that sufficient grounds do not exist to substantiate the violation presented, it will be so informed in writing and it will be explained to the complainant through an appropriate dialog. For all purposes the case will be considered closed.

If the Committee determines that sufficient cause exists to believe that the accused party committed the violation presented, he will be given the opportunity to clear and defend himself at an informal hearing.

The tests and documentation assembled will be preserved until the case is solved or while the regulation in force requires it.

8.4 Informal Hearing

8.4.1 The Committee will summon the accused party within a period of not more than 10 workdays from the date sufficient grounds were determined. The notification will contain:

8.4.1.1 Date, hour and specific place where the informal hearing will be held. (The hearing will be held within a term of 20 calendar days, from the date of notification). The periods of administrative recess will not count as art of these 20 days.

8.4.1.2 Charged violations.

8.4.1.3 Date on which these violations incurred.

8.4.1.4 Right to express oneself and to present any oral and/or documentary evidence.

8.4.2 If the accused party does not appear on the date and hour specified for the informal hearing, the Committee will refer the case to the Chief Executive Officer of the Academic Unit or the Executive Vice President at Central Administration so that a formal hearing can be held.

- 8.4.3 After the informal hearing has been held, the Special Committee will determine whether or not the accused party committed the violations presented and will submit a report with its recommendations to the Chief Executive Officer of the Academic Unit and, in the case of Central Administration, to the Executive Director of the Presidency within a period of no more than 20 calendar days.
- 8.4.4 If from the preliminary study and evaluation of the case the possibility may be deduced that the accused party needs to be referred for a medical, professional or specialized evaluation, the Committee will advise the accused party of the pertinent recommendations.
- 8.4.5 The preliminary study of the case includes the possibility of achieving behavior modification by the accused party. If the rehabilitation of the accused party is achieved as demonstrated by favorable changes in the behavior during a period of six months and confirmed by the Chief Executive Office of the Academic Unit or by the Executive Vice President in the case of Central Administration, the case will be closed

VIII. Formal Procedure: Administrative Hearing

9.1 Request for an Administrative Hearing

If the Special Committee determines that the person committed the violations presented and he refuses to be referred for a medical, professional or specialized evaluation, the accused party will be entitled to petition an Administrative Hearing. The petition will be presented to the Chief Executive Officer of the Academic Unit or the Executive Director of the Presidency in the case of the Central Administration, within 10 work days from the notification date of the decision of the Special Committee.

9.2 Appointment of the Examining Officer

The Chief Executive Officer of the Academic Unit or the Director of the Juridical Advisor's Office of Central Administration will appoint an Examining Officer who will be a lawyer with vast professional experience. These officials will provide the Examining Officer with a copy of the complaint and of the petition for the Hearing. The Examining Officer will notify both parties of the day the Hearing will be held, allowing a reasonable amount of time to prepare for their

defense, but no more than 20 days after the date of the notification of the Hearing.

9.3 Notification of the Administrative Hearing

The Examining Official will notify all the parties about the holding of the Formal Hearing. The notification will contain:

- 9.3.1 A brief report of the behavior in which allegedly the accused party incurred.
- 9.3.2 Date, hour and specific place where the Hearing will be held.
- 9.3.3 Violations presented.
- 9.3.4 Date on which the charged violations incurred.
- 9.3.5 Disciplinary sanctions applicable.
- 9.3.6 The right to be represented by a lawyer or any other person of his choosing, to question, cross-examine and to present oral and/or documentary proof.

9.4 Suspension of the Hearing

These norms are designed so that the procedure for attending to complaints can be carried out quickly and efficiently, but within a framework of justice and equality. For this reason, motions to suspend the proceedings will not be looked upon with favor.

- 9.4.1 If any of the parties is interested in suspending the stipulated Hearing, he must present a written petition to that effect to the Examining Officer, at least 5 workdays before the date stipulated for the Hearing. A copy of the petition must be sent to the other party.
- 9.4.2 Either party who has presented a petition to suspend a Hearing must appear before the Examining Officer on the date and hour stipulated for the Hearing unless he had previously received notification from the Examining Officer granting the suspension. If the petition for suspension has not been granted, the Examining Officer may conduct the Hearing.

9.5 Guarantees of the Hearing

In the Hearing, the Examining Officer will guarantee the following to all the parties:

- 9.5.1 The right to attend the Hearing alone, accompanied and/or represented by a lawyer or any other representative of his choosing.

- 9.5.2 The right to listen to all testimony and read all documentary evidence presented at the Hearing.
- 9.5.3 The right to question and cross-examine witnesses and to refute the evidence presented.
- 9.5.4 The right that all rulings made by the Examining Officer be written and based on the oral and documented evidence presented at the Hearing.
- 9.5.5 The right to present all testimony and documented evidence pertinent to the complaint.

9.6 Conducting the Hearing

- 9.6.1 All proceedings before the Examining Officer shall be recorded on magnetic tape or another available medium which will be delivered to the University for preservation and guardianship or to the person designated for that purpose. The Rules Concerning Evidence that regulates judicial and ordinary proceedings will be applied with flexibility.
- 9.6.2 The Examining Officer will begin the Hearing by giving a summary of the controversies involved in the complaint and explain the manner in which the Hearing will be conducted.
- 9.6.3 During the Hearing, the Examining Officer will have all the authority necessary to guarantee that the proceedings will be conducted in a respectable manner, including, without interpreting it as a limitation of their rights, the authority to order any party, his lawyer or representative, or a witness to maintain silent or to exclude from the Hearing any person who does not conduct himself in a decorous manner. The exercise of the powers granted here to the Examining Officer shall be interpreted and applied in such a way as to guarantee the due process of law to the parties involved.

9.7 Ruling of the Examining Officer

After the Hearing has been held, the Examining Officer will issue his ruling within the following 30 days, with his decisions regarding the acts that have been proven, the conclusions and the recommendations with regard to the penalties that should be imposed.

It will be the responsibility of the Examining Officer to send a certified copy of the ruling to the Executive Director of the Presidency, to the Chief Executive Officer of the Academic Unit and to the Director of Human Resources when it concerns an employee.

When the violations have been committed by a Chief Executive of an Academic Unit or by employees of Central Administration, the Executive Director of the Presidency will resolve the case, taking into consideration the ruling of the Examining Officer and will impose the appropriate penalties. He will notify the accused party by mail (return receipt requested) within twenty (20) calendar days after receiving the ruling of the Examining Officer. The periods of administrative recess will not count as part of these 20 days.

If the violations were committed by students, professors or administrative personnel of an Academic Unit, the Chief Executive Officer of the Academic Unit will resolve the case and impose the penalties in accordance with what has been stated in the previous paragraph.

IX. Imposition of Disciplinary Sanctions and Appeal

10.1 Imposition

Disciplinary sanctions will be imposed in the following manner:

10.1.1 The Chief Executive Officer of the Academic Unit, in coordination with the Dean of Students, will impose the appropriate penalties when the violations have been incurred by students.

10.1.2 When the violations have been committed by non-teaching employees of the Academic Units, the Chief Executive Officer of the Academic Unit, in coordination with the Executive Director of Human Resources, will impose the sanctions.

10.1.3 When the violations have been incurred by personnel from Central Administration or by Chief Executives Officers of the Academic Units, the penalties will be imposed by the Executive Director of the Presidency with the recommendation of the Executive Director of Human Resources

10.1.4 When the violations have been committed by professors, the penalties will be imposed by the Chief Executive Officer of

the Academic Unit with the recommendation of Vice-president for Academic and Student Affairs and Systemic Planning and with the counsel of the Executive Director of Human Resources.

10.1.5 In cases of the deans and chief executive officers of the academic units, the President will choose the course of action to be taken.

10.2 Appeals

A defendant not in agreement with the decision may present a written appeal to the President, within next 10 workdays, without an extension, from the date he received a copy of the ruling.

The President will emit his decision within the next 20 work days, from the time the written appeal was received, which will become final and may not be appealed. If the President does not emit any decision by the end of the 20 day period, it will be understood that the appeal has been overruled and becomes final and may not be appealed.

X. Conviction

- 11.1 Any employee or student, who has been convicted of violating the Law of Controlled Substances, whether state or federal, must notify his immediate supervisor within five (5) days from the date of conviction. A student must notify the Dean of Students.
- 11.2 The University will notify the pertinent federal agency concerning the conviction, within a period of no more than ten (10) days from the date of the conviction.
- 11.3 The University will impose the disciplinary action stipulated in the present proceedings within thirty (30) days from the time it learned of the conviction.

XI. General Provisions

12.1 Prevention

The Central Office of Human Resources of the University will establish a preventive plan at the institutional level, dealing with the harmful effects of the use of drugs and controlled substances and the abuse of alcohol. This plan will contain the programs that will be developed, geared to educating the university community regarding

this matter. It will be the responsibility of the Chief Executive Officer of each Academic Unit to maintain a similar plan, in keeping with the institutional plan.

12.2 Interpretation

The provisions of these Regulations should be interpreted in the broadest manner possible in light of their purpose and the collection of norms of which they are composed and in agreement with the public policy contained in the Laws.

12.3 Materials not provided for

The matters or affairs not provided for in these Regulations and which are covered by the Laws referred to will be governed by the resolutions taken by the Board in accordance with the Laws referred to.

XII. Severability

If any part or section of these regulations is declared null by a competent authority, such decision will not affect the rest.

XIII. Repeal or Amendment

These regulations amend Normative Document G-0807-028 and incorporate the policy of Circular Letter G-148-92, thereby substituting it. In addition, they repeal any other directives that may be in conflict with what is expressed herein. These Regulations may be amended or repealed by the President of the University.

XIV. Effective Date

These Regulations will be in effect immediately after their approval and signing by the President.