

Private Higher Educational Establishment-Institute
“Ukrainian-American Concordia University”

APPROVED



Rector

O. O. Romanovskyi

**Regulations
on the Academic Senate
of the Private Higher Educational Establishment-Institute
“Ukrainian-American Concordia University”**

Discussed and approved
at the meeting of the
UACU Academic Senate
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I. GENERAL PROVISIONS

1.1. The Academic Senate of the Private Higher Educational Establishment-Institute “Ukrainian-American Concordia University” (hereinafter referred to as “UACU”) is a permanent collegial body of the Institute. The UACU Academic Senate is formed for a period of up to five years in accordance with Paragraph 1 of Article 37 of the Law of Ukraine “On Higher Education”.

1.2. The Academic Senate of UACU is guided in its work by the Law of Ukraine “On Higher Education”, normative legal documents of the Ministry for Education and Science of Ukraine, the UACU Statute and these Regulations, as well as other legal instruments in force.

II. COMPOSITION OF ACADEMIC SENATE

2.1. The UACU Academic Senate is chaired by the Rector, and, in his absence, by a Vice-Rector acting for the Rector.

2.2. The Secretary of the Academic Senate is the UACU Scientific Secretary.

2.3. The UACU Academic Senate is composed, by virtue of office/position, of the rector, vice-rectors/provosts, the dean of the Faculty of Management, chief accountant, director of UACU library, scientific secretary, elected representatives of the scholarly and teaching staff who are elected from among departmental heads, professors, higher doctoral degree holders; elected representatives of other UACU staff members who are elected from among the permanent staff according to the quotas defined by the UACU Statute; heads of UACU student self-government. Notably, at least 75 percent of the aggregate membership of the UACU Academic Senate shall be the Institute’s permanent scholarly and teaching staff, while elected representatives of its students shall constitute at least 10 percent. Elected representatives are chosen by the general meeting of the UACU staff.

Elected representatives of UACU’s employees are elected by the highest collegial body of the Institute’s public self-government upon the recommendation of UACU structural units in which they work, while elected representatives from among the students of the institution of higher education are chosen by UACU students by direct secret ballot.

Elections to the Academic Senate shall begin 30 calendar days before the term of office of the previous Academic Senate expires.

2.4. The number and names of members of the UACU Academic Senate is approved by the UACU Rector. If the situation requires it, the composition of the Academic Senate may be reviewed.

III. PRINCIPAL GOALS AND FUNCTIONS

Functions within the purview of the Academic Senate shall include:

Determination of the strategy and strategic growth of UACU's educational, scientific and innovative activity.

Development of the Institute's draft Statute, amendments and additions to it, and their submission for consideration at the general meeting of the staff.

Approval of the Institute's financial plans and reports.

Adoption of the decision on formation, reorganization and liquidation of structural units upon the recommendation of the Institute's head.

Determining the priority areas of UACU activities and prospects for its development.

Approval of UACU's plan of activity.

Submission of proposals to the Rector on the appointment and dismissal of vice-rectors/provosts, chief accountant, director of the library.

Evaluation of scientific and educational activity of UACU's structural units. Decision-making on the organization of teaching and educational process of UACU.

Adoption of curricula and study plans.

Defining the main directions for scientific research of UACU.

Approval of the template and issue procedure of UACU's certificate on higher education, regulations on the procedure and grounds for its issuance to graduates, as well as samples, procedure for production, procedure and grounds for issuance of joint and double-degree diplomas/certificates to graduates.

Evaluation of scientific and educational activity of UACU's structural units.

Providing recommendations for publishing manuscripts of monographs, textbooks, manuals, etc.

Considering other important issues related to UACU's activities.

IV. PROCESSES AND MANAGEMENT

The Academic Senate operates in the format of meetings, which are held at least once per month. To address urgent issues, an extraordinary meeting of the Academic Senate is held, which may be convened on the initiative of the Rector or the Rector's Office.

The frequency of meetings of UACU Academic Senate is determined by its

Chairman as necessary, adhering mainly to the Work Plan of the Academic Senate for an academic year.

The Chairman of the Academic Senate:

- Opens, closes the meetings of the Academic Senate;
- Submits proposals and draft decisions for discussion;
- Organizes proceedings to address matters/questions;
- Gives the floor for a report, speech; announces the next speaker;
- Makes official announcements, as well as those he/she regards as necessary.

The Scientific Secretary organizes the work of the Academic Senate and ensures the execution of its decisions; takes part in planning its meetings and preparing background documents for them; prepares attestation documents for conferring academic titles.

No later than three days before the meeting, the Scientific Secretary shall agree on the agenda for it and draft decisions with the Chairman of the Academic Senate.

The Academic Secretary shall notify the members of the Academic Senate and the invited guests of the date, place, time and agenda of the meeting no later than two days before it is held.

To prepare issues/matters submitted for approval to the meeting of the Academic Senate, a committee is formed from among the members of the Academic Senate and experts. The committee explores, analyzes the materials, projects of decisions.

A meeting of the Academic Senate is considered to be duly constituted and valid if it is attended by at least 2/3 of its members, while on matters related to the election of scholarly and teaching staff and the conferral of academic titles – at least 3/4 of its members. The tally committee for secret ballot is elected by open ballot from among the members of the Academic Senate present at the meeting and is fully responsible for the procedure and results of the secret ballot.

Decisions of the UACU Academic Senate on issues of teaching, educational, methodical and organizational work are made by open voting and majority vote, while in case of competitions to fill the vacancy or the position of heads of faculty, vice-rector/provost, election of the faculty dean – by secret ballot. Each member of the Academic Senate has a casting vote.

Meetings of the UACU Academic Senate are recorded in the minutes, which are signed by the Chairman and the Scientific Secretary of the UACU Academic Senate. The records and materials of the Academic Senate are stored permanently on the terms of archival documents.

The agenda for the meeting of the UACU Academic Senate and the term of its implementation shall be brought to the notice of its members not later than three days before the meeting.

The Chairman of the Academic Senate organizes a systematic inspection of the

implementation of the Academic Senate's decisions and informs its members about the implementation of the decisions taken.

Decisions of the UACU Academic Senate are put into effect by order of the Rector of the Institute.

Execution of the decisions of the Academic Senate is entrusted to the heads of UACU structural units, unless otherwise provided by the decisions of the Senate.

Control over the implementation of the decisions of the Academic Senate is entrusted to the Rector, Provost for Research and other Vice-Rectors/Provosts in accordance with their functional responsibilities, and the Scientific Secretary of UACU.