

Based on Article 61, Article 62 and Article 63 of the Law on Higher Education (Official Gazette of R. of Macedonia, number 35/08, 103/08, 26/09, 83/09, 99/09, 115/10 and 17/11) and Article 41 of the Statute of South East European University, the University Board, at its meeting held on 07.06.2011 approved the following:

RULE ON ORGANIZATION AND WORK OF THE FACULTY TEACHING-SCIENTIFIC COUNCIL

Article 1

This Rule regulates the structure, management and operation of the Faculty Teaching-Scientific Council (Faculty Council), the convening of meetings, chairing, decision-making, application of decisions and other relevant matters dealing with the work of the Council.

Membership

Article 2

Membership of the Teaching- Scientific Council is:

- Deans and Pro-Deans (*ex officio*);
- Full professors, Associate professors, Assistant professors (docents);
- Two collaborators who are elected by and from the collaborators in the Faculty. The collaborator's mandate is two years;
- One part-time member of academic staff holding the academic title Assistant Professor (docent) or above who is elected by and from the part-time academic staff in the Faculty. The mandate of part-time academic staff is one year;
- One student representative for each of the three cycles of study is elected by the students of the appropriate group in the Faculty concerned. The mandate of the student representatives is two years;

Attending: Visiting professors, Faculty Departmental Administrator and others invited by the Dean.

Scheduling Meetings

Article 3

Meetings of the Council are held monthly, and are convened by informing the members via official e-mails. In special cases, the Chair has the right to convene additional meetings. The notification should include the time and place of meeting, as well as the material according to the draft agenda, which should be provided at least three working days before the meeting.

Keeping order

Article 4

The Chair is responsible for the conduct of the meeting.

The Chair and participants in the Council meeting are obliged to respect this Rule. Staff should conduct themselves professionally and respectfully at all times and the Chair should control unacceptable behavior.

The planned meeting of the Council may be postponed or curtailed in these circumstances:

- if there is not a quorum;
- if the meeting cannot be finished within a reasonable time ;
- if there is unprofessional or disorderly conduct during the meeting;
- if the Chair is not able to conduct the

meeting. The meeting may be curtailed or postponed

by the Chair.

Decision-making

Article 5

The Council may only make a formal decision if quorate (a quorum equals more than half of the total number of voting members). The Council makes a decision by majority of votes from all members with the right to vote.

The discussion on a certain point of the agenda lasts until a conclusion is reached, in the time period determined by the Chair to ensure maximum participation and efficient use of time.

The Faculty Council convenes specified Commissions and considers their proposals in line with other Rules.

The process of academic planning is described in Appendix 1 (Faculty Academic Planning Schedule).

Minutes of the Council meeting

Article 6

Minutes are taken of each meeting of the Council by the Faculty Departmental

Administrator. Minutes are taken both:

- in writing, and
- by recording in electronic form.

Minutes include essential data of the work of the meeting especially:

- the number, date and location of the meeting;
- the names of members present in the meeting;
- the names of those members who are absent from the meeting;
- the Agenda;
- specific discussion that has particular importance for any relevant issue;
- decisions, actions and deadlines.

Minutes are signed by the Chair after approval by the members and circulated to the Faculty staff and the Rector. Confidential items are recorded separately and are not circulated.

Minutes recording the decisions of the Council are kept under the supervision of the Dean and archived according to the University Archiving Policy.

Concluding Provisions

Article 7

This Rule comes into force from 01.09.2011.

Appendix 1

Faculty Academic Planning Schedule

For academic planning and scheduling for the next academic year, the following implementation cycle shall apply:

Task	Time	Action	Responsibility
- Yearly Curriculum Review and Confirmation	January	Deans office proposes in liaison with Academic Planning Office, in the framework of Faculty	Faculty Council Approves

		Development Plan	
- Staff Engagements	January	Academic Planning Office sends projected enrolments in liaison with HR and Budget Planning Office	Academic Planning Office, HR and Budget Planning Office
	February/ March	Dean and relevant Pro-Dean discuss with individual staff and collates the engagement proposal within the ranking and remuneration policy.	Dean, relevant Pro-Dean and Faculty Staff
	March	The proposal is sent for review and confirmation to the Pro-Rector Academic Issues in liaison with HR and Budget Planning Office	Pro-Rector Academic Issues, Dean, HR and Budget Planning Office
	March	The proposal goes back for discussion and approval in the Faculty Council, voted in its entirety by consent or	Faculty Council Confirms

		simple majority of votes.	
Peer Review Appeal		With any serious dispute concerning competency within the engagements, staff may appeal in writing to the Pro-Rector Academic Issues who can moderate on the issue either individually or by peer review. The decision of the Pro-Rector is final.	Pro-Rector, Staff
Changes		Any subsequent requests to change the agreed engagements require the approval of the Dean and the Pro-rector Academic Issues, and the Faculty Council is informed.	Dean, Pro-rector, Faculty Council