

UNIVERSIDAD POLITÉCNICA SALESIANA

EL CONSEJO SUPERIOR

Considering:

That, the Constitution of the Republic in Article 33 establishes that work "is a right and a social duty, and an economic right, a source of personal fulfillment and the basis of the economy. The State will guarantee working people full respect to their dignity, a decent life, fair compensation and performance of healthy and freely chosen or accepted work";

That, Article 350 of the Constitution of the Republic establishes: "The purpose of the higher education system is academic and professional training with a scientific and humanistic vision; scientific and technological research; innovation, promotion, development and dissemination of knowledge and cultures; the construction of solutions for the country's problems, in relation to the objectives of the development regime";

That, Article 6, section c) of the Organic Law of Higher Education establishes the following as the right of professors and researchers, "access to the career of professor and researcher and to managerial positions, which guarantees stability, promotion, mobility and retirement, based on academic merit, on the quality of the teaching provided, on investigative production, on permanent improvement, without admitting discrimination based on gender, ethnicity, or any other type; in addition to having the possibility of affirmative action";

That, in Article 13, section h) of the Organic Law of Higher Education, one of the functions of the Higher Education System is "to promote the admission of teaching and administrative staff, based on public competition processes provided for in the Constitution";

That, the Organic Law of Higher Education in its Article 18, in the exercise of responsible autonomy, establishes: section a) "Independence for professors and researchers of higher education institutions to exercise academic freedom and research", section d) "freedom to appoint their authorities, professors, researchers, and workers, taking into account alternation and gender equity and interculturality, in accordance with the Law", section e) "The freedom to manage their internal processes";

That, Article 70 of the Organic Law of Higher Education establishes: "The non-academic staff of public higher education institutions and organizations of the Higher Education System are public servants, and their labor regime is that provided for in the Organic Law of the Public Service, in accordance with the general rules. The non-academic staff of private higher education institutions will be governed by the Labor Code. (...)

For academic staff of private higher education institutions, the governing body of labor, in coordination with the Higher Education Council and the governing body of public policy in higher education, will establish a special work regime that will contemplate admission, permanence, termination of the employment relationship, compensation, among other elements of the special work regime for academic staff.

Visiting or occasional professors and researchers may have a special hiring and compensation process in accordance with the regulations issued by the Higher Education Council for this purpose.

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That, in Article 91 of the Organic Law of Higher Education, it is established that "For the selection of academic staff, as well as for the exercise of teaching and research in the institutions of the Higher Education System, no limitations will be established that imply discrimination derived from religion, ethnicity, age, gender, economic position, politics, sexual orientation, disability or of any other nature, nor can these be a cause for removal, without prejudice to the fact that the professor and or researcher respects the values and principles that inspire the institution, and the provisions of the Constitution and this Law. Affirmative action measures will be applied so that women and other historically discriminated groups participate with equal opportunities in merit qualification competitions" ;

That, Salesian Presence Policies establish: [29] "In order to deal effectively with their mission and obtain quality results, in accordance with their own university, Catholic and Salesian identity, the IUS must be very attentive and demanding in the selection of professors and directors, as well as foster and invest in their continued professional development as the means to guarantee and continuously develop their professional, educational and Salesian competence";

That, Universidad Politécnica Salesiana has established as a policy that [1] "individuals themselves and as members of the academic, administrative and service group, constitute the most precious asset that the institution possesses";

That, Article 106 of the Universidad Politécnica Salesiana statute, approved by the Higher Council on May 20, 2020, determines that "The academic staff of Universidad Politécnica Salesiana is comprised of professors and researchers. The process of teaching and research may be combined with management and community outreach activities when the schedule of professors and researchers so allows it, without prejudice to the provisions of the Constitution of the Republic of Ecuador, the Organic Law of Higher Education, Internal Regulations, and the Career Ladder Regulation for Professors and Researchers of the Higher Education System";

That, Article 108 of the Universidad Politécnica Salesiana statute, approved by the Higher Council on May 20, 2020, establishes: "The academic staff of Universidad Politécnica Salesiana will be governed by the Organic Law of Higher Education, the Code of Labor and Civil Code, the Ladder Regulations issued by the Council of Higher Education regarding private universities, this Statute, the Career Ladder Regulation for Professors and Researchers at Universidad Politécnica Salesiana and other corresponding regulations.

The performance of an academic assignment in the governing bodies of Universidad Politécnica Salesiana is a consequence of the exercise of teaching and therefore cannot be considered as another position or function";

That, in terms of Human Resources for the incorporation of new teaching faculty, teaching assistants and administrative staff, it is necessary to establish and carry out a planned process by virtue of institutional growth, defining the profiles and functions of each of the teachers, teaching assistants and administrative staff. ;

That, article 15, section t) of the Universidad Politécnica Salesiana statute provides that it is the duty of the Higher Council "to know and approve the regulations, policies and other regulations".

In exercise of its powers, Universidad Politécnica Salesiana resolves to issue the following:

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INTERNAL CAREER LADDER REGULATION FOR PROFESSORS AND RESEARCHERS AT UNIVERSIDAD POLITÉCNICA SALESIANA

CHAPTER I

GENERALITIES

Article 1

The purpose of these Regulations is to regulate matters related to the selection, entry, dedication, stability, compensation scales, training, improvement, evaluation, promotion, incentives, dismissal, and retirement of the academic staff of Universidad Politécnica Salesiana.

The scope is for the academic and support staff who provide their services at the Universidad Politécnica Salesiana.

Article 2

These Regulations are governed by the Organic Law of Higher Education, the Career Ladder Regulation for Professors and Researchers of the Higher Education System issued by the Council of Higher Education in relation to private universities, the Labor Code and the Civil Code, the Statute of Universidad Politécnica Salesiana, the Regulation for Selection and Hiring of Teaching and Administrative Staff of Universidad Politécnica Salesiana, and other corresponding regulations.

TYPES OF ACADEMIC STAFF AND ACTIVITIES

TYPES OF ACADEMIC STAFF

Article 3

The academic staff is comprised of tenured and non-tenured professors and researchers of Universidad Politécnica Salesiana.

Teaching and research assistants and administrative staff are not part of the academic staff of the University.

Article 4

Academic staff is divided into tenured and non-tenured professors and researchers. Tenured staff are those who enter the Career Ladder program for professors and researchers and are classified as principal, associate and assistant.

Non-tenured staff are those who do not enter the Career Ladder program for professors and researchers and are classified as honorary, guest and adjunct. Their activities will be determined by the Career Ladder Regulation for Professors and Researchers in the Higher Education System.

WORK HOURS

Article 5

The work hours of academic staff are as follows:

- a) Exclusive or full time: 40 hours per week
- b) Semi exclusive or part time: 20 hours per week

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c) Part time: less than 20 hours per week

The distribution of the working hours of academic staff is carried out according to the needs and realities of the institutional, while observing the regulations of the higher education system. The change in working hours of academic staff at any levels will be authorized by the Higher Council at the request of the Vice President of the Main Campus, considering the institutional needs, budget availability and the provisions of Article 13 of the Career Ladder Regulation for Professors and Researchers of the Higher Education System and will be carried out through an addendum to the contract.

The working hours of academic staff in different university functions will be distributed between the maximum and minimum established in the Organic Law of Higher Education, its Regulations, and the pertinent regulations.

No professor or researcher who has full time or exclusive status may teach fewer than 6 hours of class per week unless authorized by the President, upon request of the Vice-president of the Main Campus. The authorization must include the time of validity.

Tenured and non-tenured professors and researchers of the University may carry out teaching, research and management or academic management activities. No full-time professors may simultaneously hold two or more full-time positions in the public or private sector.

Article 6

The performance of an academic position by the academic staff in the co-government bodies of Universidad Politécnica Salesiana is a consequence of the exercise of teaching and therefore cannot be considered as another position or function.

CHAPTER II

RIGHTS AND OBLIGATIONS OF PROFESSORS AND RESEARCHERS

RIGHTS

Article 7

Universidad Politécnica Salesiana guarantees the following rights to its academic staff:

- a) Freely exercise their teaching and research duties without any religious, political, partisan or other type of imposition or restriction;
- b) Enjoy the right to due process in disciplinary cases and sanctions;
- c) Be granted the necessary conditions for the execution of their activities;
- d) Access to professor and researcher and to managerial positions that guarantee their stability, promotion, training, improvement, mobility and retirement, based on academic merit, the quality of the teaching provided, research production, permanent improvement, without admitting discrimination of gender, ethnicity, or of any other type. They will have the right to suggest affirmative actions for the benefit of the university community.
- e) Participate in the institutional evaluation system;

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- f) Participate in the representations of professors and participate in university co-government in accordance with current regulations;
- g) Exercise the freedom of association and self-expression;
- h) Participate in the process of construction, dissemination and application of knowledge;
- i) Receive periodic training according to their professional training and the courses they teach, which promotes and encourages personal academic and pedagogical improvement in accordance with institutional policies and regulations; and,
- j) Receive recognition as the author or co-author of the academic works in which they participate, in accordance with the provisions of the relevant regulations.

OBLIGATIONS

Article 8

In addition to teaching, research, management and academic direction and community involvement activities mentioned in the articles of the Career Ladder Regulation for Professors and Researchers in the Higher Education System, and the internal institutional regulations. The duties of the professors and researchers of Universidad Politécnica Salesiana are as follows:

- a) Participate in the life of the institution, responsibly fulfilling teaching, research and community involvement activities;
- b) Ethically perform their duties as a professor and/or researcher, in coherence and harmony with the Code of Ethics;
- c) Respect the freedom of conscience, dignity, integrity and privacy of all members of the university community;
- d) Contribute to scientific, technological and artistic development by following ethical practices and principles;
- e) Participate in the dissemination of knowledge, promotion and encouragement of scientific culture in society;
- f) Participate in the processes of evaluation and continuous improvement; and,
- g) Carry out other activities assigned by the University in the scope and exercise of their duties.

CHAPTER III

ENTRY REQUIREMENTS FOR ACADEMIC STAFF

Article 9

Tenure-track Assistant Academic Personnel at Universidad Politécnica Salesiana must meet the following requirements established in the Career Ladder Regulation for Professors and Researchers in the Higher Education System:

- a) Hold at least a master's degree, duly recognized and registered by SENESCYT, in the area of knowledge linked to their teaching or research activities;

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- b) Win the corresponding public competition based on merit; and,
- c) Meet other requirements determined by Universidad Politécnica Salesiana, according to the corresponding academic unit.

Additionally, the constitutional and legal norms must be observed, as well as the guarantee of the rights established in article 6 of the LOES.

Article 10

Tenure-track Associate Academic Personnel at Universidad Politécnica Salesiana must meet the following requirements established in the Career Ladder Regulation for Professors and Researchers in the Higher Education System:

- a) Hold at least a master's degree, duly recognized and registered by SENESCYT, in the area of knowledge linked to their teaching or research activities;
- b) Have at least three years of experience as academic staff in a higher education institution or in prestigious research institutions;
- c) Created or published at least three relevant works or indexed articles in the area of knowledge linked to their teaching or research activities, in accordance with the corresponding regulations;
- d) Obtained a minimum score of 75% in the performance evaluation in the last two academic periods;
- e) Completed one hundred and eighty hours of training and professional development, of which ninety will have been in learning and research methodologies, and the rest in the area of knowledge related to their teaching or research activities;
- f) Participated for at least twelve months in one or more research projects;
- g) Demonstrate proficiency in a language other than their mother tongue;
- h) Win the corresponding public competition based on merit, or be promoted to this category in accordance with the rules of this Regulation; and,
- i) Meet other requirements determined by Universidad Politécnica Salesiana

Article 11

Tenured Principal Academic Personnel at Universidad Politécnica Salesiana must meet the following requirements established in the Career Ladder Regulation for Professors and Researchers in the Higher Education System:

- a) Hold the academic degree of doctorate (PhD or its equivalent) in the area of knowledge related to their teaching and research activities, recognized and registered by SENESCYT with the legend "Doctor's Degree valid for the exercise of teaching, research and management in higher education". Failure to comply with this requirement will invalidate the appointment granted as a result of the respective public competition;
- b) Have at least four years of experience in teaching and/or research activities in higher education institutions or in prestigious research institutions;

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- c) Created or published twelve relevant works or indexed articles in the area of knowledge related to their teaching or research activities, of which at least three must have been created or published during the last five years, in accordance with the corresponding regulations;
- d) Have obtained a minimum score of 75% in the performance evaluation in their last two academic periods;
- e) Completed one hundred and ninety-two hours of training and professional development, of which ninety will have been in learning and research methodologies, and the rest in the area of knowledge related to their teaching or research activities;
- f) Participated in one or more research projects with a duration of at least 12 months each, for a minimum total of six years;
- g) Have directed or co-directed at least one doctoral thesis or three research master's theses;
- h) Demonstrate proficiency in a language other than their mother tongue;
- i) Win the corresponding public competition based on merit; and,
- j) Meet other requirements determined by Universidad Politécnica Salesiana

Article 12

In the case Universidad Politécnica Salesiana requires Tenured Principal Researchers, it will adhere to the provisions of the Career Ladder Regulation for Professors and Researchers in the Higher Education System.

Article 13

Visiting or Guest Professors or Researchers at Universidad Politécnica Salesiana must meet the following requirements established in the Career Ladder Regulation for Professors and Researchers in the Higher Education System:

- a) Hold at least a Master's degree or its equivalent or maintain academic, scientific, cultural, artistic, professional, or business prestige, for having provided relevant services to humanity, the region, or the country.
- b) In case of carrying out activities in a doctoral program, the academic degree of Doctor (PhD. or its equivalent) is required in the area of knowledge related to the researcher's teaching and research activities, and must have been obtained in a research or higher educational institution of recognized prestige; duly registered by SENESCYT with the legend "Doctor's Degree valid for the exercise of teaching, research and management in higher education, with the exception of academic staff who do not reside in Ecuador; and,
- c) Others determined by Universidad Politécnica Salesiana. The maximum hiring time of the Visiting Professor or Researcher will be subject to the provisions of the Labor Code or Civil Code, as the case may be.

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Honorary Professors or Researchers at Universidad Politécnica Salesiana must meet the following requirements established in the Career Ladder Regulation for Professors and Researchers in the Higher Education System:

- a) Be retired as academic staff of a public or private higher education institution, or of higher education
- b) Hold a fourth level degree or enjoy academic, scientific, cultural, artistic, professional or business prestige for having provided relevant services to humanity, the region or the country; and,
- c) Others assigned by Universidad Politécnica Salesiana.

The maximum hiring time of an Honorary Professor or Researcher will be subject to the provisions of the Labor Code, and to the authorization of the University President. The hiring of Honorary Academic Personnel will be carried out observing the provisions of the Career Ladder Regulation for Professors and Researchers in the Higher Education System.

Article 15

For the hiring of **guest or honorary professors and researchers**, in addition to the requirements established in these Regulations, the Vice President of the Main Campus will attach the following:

- a) Motivated request addressed to the University President;
- b) Academic program plan endorsed by the Program or Postgraduate Council of the corresponding Main Campus, which contemplates the tasks and the execution time of the program; and,
- c) Justification of the need to hire guest or honorary academic staff.

With the authorization of the University President, the Technical Directorate of Human Resources Management will draw up the contract under the formats established for this purpose.

Article 16

Adjunct Academic Staff at Universidad Politécnica Salesiana: Adjunct Academic staff at Universidad Politécnica Salesiana may only be hired under a dependency relationship in which the maximum hiring times will be subject to the provisions of the Labor Code and related regulations.

Adjunct Academic staff at Universidad Politécnica Salesiana, in addition to meeting the general requirements established in these Regulations, must hold at least a master's degree or its equivalent, duly recognized and registered by SENESCYT in a field of knowledge related to their teaching or research activities.

In the case of foreign professors and researchers, registration of the degree with SENESCYT will be required only if the accumulated time of the contract(s) exceeds six (6) months. Students who are pursuing a doctoral program at an Ecuadorian university or polytechnic school may be hired at the same university or polytechnic school as adjunct part-time academic staff, provided that the teaching or research activity is related to their doctoral training.

Universidad Politécnica Salesiana, in the exercise of its responsible autonomy, will establish the conditions for granting and accrual within the framework of the pertinent regulations.

CHAPTER IV

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ACADEMIC SUPPORT STAFF

Article 17

The function of the academic support staff is to assist with the academic activities of teaching, research and community involvement carried out by HEIs. Academic support staff, exclusively for the purposes of changes of authorities, be they president, vice president and co-government, will be considered administrative personnel under the terms established in the corresponding regulations.

Universidad Politécnica Salesiana, in accordance with the provisions of the Career Ladder Regulation for Professors and Researchers in the Higher Education System, may hire academic support personnel in accordance with its regulations.

Article 17.1.- Teaching assistants. Teaching assistants at Universidad Politécnica Salesiana must meet the following requirements:

- a) Hold at least a third-level degree in the field of knowledge related to their teaching assistance activities, duly recognized and registered with SENESCYT; and,
- b) Win the respective contest in accordance with internal regulations. The functions of teaching assistants include the following:
 - a) Support the activities carried out by academic staff;
 - b) Offer preparatory, academic leveling courses and technical and technological training courses;
 - c) Carry out pre-professional internship tutoring;
 - d) Direct practical and laboratory learning, under the coordination of a teacher;
 - e) Teach a second language (national or foreign);
 - f) Teach in the field of arts and humanities, sports, services and other areas related to the integral formation of the student; and,
 - g) Other activities assigned by the University.

Article 17.2

In the event that the Universidad Politécnica Salesiana requires academic support personnel such as research technicians and laboratory technicians, it will adhere to the provisions of the Career Ladder Regulation for Professors and Researchers in the Higher Education System.

CAPÍTULO V

ENTRY OF ACADEMIC PERSONNEL

Article 18

In compliance with the provisions of CHAPTER III "Entry of Academic Personnel" in Career Ladder Regulation for Professors and Researchers of the Higher Education System, the selection process for Tenure-track and non-tenure track Academic Personnel will begin with the request of the Vice President of the Main Campus addressed to the President who, if authorized, will inform the Technical Directorate of Human Resources to carry out the public competition based on merits and

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opposition, in accordance with the Regulations for the Selection and Hiring of Teaching and Administrative Staff at UPS.

CHAPTER VI

RANK, CATEGORIES and ACADEMIC STAFF PROMOTION COMMITTEE

Article 19

Universidad Politécnica Salesiana promotes the improvement of academic quality through the recognition and validation of the merits of tenured academic staff through the promotion established in the career ladder system.

Article 20

The rank system of the permanent academic staff includes categories, levels and rank grade, according to the following table.

Category	Level	Ranking
Tenured Principal Academic Personnel	3	8
	2	7
	1	6
Tenure-track Associate Academic Personnel	3	5
	2	4
	1	3
Tenure-track Adjunct Academic Personnel	2	2
	1	1

Source: Career Ladder Regulation for Professors and Researchers in the Higher Education System Art. 61.

Article 21

For the promotion process of permanent academic staff, the Commission for Promotion of Academic Staff will be formed and comprised of:

- a) The Academic Vice President or delegate, who presides;
- b) The corresponding Main Campus Vice-president or delegate;
- c) The corresponding Technical Director of Human Resources Management; and,
- d) The Director or Coordinator of the corresponding Academic Program.

The casting vote corresponds to the person who chairs the Commission.

PROMOTION

Article 22

Promotion and requirements for Level 2 Assistant Professors

For the promotion of Assistant Professor 1 to Assistant Professor 2, the applicant will present the following documentation to the Vice president of the Main Campus:

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- a) Formal request addressed to the University President;
- b) Favorable recommendation from the respective Vice President of the Main Campus that considers aspects related to identity and belonging to the Institution;
- c) Favorable report from the Undergraduate Career Council(s), referring to the academic, professional, research relevance, community involvement of the professor or researcher in the program(s);
- d) Certification of having passed the corresponding Level 1 course on Salesianity offered by the University for the purposes of promotion;
- e) Certification of having passed at least Level A1 in the English language; and,
- f) Compliance with the following requirements established in the Career Ladder Regulation for Professors and Researchers in the Higher Education System.
 - Minimum of eighteen months experience as tenure-track assistant academic staff 1 in higher education institutions or prestigious research institutions;
 - Created or published in the last two years at least one relevant work or an indexed article in the field of knowledge related to their teaching or research activities;
 - Obtained at least seventy percent of the comprehensive evaluation score in the last two academic periods; and,
 - Completed forty-eight hours of training and professional development in learning and research methodologies, curricular design, pedagogical use of new technologies, theoretical and epistemological foundations of teaching and research.

With the favorable report from the Promotion Commission, the procedure will be sent to the University President for approval by the Higher Council.

Article 23

Promotion requirements for Associate Professor 1

For the promotion of Assistant Professor 2 to Associate Professor 1, the applicant will present the following documentation to the Vice President of the Main Campus:

- a) Formal request addressed to the University President;
- b) Favorable recommendation from the respective Vice President of the Main Campus considering aspects related to identity and belonging to the Institution;
- c) Favorable report from the Undergraduate Career Council(s), referring to the academic, professional, research relevance, community involvement of the professor or researcher in the program(s);
- d) Certification of having passed the corresponding Level 2 course on Salesianity offered by the University for the purposes of promotion;
- e) Certification of having passed at least Level A2 in the English language; and,

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f) Compliance with the following requirements established in the Career Ladder Regulation for Professors and Researchers in the Higher Education System.

- Minimum experience of thirty-six months as an tenure-track assistant academic staff 2 in institutions of higher education or in prestigious research institutions;
- Created or published at least three relevant works or indexed articles in the area of knowledge linked to their teaching or research activities;
- Obtained at least seventy-five percent of the comprehensive evaluation score in the last two academic periods;
- Completed ninety-six hours of training and professional development, of which ninety will have been in learning and research methodologies, and the rest in the field of knowledge linked to their teaching or research activities; and,
- Participated at least twelve months in research projects.

With the favorable report from the Promotion Commission, the procedure will be sent to the University President for approval by the Higher Council.

The requirements for the creation or publication of relevant works or indexed articles, training and professional development, participation in research projects are cumulative, during the applicant's academic or professional career.

For the promotion of the Associate Professor 1 to Associate Professor 2, the applicant must present the following documentation to the vice-president of the Main Campus:

- a) Formal request addressed to the University President;
- b) Favorable recommendation from the respective Vice President of the Main Campus considering aspects related to identity and belonging to the Institution;
- c) Favorable report from the Undergraduate Career Council(s), referring to the academic, professional, research relevance, community involvement of the professor or researcher in the program(s);
- d) Certification that certifies having passed the corresponding level 3 course on Salesianity offered by the University for purposes of promotion;
- e) Certification of having passed at least Level B1 of the English language; and,
- f) Comply with the requirements established in the Regulations for the Career and Ranking of Professors and Researchers of the Higher Education System, which are the following:
 - Minimum experience of thirty-six months as associate tenured academic staff 1 in institutions of higher education or in prestigious research institutions;
 - Having created or published at least six relevant works or indexed articles in the field of knowledge linked to their teaching or research activities;
 - Have obtained at least seventy-five percent of the comprehensive evaluation score in the last two academic periods;

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- Have completed one hundred twenty-eight hours of training and professional development, of which ninety will have been in learning and research methodologies, and the rest in the field of knowledge related to the applicant's teaching or research activities.
- Participated in one or more research projects with a duration of at least twelve months each, for a minimum total of 3 years; and,
- Directed or co-directed at least one master's thesis or its equivalent.

With the favorable report from the Promotion Commission, the procedure will be sent to the University President for approval by the Higher Council.

For the promotion of Associate Professor 2 to Associate Professor 3, the applicant will submit the following documentation to the Vice President of the Main Campus:

- a) Formal request addressed to the University President;
- b) Favorable recommendation from the respective Vice President of the Main Campus considering aspects related to identity and belonging to the Institution;
- c) Favorable report from the Undergraduate Career Council(s), referring to the academic, professional, research relevance, community involvement of the professor or researcher in the program(s);
- d) Certification that certifies having passed the corresponding level 3 course on Salesianity offered by the University for purposes of promotion;
- e) Certification of having passed at least Level B2 of the English language; and,
- f) Comply with the requirements established in the Career Ladder Regulation for Professors and Researchers in the Higher Education System, which are the following:
 - Minimum experience of thirty-six months as associate tenured academic personnel 2 in institutions of higher education or in prestigious research institutions;
 - Created or published at least nine relevant works or indexed articles in the field of knowledge related to the applicant's teaching or research activities;
 - Obtained at least seventy-five percent in the comprehensive evaluation score in the last two academic periods;
 - Completed one hundred and sixty hours of training and professional development, of which ninety will have been in learning and research methodologies, and the rest in the field of knowledge related to the applicant's teaching or research activities.
 - Participated in one or more research projects with a duration of at least twelve months each, for a minimum total of 5 years; and,
 - Directed or co-directed at least nine professional master's degree theses or three research master's degree theses or one doctoral thesis.

With the favorable report from the Promotion Commission, the procedure will be sent to the University President for approval by the Higher Council.

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Article 24

Promotion of Tenured Principal Professor 1

For the promotion of a Tenured Principal Professor 1, the University President has the discretion to propose before the Higher Council that a research professor be considered as Principal Professor, for which the professor must have the requirements established in Article 11 of this Regulation.

Article 25

Promotion of Tenured Principal Professor 1 to Tenured Principal Professor 2; the applicant will submit the following documentation to the Vice President of the Main Campus:

- a) Formal request addressed to the University President;
- b) Favorable recommendation from the respective Vice President of the Main Campus considering aspects related to identity and belonging to the Institution;
- c) Favorable report from the Undergraduate Career Council(s), referring to the academic, professional, research relevance, community involvement of the professor or researcher in the program(s);
- d) Certification of having passed at least Level B2 of the English language; and,
- e) Comply with the requirements established in the Career Ladder Regulation for Professors and Researchers in the Higher Education System, which are as follows:
 - Minimum experience of forty-eight months as a Tenured Principal Professor 1 in institutions of higher education or in prestigious research institutions;
 - Created or published at least sixteen relevant works or indexed articles in the area of knowledge related to the applicant's teaching or research activities, of which at least one must have been in a language other than their mother tongue;
 - Obtained at least eighty percent of the comprehensive evaluation score in the last three academic periods;
 - Completed two hundred twenty-four cumulative hours of training and professional development, of which ninety will have been in learning and research methodologies, and the rest in the field of knowledge related to their teaching or research activities; and have given at least forty hours of training and professional development;
 - Directed or co-directed one or more research projects with a minimum duration of twelve months each, for a minimum total of 4 years, of which at least one project must have involved foreign researchers, institutions or research networks; and,
 - Directed or co-directed at least two doctoral theses or six research master's degree theses.

With the favorable report from the Promotion Commission, the procedure will be sent to the University President for approval by the Higher Council.

For the promotion of the Tenured Principal Professor 2 Tenured Principal Professor 3, the applicant will present the following documentation to the Vice President of the Main Campus:

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- a) Formal request addressed to the University President;
- b) Favorable recommendation from the respective Vice President of the Main Campus considering aspects related to identity and belonging to the Institution;
- c) Favorable report from the Undergraduate Career Council(s), referring to the academic, professional, research relevance, community involvement of the professor or researcher in the program(s);
- d) Certification of having passed at least Level 82 of the English language; Y,
- e) Comply with the requirements established in Career Ladder Regulation for Professors and Researchers in the Higher Education System, which are as follows:
 - Minimum experience of forty-eight months as a Tenured Principal Professor 2 in institutions of higher education or in prestigious research institutions;
 - Created or published at least twenty relevant works or indexed articles in the field of knowledge related to the applicant's teaching or research activities, of which at least two must have been in a language other than their mother tongue;
 - Obtained at least an eighty percent score in their performance evaluation in the last three academic periods;
 - Completed two hundred and fifty-six accumulated hours of training and professional development, of which ninety will have been in learning and research methodologies, and the rest in the field of knowledge related to the applicant's teaching or research activities; and have given at least eighty hours of training and professional development;
 - Directed or co-directed one or more research projects with a minimum duration of twelve months each, for a minimum total of 8 years, of which at least two projects must have involved foreign researchers, institutions or research networks; and,
 - Directed or co-directed or is currently directing or co-directing at least three doctoral theses.

With the favorable report from the Promotion Commission, the procedure will be sent to the University President for approval by the Higher Council.

The requirements for the creation or publication of relevant works or indexed articles, training and professional development, direction or co-direction of research projects and direction or co-direction of theses are cumulative, during the applicant's academic or professional career.

Article 26

General provisions for promotion: For the evaluation of the requirements for the promotion of tenure-track academic personnel, the criteria indicated in the Career Ladder Regulation for Professors and Researchers in the Higher Education System will be followed.

Article 27

For the promotion of Tenured Principal Professors at the various levels, the researcher must comply with the provisions of the Career Ladder Regulation for Professors and Researchers in the Higher Education System.

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CHAPTER VII

COMPENSATION OF ACADEMIC STAFF

Article 28

Universidad Politécnica Salesiana, in compliance with the Career Ladder Regulation for Professors and Researchers in the Higher Education System, observes the categories, levels and ranks.

Article 29

The Higher Council will determine the respective compensation according to the dedication, category, level and degree, following a report from the Economic and Financial Council based on the annual inflation rate and budget availability.

Article 30

Professors with a PhD degree duly registered by SENESCYT who enter UPS for the first time (due to institutional requirements) will earn a salary that corresponds to that of an adjunct professor. For an increase of salary scale or promotion of category, the professor must abide by what is established in the Internal Career Ladder Regulation.

(Article amended by Res. No. 039-02-2018-02-21, adopted by the Higher Council in an ordinary session dated February 21, 2018, modified by Res. No. 117-06-2021-05 -19 dated May 19, 2021).

CHAPTER VIII

SOCIAL PROTECTION

Article 31

Academic Staff will have the right to enjoy 30 days of annual vacation in accordance with the institutional calendar.

Article 32

Academic staff have the right to be granted leaves of absence for development, improving knowledge and participation in academic events that are of institutional benefit or activities of direction or academic management in accordance with the provisions of the Career Ladder Regulation for Professors and Researchers in the Higher Education System.

The High Council will authorize postgraduate studies at the Master's and Doctorate (PhD) level, justifying the need and institutional importance, following a report from the Main Campus and Office of the University President.

Academic staff may request the following leaves of absence:

- a) Leave with pay will be requested by the scholarship recipient to the President or Vice President, with a copy to Vice President of the Main Campus, which will have the corresponding authorization for the pertinent procedure in the Technical Secretariat of Human Resources Management.
- b) Leave without pay, will be requested by the scholarship recipient to the President or Vice President, with a copy to Vice President of the Main Campus, which will have the corresponding

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authorization, for the pertinent procedure in the Technical Secretariat of Human Resources Management.

Article 33

Full-time tenured academic staff, after six years of uninterrupted work, may request a sabbatical period of up to twelve months. The Higher Council of Universidad Politécnica Salesiana will analyze and approve the academic plan presented by the applicant, under the terms and conditions established in the Organic Law of Higher Education and other corresponding regulations. Upon reintegration, the applicant must present a report of the activities carried out to the Higher Council.

Article 34

For the cases foreseen in these Regulations in relation to sabbatical years and leaves with and without pay, the University will legalize the commitments acquired by the beneficiary, who will be obliged to comply with the planned plan and to work in the Institution in the manner and conditions expressed in the respective agreement.

Article 35

The scholarship agreement must include, among others, the following clauses:

- a) The beneficiary of the different types of scholarships granted by Universidad Politécnica Salesiana must, upon completion of their studies, commit to returning to their academic duties for an amount of time equal to double the time it took to complete their fourth level studies.
- b) In the event that the beneficiary of the different types of scholarships granted by Universidad Politécnica Salesiana does not complete their studies for unjustified reasons, they must repay all the values. To this purpose, the professor will have previously signed an authorization to discount said values, either from their liquidation, or, by agreement of both parties, deducted from their monthly pay.

Article 36

When a beneficiary of the different types of scholarships granted by Universidad Politécnica Salesiana is pursuing doctoral studies for a period greater than five years, a term longer than the one scheduled for its completion, they must cover the remainder with their own resources if they so choose; this does not exempt them from fulfilling their obligations according to the scholarship agreement with Universidad Politécnica Salesiana.

In exceptional cases, the President may authorize the continuation of the corresponding financing, in which case, the values will be due upon completion. Depending on the amount, these items will be deducted from the values that would represent their new corresponding salary scale, according to what is stated in these Regulations and/or in case of receipt of the efficiency bonus that the institution grants based on the annual budget availability, the corresponding value will be deducted from this amount. To this purpose, the corresponding document must be signed in the Attorney General's Office.

Article 37

When the beneficiary of the different types of scholarships granted by Universidad Politécnica Salesiana is studying for a master's degree for a period longer than three years, and if this period is

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longer than the one scheduled for the completion of these studies, they must cover the remainder with their own resources if they so choose. This does not exempt them from fulfilling their obligations according to the scholarship agreement with Universidad Politécnica Salesiana.

In exceptional cases, the President may authorize the continuation of the corresponding financing, in which case, the values will be due upon completion. Depending on the amount these values will be deducted from the efficiency bonus that the institution grants based on the annual budget availability. To this purpose, the corresponding document must be signed in the Attorney General's Office.

Article 38

Academic staff covered by these Regulations will be entitled to a scholarship in accordance with the General Scholarship Regulations of Universidad Politécnica Salesiana, the University Incentive Policies and their respective instructions, depending on institutional requirements and budget availability.

Article 39

Universidad Politécnica Salesiana will promote processes and actions that recognize and encourage academic staff for the relevant contributions they generate for institutional benefit in accordance with the provisions of the Career Ladder Regulation for Professors and Researchers in the Higher Education System.

Article 40

For disciplinary aspects, the procedure will be in accordance with the provisions of the Organic Law of Higher Education, its regulations, and institutional regulations.

CHAPTER IX

TERMINATION AND RETIREMENT OF ACADEMIC STAFF

Article 41

In the case of dismissal or retirement of academic staff at Universidad Politécnica Salesiana, the pertinent norms of the Labor Code and the Career Ladder Regulation for Professors and Researchers in the Higher Education System will be applied.

Academic staff who meet the requirements for retirement will inform the President in writing of their decision to avail themselves of said right so that the corresponding payment can be made in accordance with the Law.

GENERAL DISPOSITION

FIRST

Public competitions based on merits and opposition will be convened by the Vice President of the Main Campus through written, electronic publications and/or virtual platforms, in compliance with the requirements established in the Organic Law of Higher Education, the Career Ladder Regulation

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for Professors and Researchers in the Higher Education System, corresponding regulations and the internal regulations of the Universidad Politécnica Salesiana.

SECOND

Applicants coming from a Higher Education Institution other than Universidad Politécnica Salesiana up for promotion in rank, must complete the Salesianity courses offered by the University up to the level required for professors. For promotion purposes, the years of service as non-tenured academic staff and as university or polytechnic teaching assistant will be counted.

THIRD

Academic staff will undergo a comprehensive periodic evaluation as established in the Organic Law of Higher Education, the Career Ladder Regulation for Professors and Researchers in the Higher Education System, the corresponding regulations and the internal regulations of Universidad Politécnica Salesiana.

FOURTH

For each course, the Academic Council will define the profile of the academic staff that includes professional profile, institutional competencies and legal requirements as established in the corresponding regulations.

FIFTH

Universidad Politécnica Salesiana guarantees the rights established in the Organic Law of Higher Education, for visiting, guest, honorary or adjunct professors.

SIXTH

Everything that is not provided for in these Regulations will be subject to the provisions of the Organic Law on Higher Education, the Career Ladder Regulation for Professors and Researchers in the Higher Education System, the corresponding regulations, and the internal regulations of Universidad Politécnica Salesiana.

SEVENTH

To comply with the provisions of the Career Ladder Regulation for Professors and Researchers in the Higher Education System, with the authorization granted by the Higher Council to the Vice President of the Main Campus, requests will be made for the creation and dismissal of academic staff positions, with the corresponding procedure.

EIGHTH

If a professor complies with English language proficiency requirements to be promoted in rank, they must present their request to the Vice President of the Main Campus, who will send it to the Language Institute for the corresponding procedure.

TRANSITORY PROVISIONS

FIRST

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Until SENESCYT prepares the official list of peer-reviewed publications and indexed journals in the different areas, articles published in journals that appear in the databases validated by the Universidad Politécnica Salesiana will be considered indexed articles.

SECOND

All academic staff who make use of their doctoral degree must meet the requirement of the note "Doctor's Degree or PHD valid for the exercise of teaching, research and management of higher education" to execute their teaching and research activities. This provision will not apply to management activities that do not require a doctoral degree.

THIRD. - Contracts designated as Occasional Support Personnel 2, in force on the date of approval of these Regulations, will be modified by incorporating the name Teaching Assistants.

QUARTER. - Contracts designated as non-tenured adjunct professor 1, in force on the date of approval of these Regulations, will be modified by incorporating the name Adjunct Professor.

FINAL PROVISION

This document "Internal Career Ladder Regulation for Professors and Researchers at Universidad Politécnica Salesiana" was approved by the Higher Council through Resolution No. 039-04-201 5-04-15 dated April 15, 2015, reformed with Resolution No. 043-02-20 17-02-22 dated February 22, 2017; modified in the first instance with Resolution No. 140-06-2017-07-19 dated July 19, 2017, and approved in the second instance with Resolution No. 039-02-2018-02-21 dated February 21, 2018. Reformed with Resolution No. 120-05-2020-05-20 dated May 20, 2020, modified with Resolution No. 117-06-2021 -05-19 dated May 19, 2021.

Given in Cuenca, on May 19, 2021.

(Signature illegible)

P. Juan Cárdenas Tapia, sdb. Ph.D.
PRESIDENT

(Signature illegible)

Ana María Reino Molina
GENERAL SECRETARY

I CERTIFY:

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That, the reform of the Internal Career Ladder Regulation for Professors and Researchers at Universidad Politécnica Salesiana, was approved under Resolution No. 117-06-2021-05-19, dated May 19, 2021.

(Signature illegible)

Ana María Reino Molina
GENERAL SECRETARY

(Seal: Universidad Politécnica Salesiana, General Secretary)

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