

Order 33/2009

Delegation of Decisions in the Directors of the Schools

The statutory revision done under the law nº 62/2007 of 10 September allowed the University of Évora to structure itself according to such principles as representative democracy and the sharing of responsibility it presupposes.

Under this perspective, both the Schools and the Institute of Research and Advanced Formation are the core pillars of the new organic structure, and their respective person in charge should, progressively, hold increasing responsibility and power of decision in the political and administrative management of their organic units.

Thus, and regardless of the powers the Management Council might delegate and of other considered pertinent, I now delegate the following:

a) Disciplinary power

- The power to bring query and disciplinary processes against staff and students, as well as to apply sanctions according to the law, except for expulsion penalties (resignation and compulsory retirement) in the case of the staff and penalties of suspension of activities and assessment, as well as prohibition of attendance, in the case of students, without prejudice of the right to appeal to the Rector.

b) Teaching Allocation Hours

Annex 1- List of Degrees – 1st and 2nd cycles whose academic managements is under the Schools' responsibility

- The homologation of the teaching allocation hours
- The homologation of the assessment juries;
- The homologation of Masters' and Doctoral juries, as well as the aggregation juries as proposed by the Scientific Councils of the Schools;
- Timetables and room occupation

c) Academic Examinations

- To prepare and lead all doctoral and aggregation examinations;
- To preside all Doctoral, Aggregation and Masters' Examinations, holding the power to sub-delegate in the Presidents of the Scientific Councils of the Schools.

d) Human Resources Management

Annex 2 – List of Human Resources whose management is the Schools' competence

- Allocation of teachers and other staff to Departments and to other units of the School, without prejudice of the full or partial allocation to other organic units of the University, still under the decision of the Rector;
- Validation of tenure maps;
- The control of the observance of teachers' allocation hours in the terms defined by the University Teachers' Statutes (ECDU) and other obligations of the teachers;
- To authorize holidays and other licenses;
- To concede teachers' leave, to authorize sabbatical leaves, without replacement of faculty;
- To concede Fellow Scholarship, as long as it does not mean any further expense to the State Budget;
- To authorize the participation in juries of academic examinations and competition tenures in the country, complying with the hierarchal defined rules

e) *SIADAP (Integrated Assessment System of Discharge of Duty in Public Administration)*

- The elaboration of the School 'QUAR', in harmony with the plan of activities;
- The responsibility to assess the School staff, according to the parameters defined by the Assessment Coordinating Council.

f) *Space allocation*

- The management of the spaces allotted to the School to host teachers and staff, Departments, the Direction and the Organs of the School;
- The management of the allocation of the rooms according to the allotment plan to be provided and during the periods defined by the school calendar.

University of Évora, 12 February, 2009

The Rector

ANNEXES NOT TRANSLATED