



Academic Staff Statute

of the Universidad Anáhuac México

Effective: as of March 2025

Academic Staff Bylaws



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Index



[Introduction](#)

[Objective](#)

[Mission of the Anahuac](#)

[Academic General Provisions](#)

[Title I](#)

[Academic Personnel](#)

[Chapter I](#)

[Contracting](#)

[Chapter II](#)

[Academic Staff Their Rights](#)

[Your Obligations](#)

[Chapter III](#)

[Honorary Academic Personnel Rights](#)

[Your Obligations](#)

[Chapter IV Visiting](#)

[Professor](#)

[Title II](#)

[Roles and Profiles of the Academic Staff](#)

[Chapter I](#)

[Teacher](#)

[Profile](#)

[Chapter II](#)

[Researcher Profile](#)

[Chapter III](#)

[Coordinator Profile](#)

[Chapter IV](#)

[Assignment and profile changes](#)

[Title III](#)

[Awards and Recognition](#)

[Title IV](#)

[Termination of Relations between the University and the Academic Personnel](#)

[Transitory Provisions](#)

[Annex](#)

Introduction



Universidad Anáhuac México has updated these Bylaws with the purpose of framing the normative foundations that will guide the academic community in the fulfillment of its mission to form Positive Action Leaders, as well as to achieve the formative objectives that govern our educational model.

We recognize that the quality of education depends to a great extent on the capacity, motivation and motivation of our academic staff. Therefore, this statute should be a clear and precise guide that allows them to strengthen their formative work and their role as leaders and mentors, promoting righteousness and humanism, equity and commitment to the integral development of our students, preparing them to successfully face challenges, both in the academic and in the human and professional spheres.

Target



The purpose of this statute is to make known the functions and profiles that the academic personnel of Universidad Anáhuac México must fulfill, as well as the rights and obligations according to their type of contract and assigned profile. Likewise, it offers a current and pertinent regulatory framework that contributes to the strengthening of the academic community and the achievement of the university's educational objectives.

Mission of the Anáhuac Academic



The Anáhuac academic is the main promoter of the educational model of Universidad Anáhuac México. From his role, he not only transmits knowledge, but he is also a *r e f e r e n c e* in the integral formation of his students. As an agent of change, he instills in students a passion for social responsibility and the conviction that each individual action can drive collective transformations, inspiring them with his life example and ethical commitment. He is expected to actively and consciously participate in the institutional mission of forming Positive Action Leaders capable of transforming their environment based on the values of Christian humanism.

In this sense, its work is based on absolute respect for the dignity of the human person, recognizing their intrinsic value above any material or academic achievement; in the constant search for truth and the common good, promoting the development of its students as professionals and persons of integrity; and forming agents of change that have a positive impact on the family, the profession and society. It also promotes equity, inclusion and healthy coexistence, generating environments of respect and collaboration; maintains a firm commitment to academic and personal integrity, preventing all forms of dishonesty and promoting transparency, respect for knowledge and the value of personal effort; and is committed to excellence and continuous updating to offer quality, relevant and cutting-edge teaching in each area of knowledge. All of this is carried out within the framework of academic freedom, exercised with responsibility and full coherence with the University's institutional principles, values and vision, which promote an education oriented towards the integral formation of the person.

The Anáhuac academic embodies the institutional formative objectives and actively contributes to the development of:

A motivated vision of the dignity and centrality of the human person, recognizing his value for his being and his transcendent destiny.

A profoundly human and social vision of the profession, training professionals who contribute to the common good and the development of society.

A critical view of cultural development, enabling students to analyze their environment and participate in it constructively.

An ultimate sense of one's own life, which promotes the recognition of talents as a means to love God and neighbor.

A deep conviction that human reason is capable of knowing reality, fostering objective, critical and systematic thinking.

A convinced knowledge and experience of their faith, integrating the values of the Gospel in their personal and professional life.

A capacity for influence and leadership, inspiring ethical and responsible leadership in all areas of action.

A solid moral formation, ensuring that science and technology are always at the service of human beings and their integral development.

Excellent professional preparation, keeping up to date and transmitting cutting-edge knowledge that prepares students to face today's challenges.

Effective communication skills, modeling the appropriate use of language, respectful expression and clarity in conveying ideas.

The motto "Vince in Bono Malum", Overcome Evil with Good, represents a philosophy that Anáhuac academics internalize and practice on a daily basis. His commitment to constructive conflict resolution and effective communication lays the foundation for promoting a respectful and dialogic learning environment.

General Provisions



This Statute contains the functions and profiles that govern the academic personnel of Universidad Anáhuac México, as well as their main rights and obligations.

Article 2. Academic personnel are considered to be full professors and professors who render their independent professional services on a fee basis.

The functions of the academic personnel are the following: teaching, research, coordination (of an academic program or academic area) and institutional services. In order to perform these functions, they must have the express authorization of the director of the school or faculty and comply with the specific requirements for each of them.

Article 4. The academic staff is assigned a profile depending on the proportion of time they dedicate to the functions described in the previous point. The profiles recognized are teaching, researcher and coordinator.

This document was prepared in accordance with the General Statutes of the Anáhuac University Network and Title V of the Organic Statutes of Universidad Anáhuac México.

Title I

Academic Staff



CHAPTER I

cOntracting

Article 6. The candidate to become part of the academic personnel shall complete the established hiring process, demonstrating his/her mastery in the corresponding areas of knowledge and his/her capacity to effectively perform the assigned functions.

Article 7. In order to be hired, all academic personnel, regardless of their profile, must take a teaching exam and an identity interview, and in those cases where required, comply with the requirements of the area or discipline in question.

All candidates must complete a file with the documents requested by the academic area and the Human Capital Department.

The remuneration received by the academic personnel as a result of their services shall be governed by the remuneration system for academic personnel as established in the academic personnel tabulator, whether on a regular or honorary basis.

CHAPTER II

PLANT ACCADEMIC PERSONAL

Article 10. Academic staff is considered to be all personnel who, having demonstrated that they have the experience and aptitudes established in the Organic Statutes of Universidad Anáhuac México, dedicate between 20 and 40 hours per week to Universidad Anáhuac México.

Article 11. It is an indispensable requirement that the academic personnel have an academic degree higher than the one they teach. The Academic Vice Rector's Office and the Rector's Office may

exceptionally agree that persons with manifest distinction in their specialty and who do not have the required degree may be hired.

Article 12. All regular academic personnel may perform the functions of teaching, research, coordination and institutional services.

Article 13. The functions performed by the academic staff and the hours dedicated to each function shall be determined by the academic authorities in accordance with these Bylaws and the Regulations for Academic Work.

Article 14. Regular academic personnel may dedicate themselves with greater emphasis to some function in accordance with their experience and interests, and as determined by the academic authorities.

OF yOur DErEcHOs

Article 15. The rights of the academic staff are as follows:

- I. To perform their functions in accordance with the programs endorsed by the Secretariat of Public Education and approved by the respective school or faculty administration and under the principle of academic freedom.
- II. Receive the remuneration established according to their appointment or contract, in accordance with the academic tabulator for regular staff.
- III. Obtain, in accordance with their performance and available budgetary resources, and independently of promotion to positions of greater responsibility, the increments granted by Universidad Anáhuac México.
- IV. In accordance with the type of contract, receive the benefits granted by the Federal Labor Law and other applicable legal provisions, as well as those granted by Universidad Anáhuac México.
- V. Retain their profile and functions, which may be changed only in accordance with the procedures established in these Bylaws to meet the needs of the schools, faculties and areas of the university.
- VI. Work from 20 to 40 hours per week depending on the hours agreed upon in your contract.
- VII. Receive the distinctions, incentives and rewards that correspond to him/her in accordance with these Bylaws.

- VIII. To be notified of the resolutions that affect their academic situation at Anáhuac México University.
- XIX. To request the director of the school, faculty or area to change their work schedule, in which case, the academic authorities shall determine the convenience of authorizing such request.
- X. When possible, to be assigned to related or equivalent subjects of a new curriculum, when updating or reforms to the curricula modify or eliminate their subjects.

Any other duties derived from his or her appointment and from university regulations.

of your obligations

Article 16. The academic staff shall have the following obligations:

- I. To render their services according to the schedule indicated in their contract, and in accordance with the needs of the school, faculty or area of assignment.
- II. The academic personnel must record, through the means established by the institution, the semiannual progress of the activities agreed upon with their **d i r e c t o r**, in order to evaluate them in their entirety at the end of each year. These activities vary according to the profile of the academic and his or her assigned functions.
- III. To perform, unless excused, the duties and other commissions entrusted to him/her by the authorities of the school, faculty or area.
- IV. Serving on academic or institutional committees, being a juror in exams.
- V. Enrich their knowledge for their academic complementation and development, taking advantage of the resources provided by the institution through the Centro de Formación y Actualización Docente (CEFAD), the Centro de Anáhuac de Formación Integral (CAFI) and the Dirección de Capital Humano.
- VI. Evaluate student performance without regard to gender, age, race, nationality, religion or ideology.
- VII. Reflect their affiliation to Universidad Anáhuac México in the publications made with research generated at this institution.
- VIII. Comply with the programs of their subjects approved by the coordinator and director of the school or faculty and by the Academic Vice-Rector.

- IX. To make known the master plans of the courses and the evaluation procedures of the courses taught to the students, during the first day of classes.
- X. Conduct evaluations on previously scheduled dates and locations.
- XI. To ensure the prestige of Universidad Anáhuac México and contribute to its strengthening and development.
- XII. Request authorization from the Academic Vice Rector's Office for the application of institutional surveys, or in which the name of the university is used.
- XIII. Promote and reflect in their academic work the principles of the mission and institutional philosophy of Universidad Anáhuac México, inspired by Christian humanism, contributing to the integral formation of leaders of positive action who seek the truth, the common good and respect for human dignity; promote a responsible social commitment through their teaching and research practice; as well as adhere to the institutional values, seeking at all times academic excellence, peaceful coexistence and human development of the university community.

The others established according to the type of contract, assignment of functions and university regulations.

CHAPTER III

HONORARY SCHOOL (SUBJECT PROFESSOR)

Article 17. Honorary academic personnel are all those persons who render their independent professional service and are remunerated according to the number of hours of service.

OF yOur DErEcHOs

Article 18. Honorary academic personnel shall have the following rights:

- I. To receive the remuneration established by the regulations and agreements of the university for the functions he/she performs.
- II. To hold professorships or other remunerated jobs in other institutions, as long as the time devoted to them does not interfere with the time devoted to Universidad Anáhuac México.
- III. Participate in the integral formation initiatives promoted by the university (ASUA, Art and Culture, Pastoral, etc.), as well as in academic activities organized by the institution, such as congresses, conferences, CEFAD courses, among others.

Others derived from their contract and university regulations.

of your obligations

Article 19. Honorary academic personnel shall have the following obligations:

- I. Provide their services according to the agreed schedule, depending on the need of the school, faculty or area.
- II. To perform, unless excused, the duties and other commissions entrusted to him/her by the authorities of the school, faculty or area.
- III. Enrich their knowledge by taking advantage of the resources provided by the institution through the Centro de Formación y Actualización Docente (CEFAD), the Centro Anáhuac de Formación Integral (CAFI) and the Dirección de Capital Humano.
- IV. Evaluate student performance without regard to gender, age, race, nationality, religion or ideology.
- V. Comply with the subject programs approved by the coordinator or director of the school, faculty or area.
- VI. To make known the teaching plan and the evaluation procedures of the courses taught to the students during the first day of classes.
- VII. Conduct evaluations on previously scheduled dates and locations.

- VIII. Collaborate in activities entrusted by the University during mutually agreed upon hours.
- IX. To watch over the prestige of Universidad Anáhuac México and contribute to its strengthening and development.
- X. Promote and reflect in their academic work the principles of the mission and institutional philosophy of Universidad Anáhuac México, inspired by Christian humanism, contributing to the integral formation of leaders of positive action who seek the truth, the common good and respect for human dignity; promote a responsible social commitment through their teaching and research practice; as well as adhere to the institutional values, seeking at all times academic excellence, peaceful coexistence and human development of the university community.

Any other duties established in their contract and university regulations.

CHAPTER IV

VISITOR'S PROFESORS

Visiting professors are those academics and professionals who, by virtue of their outstanding trajectory and recognized prestige in their area of expertise, are invited by Universidad Anáhuac México to perform teaching or research functions or to participate in specific projects for a determined period of time. The designation as a visiting professor is based on the value that their experience contributes to academic and institutional strengthening, contributing to the fulfillment of the university's educational objectives and enriching university life with their knowledge and perspective.

Article 21. Visiting professors shall be proposed by the director of each school, faculty or area, in accordance with the strategic fields to be developed and the timeliness of the topics to be presented, which shall be approved in accordance with the procedure in force.

Article 22. Visiting professors shall have the rights and obligations stipulated in the collaboration agreement and may not perform other additional functions during their stay at the university.

The stay of a visiting professor may not exceed one year.

The proposal to invite visiting professors must have the express authorization of the Academic Vice Rector's Office in order to be carried out.

Article 25. Exceptionally, the Academic Vice Rector's Office and the Rector's Office may authorize the appointment of visiting professors who, even without meeting the profile established in this chapter, demonstrate an outstanding academic, professional or artistic career that contributes significantly to the fulfillment of the academic and formative objectives of Universidad Anáhuac México.

Title II

Profiles and Duties of the Academic Staff

II

Article 26. The functions considered to be those of the academic personnel are the following:

- a) Teaching;
- b) Research;
- c) Coordination (program or academic area);
- d) Institutional services.

Article 27. The academic personnel may engage in a combination of the different functions, which shall be determined by the profile assigned to them.

Article 28. Regardless of the profile of the academic, for each hour of teaching or interaction with the group, he/she shall have half an hour, called complement to teaching (CODO), dedicated to the preparation of the class, attention to the students, grading of exams and papers, etc.

Article 29. The distribution of the time that the academic personnel, in accordance with their profile, shall devote to each function, shall be established in accordance with the annex entitled "Limits on the distribution of time of the academic staff".

In addition to the functions related to the assigned profile, the academic personnel may be assigned functions corresponding to institutional services, which are understood as any activity that, without being directly related to any of the academic profiles (teaching, research and coordination), contributes to the fulfillment of the mission and educational objectives.

The possible activities considered within these functions, by way of illustration but not limitation, are the following:

- I. Promotion.
- II. Linkage.
- III. Institutional communication and dissemination
- IV. University life.
- V. Responsibility and social commitment.
- VI. Staff integration.
- VII. Internationalization.
- VIII. Entrepreneurship and innovation.
- IX. Program accreditation.

CHAPTER O I

DOcEnt PROFILE

Article 31. Teaching refers to all actions that directly favor the teaching-learning process. An academic is considered to have a **teaching** profile when he/she has assigned at least 15 hours per week, or the equivalent proportional to his/her working day, dedicated to direct interaction with groups of students.

The hours assigned to complementary functions, such as research, coordination or institutional services, must not be equal to or greater than the hours assigned for teaching practice (which include both interaction and academic complementation hours).

The main functions of this profile are as follows:

- I. Perform teaching practice by planning and executing teaching activities, including both direct interaction and academic complementation hours, in any educational modality. This practice must be aligned with the mission, vision and institutional values of the university, guaranteeing an integral formative process for one or more groups of students.

- II. Complement to teaching, consisting of attention and academic counseling to students, preparation of various support materials for the teaching-learning process, class preparation (a maximum of 0.5 hours for each hour of class is contemplated), grading of exams, homework and assignments, etc.
- III. Curricular development or revision of study plans and programs, understood as the time that academic personnel dedicate to the design of plans and programs, the development of teaching materials, evaluation projects and various university activities related to teaching.
- IV. Final project or thesis advising, consisting of actions to support the preparation of theses and integrative projects.
- VI. Hours of personal attention to students, understood as the time that the teacher dedicates to provide academic support to students outside the regular schedule of hours in front of the group.

CHAPTER O II

INVESTIGADOR PÉRFIL

Article 33. An academic who is assigned, in a school period, more hours of this function than any other is considered a **researcher** profile. A minimum of 13 hours per week may be assigned to research functions or the proportional equivalent to his/her workday. Universidad Anáhuac México has two levels of researcher:

- a) Researcher;
- b) Advanced researcher.

The purpose of research is the advancement of science, technology and culture through rigorous and systematic study, the search for truth, innovation and the generation of new knowledge.

Article 35. The main functions in research are:

- I. Elaboration of basic or applied research, technological development or innovation projects, congruent with the ideology of the University and the institutional lines of research.
- II. Publication of their research results through relevant scientific products (articles in indexed journals, books or book chapters in prestigious publishing houses).
- III. Contribution to promote an institutional research culture through activities such as the direction of graduate theses, the formation of research skills in undergraduate students or the accompaniment of peers who are in a process of development in the field of research, as well as through their involvement in the various institutional initiatives for this purpose.
- IV. Institutional strategic representation through admission and permanence in the National System of Researchers, active participation in research groups or networks, and membership in associations.

Article 36. Research shall be carried out through the execution of duly programmed, authorized and registered projects at the Research Department.

Article 37. The time periods and resources for conducting research shall be fixed based on the school calendar and shall be presented in both the annual plan and the budget of the school or faculty.

Article 38. Universidad Anáhuac reserves the right to suspend the execution of any research. In this case, the persons assigned to the same will be relocated to other academic activities in their area.

Article 39. The research and consulting functions performed by academic personnel shall be governed in accordance with the Policies of the Anahuac System of Researchers (SAI). The SAI establishes a periodic evaluation of scientific productivity according to specific scoring parameters for each discipline based on publications and other research activities.

CHAPTER O III

COORDINADOR PROFILE

The purpose of the coordinating profile is to ensure the academic and operational quality of the area or program it coordinates.

The schools or faculties may have two types of coordinators: the area coordinator and the academic program coordinator, both at the undergraduate and graduate levels.

The coordinator profile shall be subdivided according to the following classification:

- a) Undergraduate program coordinator;
- b) Graduate program coordinator;
- c) Academic area coordinator.

Article 43. For those who perform research activities in addition to their coordinator profile, it shall be subdivided in accordance with the following:

- a) Academic area coordinator - researcher;
- b) Undergraduate program coordinator - researcher;
- c) Graduate program coordinator - researcher.

The subdivisions of the coordinator profile mentioned in the preceding article shall be governed in accordance with the policies of the Anáhuac System of Researchers (SAI).

The main functions of the coordinating profile are the following:

- I. Identify updating needs and cutting-edge topics related to their discipline, in order to keep the academic programs aligned with the scientific, technological and professional advances of the environment.
- II. Elaborate the academic programming or master plans.
- III. Collaborate in the development of the Strategic Plan of the school or faculty.
- IV. Participate in academic planning.

- V. Manage the processes of attracting teaching talent, following up on the tasks of hiring and induction of teachers.
- VI. Review and authorize teachers' master plans.
- VII. Integrally supervise the quality of the courses, as well as compliance with the programs and registration for class delivery.
- VIII. To follow up on the evaluation of the teaching practice of each of the professors of the program in charge and to take the corresponding improvement actions.
- IX. Promote the academic program in question, considering the different audiences: undergraduate, graduate and continuing education, through appropriate marketing and promotional strategies to increase enrollment.
- X. Accompany the processes of admission, enrollment, academic career and graduation of candidates, students and graduates of the program under his/her charge, as well as academic retention and dismissal.
- XI. Provide academic/administrative counseling to faculty, students and alumni.
- XII. Channel students who require it to the institutional programs of personalized attention.
- XIII. To teach classes in their area of knowledge, complying with the requirements of their duties as coordinator.
- XIV. Participate in the different projects, activities and institutional or school/faculty committees.
- XV. Participate in the periodic curricular updating processes of the programs under their charge.
- XVI. Participate in periodic accreditation and certification processes at the institutional (university), school, faculty or program level.
- XVII. Participate in and promote internationalization programs and academic exchanges of students, teachers and researchers.
- XVIII. Coordinate the academics and faculty in general of the areas of knowledge to which he/she is responsible in the school or faculty to which he/she belongs.
- XIX. Coordinate, if necessary, the team of full-time professors and researchers in the area of knowledge under his/her charge.
- XX. Participate, when required, in the academic working groups of the Anahuac University Network, the International Network of Universities of Regnum Christi, and those organizations to which it belongs or with which its school or faculty, or the university collaborates.
- XXI. Participate in regional, national and international academic congresses and events.

XXII. To seek links with strategic actors in the area of knowledge.

XXIII. To promote in the teaching staff and in the academic programs under their charge the principles of the mission and institutional philosophy of Universidad Anáhuac México, based on Christian humanism, fostering the integral formation of students as leaders of positive action committed to the search for truth, the common good and respect for human dignity; to guarantee that the academic, research and management activities under their charge contribute to responsible social commitment, academic excellence, peaceful coexistence and human development of the university community.

CHAPTER IV

assignment and PROFILE CHANGES

Article 46. Changes of academic profile, whether teaching, coordinator or researcher, shall be processed in accordance with the following procedure:

- a) For the assignment of teaching and coordinator profiles, the school or faculty management must submit the corresponding request to the Human Capital Department, with the approval of the Academic Vice Rector's Office. The Human Capital Department will be responsible for managing the change before the Academic Operations Department (DOA).
- b) For the assignment of a researcher profile, the request may be submitted by the school or faculty management to the Research Department, with the prior approval of the Academic Vice Rector's Office, or the Research Department may also submit the request to the Academic Vice Rector's Office, provided that the result of the evaluation of the professor or coordinator -according to the Anáhuac Researchers System (SAI)- meets the required score. The Academic Vice Chancellor's Office will issue its approval and notify the corresponding school or faculty management. Once the change is approved, the Directorate of Research will notify the Directorate of Human Capital and the Directorate of Academic Operations for the corresponding update.
- c) For the change of profile from researcher to professor or from researcher to coordinator, the request may be submitted by the school or faculty management to the Directorate of Research when it is strategic and has the approval of the Academic Vice Rector's Office. This request may also be submitted by the

Research Directorate to the school or faculty management when the result of the researcher's evaluation -according to the Anahuac System of Researchers (SAI)- does not meet the required score, with the approval of the Academic Vice Rector's Office. In both cases, the Directorate of Research will notify the Directorate of Human Capital and the Directorate of Academic Operations so that the corresponding updates can be made.

- d) An academic may request a change in his/her profile from professor or coordinator to researcher or coordinator-researcher when, according to the criteria established in the Anáhuac System of Researchers (SAI), he/she has the required score. In this case, the corresponding request must be submitted to the Research Department, which will carry out the evaluation. If the change proceeds, the Research Directorate will notify the school or faculty management, with the approval of the Academic Vice Rector's Office. Subsequently, the Directorate of Research will notify the Directorate of Human Capital and the Directorate of Academic Operations (DOA) for the corresponding update.

Title III

Awards and Recognition

II

Article 47. Universidad Anáhuac shall grant recognition to academic personnel in accordance with the guidelines established in these Bylaws.

The Teaching Excellence Award shall be given to the 5% of the professors who obtain the highest score in the Evaluation of Teaching Practice (EPD) carried out in each period by the students (by campus, school, faculty and area).

The criteria for this award are described in the document "Criteria for Teaching Excellence Awards".

The Award for Excellence in Research shall be granted to the five researchers who have had the most outstanding performance in the previous year according to the standards established by the Anahuac System of Researchers (SAI), with the approval of the Academic Vice Rector's Office.

The criteria for this award are described in the document "Criteria for Research Excellence Awards".

Loyalty recognition shall be given to all academic personnel who collaborate with the university for 15, 20, 25, 30, 35 or more years, as the case may be, which is granted by the Human Capital Department.

The Academic Merit Medal is awarded as an honorary distinction to reward and recognize the professor who has stood out for his exceptional contribution to the academic life of the University, standing out in an extraordinary way in the exercise of his profession and showing his firm conviction to achieve the integral formation of the students and their identification with our institution.

The criteria for awarding this medal are described in the document "Rubric for Candidate for the Academic Merit Medal".

The Distinction to the Anáhuac Academic Emeritus is granted to reputable professors and researchers of the university who have taught at the highest level or have contributed in an outstanding manner to the development of research at the Universidad Anáhuac México.

The criteria for awarding this distinction are described in the document "Distinción Académico Emérito Anáhuac".

In recognition of the annual performance of the academic staff, a salary incentive shall be granted, applicable according to the provisions of this Statute and in accordance with the guidelines described in the Recognition of Academic Performance (REDAC), which takes into account the performance of the specific functions that the academic staff is responsible for, and the participation and integration with the University.

Title IV

Termination of the Relationship between the University and Academic Staff



Article 54. The relationship between the Universidad Anáhuac México and its academic personnel shall terminate, without liability for the institution, by:

- I. Waiver.
- II. Death of the academic staff member.
- III. Conclusion of the agreed term.
- IV. Unexcused absence for more than three occasions within a 30-day period.
- V. Retirement.
- VI. Termination of contract.
- VII. Liquidation.

Provisions Transitory Provisions



First. These Bylaws shall enter into force on the day following their approval and shall be registered in the database of regulatory instruments in force, which is under the custody of the Directorate of Regulations and Standards of the General Secretariat with the registration number UAMX.VA.EPA01.DEC.2024.

Second. Any offense committed at the institutional or personal level against the principles and values that emanate from the institutional identity and good customs will be sanctioned in accordance with the provisions of Book Six of the Compendium of Anahuac Rules (Regulations for Healthy Coexistence and Discipline).

Third. Extraordinary situations that are not contemplated in this normative instrument will be addressed and resolved by the Academic Vice Rectory or the corresponding instance.

Fourth. The Academic Vice Rectory will be responsible for the diffusion and attention of all doubts and consultations related to the implementation of this document.

Fifth. The Academic Vice Rector's Office, in conjunction with the Directorate of Regulations and Standards of the General Secretariat, will be responsible for updating the contents of this document when required.

Annex

II

Perfil	Type of Contract o	Minimal hours of docenc es emanating at se mest ry	Max imum hours of Com plementation to Docen c y (CODO) per week in mest rer regul a r	Minim um iniv estiga tion hord s w eekly at se mest ry	Horas di sponi ble do the se a m e for the rfun ctions in mest rer regul ater	Total de la J orna d a	Minim um hory of docen cials in ver anno	Max imum hours of Com plement to Docenc y (CO DO) per week in ver anno
Docent	Contract 40 hrs.	15	75	0	17.5	40	2 groups or 18 hours per week	9 hours per week
	Contract 30 hrs.	12	6	0	12	30	2 groups or 18 hours per week	9 hours per week
	Contract 25 hrs.	10.5	5.25	0	9.25	25	1 group or 4.5 hours per week	2.25 hours per week
	Contract 20 hrs.	9	4.5	0	6.5	20		
Invest igat or	Contract 40 hrs.	12	6	13	9	40	1 group or 9 hours per week	4.5 hours per week
	Contract 30 hrs.	9	4.5	10	6.5	30	1 group or 9 hours per week	4.5 hours per week
	Contract 25 hrs.	7.5	3.75	8	5.75	25		
	Contract 20 hrs.	6	3	6	5	20		
Researcher Av an zed	Contract 40 hrs.	9	4.5	20	6.5	40		
	Contract 30 hrs.	6	3	15	6	30		
	Contract 25 hrs.	4.5	2.25	12.5	5.75	25		
	Contract 20 hrs.	3	1.5	10	5.5	20		

Perfil	Type of Contrater	Minimal doction shores o f do ction se manating from the se mest ry	Max imum Hors of Com plementation to Docen tion (CODO) per week in mest rer regul ater	Minim um iniv estiga tion hord s w eekly per w eekly	Horas di sponi ble as the se a n a for the rfun ctions in mest rer regul ater	Total de la J orna d a	Minim um hory of docen cial do cen cials in ver anno	Max imum Hors of Com plement to Docenc y (CO DO) per se man in ver anno
Area Coordinate rof Area	Area Coordi na dor de Area 40 hrs. Cleas ised with the number of coo rdinate d p rof fessers							
	Less than 10 teachers	12	6	0	22	40		
	Between 10 and 20 teachers	9	4.5	0	25.5	40		
	More than 20 teachers	6	3	0	31	40		
	Area area Coordi na dor 30 hrs. Cleas ised with the number of coo rdinate d p rof fessers							
	Less than 10 teachers	9	4.5	0	16.5	30		
	Between 10 and 20 teachers	6	3	0	21	30		
	More than 20 teachers	3	1.5	0	25.5	30		
	Area area Coordi na dor 25 hrs. Cleas ised with the number of coo rdinate d p rof fessers							
	Less than 10 teachers	9	4.5	0	11.5	25		
	Between 10 and 20 teachers	6	3	0	16	25		
	More than 20 teachers	3	1.5	0	20.5	25		
	Area area Coordi na dor 20 hrs. Cleas ised with the number of coo rdinate d p rof fessers							
	Less than 10 teachers	9	4.5	0	6.5	20		
	Between 10 and 20 teachers	6	3	0	11	20		
	More than 20 teachers	3	1.5	0	15.5	20		
Coordinator of P rogr a m a	Coordi na dor de Programa 40 hrs. Classified with in the programm ent m ateriale							
	Girls and medium-sized 1 to 399 students	9	4.5	0	26.5	40		
	Great More than 400 students	6	3	0	31	40		
	Program me Coordi na dor 30 hrs. Classified with in the programm em ber							
	Girls and medium-sized 1 to 399 students	6	3	0	21	30		
	Great More than 400 students	3	1.5	0	25.5	30		
	Coordi na dor de Programa 25 hrs. Classified with in the programm em ber							
	Girls and medium-sized 1 to 399 students	6	3	0	16	25		
	Great More than 400 students	3	1.5	0	20.5	25		
	Program m Coordi na dor 20 hrs. Classified with in the programm em ent m ateries							
	Girls and medium-sized 1 to 399 students	6	3	0	11	20		
	Great More than 400 students	3	1.5	0	15.5	20		

Perfil	Type of Contrater	Minimalhorsofdocenciati ons emanating at se mest ry	Maximum hours of Complementation to Docen tion (CODO) per week in most rererregular ater	Minimum minimum est igation hors weekly per w only	Horas disponiblessas the seman afor the rrfuncions in most rererregular ater	Totale laj orna da	Minimumhorysof docencia docencials in ver ano	Maximum hours of Complement to Docency (CODO) per se man in ver anno
Coordinator of Area - Investigator	Area Coordinator - Investigator 40 hrs. Classified with the number of coordinated professors							
	Less than 10 teachers	9	4.5	10	16.5	40		
	Between 10 and 20 teachers	6	3	10	21	40		
	More than 20 teachers	3	1.5	10	25.5	40		
	Area Coordinator - Investigator 30 hrs. Classified with the number of coordinated professors							
	Less than 10 teachers	6	3	7.5	13.5	30		
	Between 10 and 20 teachers	3	1.5	7.5	18	30		
	More than 20 teachers	3	1.5	6	19.5	30		
	Coordinator Area - Investigator 25 hrs. Classified with the number of coordinated professors							
	Less than 10 teachers	6	3	7.5	8.5	25		
	Between 10 and 20 teachers	3	1.5	7.5	13	25		
	More than 20 teachers	3	1.5	6	14.5	25		
	Coordinator Area - Investigator 20 hrs. Classified with the number of coordinated professors							
	Less than 10 teachers	6	3	7.5	3.5	20		
	Between 10 and 20 teachers	3	1.5	7.5	8	20		
	More than 20 teachers	3	1.5	6	9.5	20		
Coordinator of Program - Investigator	Program Coordinator - Investigator 40 hrs. Classified with base in the program matter							
	Girls and medium-sized 1 to 399 students	6	3	10	21	40		
	Great More than 400 students	3	1.5	10	25.5	40		
	Program Coordinator - Investigator 30 hrs. Classified with base in the programmatic matter							
	Girls and medium-sized 1 to 399 students	3	1.5	7.5	18	30		
	Great More than 400 students	3	1.5	6	19.5	30		
	Coordinator Program - Investigator 25 hrs. Classified with in the program matter							
	Girls and medium-sized 1 to 399 students	3	1.5	7.5	13	25		
	Great More than 400 students	3	1.5	6	14.5	25		
	Program Coordinator - Investigator 20 hrs. Classified with in the program matter							
	Girls and medium-sized 1 to 399 students	3	1.5	7.5	8	20		
	Great More than 400 students	3	1.5	6	9.5	20		

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