



**UNIVERSITY OF PUERTO RICO**  
**MEDICAL SCIENCES CAMPUS**  
**SCHOOL OF MEDICINE**  
**DEPARTMENT OF PEDIATRICS**



Departmental Personnel Committee

**I. Legal Base:**

The Legal Base of the Pediatric Departmental Personnel Committee of the Department of Pediatrics of the School of Medicine, Medical Sciences Campus of the University of Puerto Rico (UPR), is the UPR General Rules and Regulations. According to Article 2, *Legal Base*, these regulations are supported by the following Laws: Law 1 of January 20, 1966, known as the UPR Law; Law 2 and 3 of the same date, as amended; Law 16 of June 16, 1993, as amended; and Law 186 of August 7, 1998. Also, these regulations are based in the Merit Principle, as established in Law 5 of October 14, 1975, known as the Puerto Rico Personal Law of Public Service, as amended.

The UPR General Rules and Regulations dispositions that govern the Pediatric Departmental Personnel Committee are described in Chapter IV *Institutional Units*, Article 24, *Organization, Functions and Attributions of the Departments*, Section 25.4.3 and Section 25.9. The actual version of the UPR Regulations incorporates all the amends realized up to December 10, 2006, since its last publication on February 16, 2002, and as authorized in conformity with the corresponding Certifications and applicable Laws and Procedures of the PR State Department.

**II. Composition and Functions:**

**A. Composition:** Section 25.9 – *Personnel Committee*- establishes that each department will appoint a Personnel Committee of no less than three (3) and no more of seven (7) persons, composed of faculty members with permanence status and academic rank of at least Associate Professor. Dispositions also include the process to follow if it is not possible to appoint the committee membership with the above mentioned requirements of status and academic rank.

**Exceptions and Particularities:** Section 25.9.1 establishes special dispositions to deal with exceptions and particular circumstances that may arise as possible conflicts of interests. These include, among others, the participation of a committee member who is candidate for personnel action, participation of departmental chairs in decision making of their own personnel actions, or when a particular committee member will be obliged to withhold his or hers participation in the deliberation of their own or other analog case.

**B. Functions:** The Departmental Personnel Committee will advise and act as consultant to the Department Chair, concerning all faculty personnel transactions, such as, but not limited to, designations, promotions, licenses, permanence, contracts and transfers.

### **III. Internal Procedures:**

1. Committee members are appointed by the Pediatric Department Chair, according to Section 25.9 of the UPR General Rules and Regulations.
2. Once appointments are made, and during a meeting scheduled by the Department Chair at the beginning of the academic year, the Committee President and the Secretary will be selected by and within the committee members.
3. During the first meeting of the academic year, an average of nine (9) regular meetings will be programmed until the month of June. Additional extraordinary meetings may be scheduled, as needed.
4. Following a petition of the Department Chair for an urgent issue, the Committee President may request an electronic or telephone consult.
5. Cases to be considered during the meetings must have a complete record, accompanied with all the required and updated documents and credentials.
6. Prior to the scheduled meeting, cases are assigned to the committee members for analysis and presentation of the requested personnel action.
7. Recommendations and advice for specific transactions discussed by the committee will be attained following the established institutional regulations and the merit principle.
8. In accordance with the specific personnel transaction requested, the Committee submits written recommendations to the Department Chair, who will evaluate the case and forward the Department's recommendation to the Committee responsible to evaluate the request and decide upon recommendations, following the established protocol:
  - a. School of Medicine (SoM) Personnel Committee: the recommendations will be forwarded to the Dean, who will submit the case to the SoM Personnel Committee for the final evaluation before being presented to the Medical Sciences Campus (MSC) Administrative Board (AB). The MSC-AB will take final decisions and certify the approved personnel transaction.
  - b. Committee for Adjunct Professors: The recommendations will be forward to the Associate Dean for Biomedical Sciences and Graduate Studies of the School of Medicine, who will submit the case to the Committee for final decisions and notification of the recommended transaction.

### **IV. Application Process:**

1. New recruitments and faculty designations are determined by the Department Chair and Section Chiefs, according to the needs of the department/section. Agreements regarding dates, functions and responsibilities, time and effort assignments and salaries must be attained prior the beginning of the application process. Once these agreements

are decided, the Department Chair refers the official written petition to the Departmental Personnel Committee for evaluation and recommendations.

2. Faculty members may begin the application process for promotions, licenses and changes in designations status as soon as they are in knowledge of qualifying for the specific action, according to regulations established in the UPR General Rules and Regulations. The faculty member must submit a written letter to the Department Chair notifying the intention of requesting the particular personnel transaction.
3. A list of required documents and updated credentials must be completed for each personnel transaction request. Orientation regarding agenda and dates, process and required documentation is offered in the Department Office, through Kathylee Quintero and Nilda R. Pedraza Ortiz, administrative support personnel, (see table below).

#### **V. 2015-2016 Pediatric Department Personnel Committee**

<b>NAME</b>	<b>POSITION</b>	<b>E-MAIL</b>	<b>OFFICE/TELEPHONE</b>
Dr. Milagros Martin	President	Milagros.martin8@upr.edu	787-756-4020
Dr. Gladys González Navarrete	Member	Gladys.gonzalez6@upr.edu	787-756-4020
Dr. Ines Esquilin	Member	Ines.esquilin@upr.edu	787-474-0333, ext. 7347
Dr. Alicia Fernandez	Member	Alicia.fernandez@upr.edu	787-474-0333 ext. 7186
Dr. Melvin Bonilla	Department Chair and member	Melvin.bonilla@upr.edu	787-756-4020 787-756-4010
Ms. Kathylee Quintero	Administrative Support	Kathylee.quintero@upr.edu	787-756-4020 787-756-4010