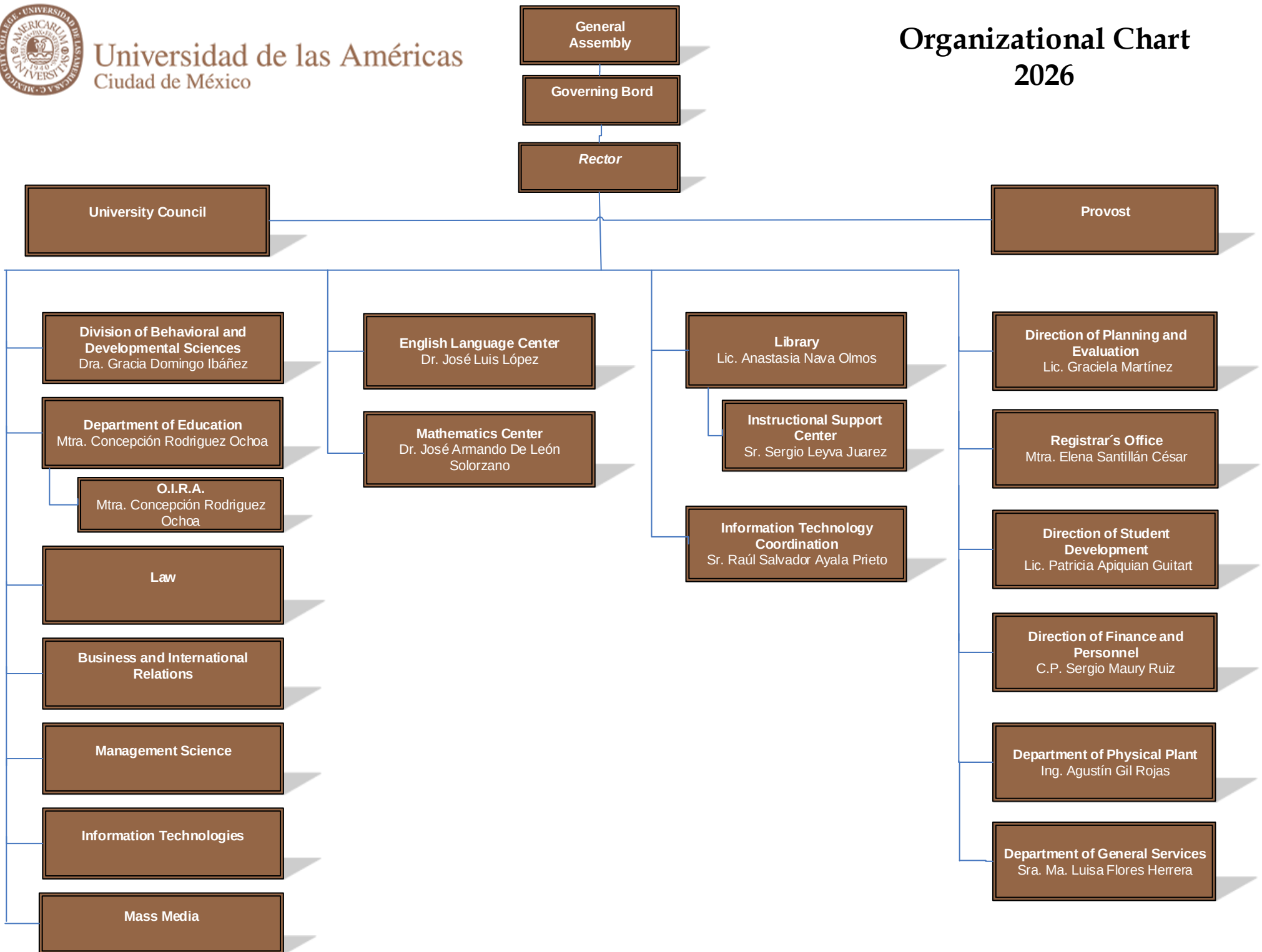


UNIVERSIDAD DE LAS AMÉRICAS, A.C.
ORGANIZATIONAL MANUAL



Universidad de las Américas
Ciudad de México

Organizational Chart 2026



Directory

Position	Name	Ext	E-mail
Rector's Assistant	Infante Fuentes Elizabeth	813	einfante@udlax.mx
Provost	Elizondo Leal Alejandro	806	aelizond@udlax.mx
Assistant to the Provost	Kuri Rodríguez Irma	801	ikuri@udlax.mx
Academic Director of the Division	Domingo Ibáñez Gracia	885	gdomin@udlax.mx
Assistant	Rosas Guzmán Gabriela	833	gracia@udlax.mx
Academic Director of the Division	Rodríguez Ochoa Concepción	848	marodriguez@udlax.mx
Academic Director	López José Luis		jose.lopez@udlax.mx
Academic Director	De León Solórzano José Armando	872	jleon@udlax.mx
Library Director	Nava Olmos Anastasia	825	anava@udlax.mx
Head of Teaching Support	Leyva Juárez Sergio	827	sleyva@udlax.mx
Information Technology Coordinator	Ayala Prieto Raúl Salvador	863	sayala@udlax.mx
Director of Planning and Evaluation	Martínez Zamora Graciela	809	gmartin@udlax.mx
Registrar	Santillán César Tomasa Elena	854	esantill@udlax.mx
Registrar Assistant	Hernández Velázquez Mariana	810	mahernan@udlax.mx
Director of Student Development	Apiquian Guitart Patricia Nunia	802	papiq@udlax.mx

Community Manager	Mosqueira García Iván		imosqueira@udlax.mx
Director of Finance and Personnel	Maury Ruiz Sergio Jorge	706	smaury@udlax.mx
Accounting Assistant	González Cortés Dulce Evelin	822	egonzalez@udlax.mx
Head of Accounting and Budget	Medrano Hernández Jorge	824	jmedrano@udlax.mx
Cashier	Márquez Hernández Jorge	821	jmarquez@udlax.mx
Head of Physical Plant	Gil Rojas Agustín	869	arojas@udlax.mx
Maintenance Operator	Hevert Hernández José Luis	869	jhevert@udlax.mx
Maintenance Operator	Pérez Aguilar Cutberto	869	aguilarcut@gmail.com
Head of General Services	Flores Herrera Ma. Luisa	869-846	mlflores@udlax.mx

GENERAL ASSEMBLY

FACULTIES

- a) To approve or modify the act of the previous Assembly of Associates.
- b) To approve or disallow the performance of the Governing Board and of its members in the fulfillment of their functions.
- c) To approve, modify or reject the financial statements.
- d) To appoint the members and functionaries of the Board indicating the extension of their term.
- e) To appoint the Statutory Auditor for the current year.
- f) To approve the admission of new Associates and accept the resignations, exclusions or suspensions presented.
- g) To approve or modify the Associates List.
- h) To approve or disallow the reports of the President of the University and its management. i) To review and decide over any other issue of its competence.

GOVERNING BOARD

FACULTIES

- a) To administer the Association knowing and deciding over those matters that, due to their own nature, are directly related to the existence, functioning and purposes of the same.
- b) Make use of all the necessary faculties to direct and manage the Association, celebrating all convenient acts in order to fulfill its objectives, except for those reserved to the General Associates Assembly.
- c) Dispose of the necessary and special judicial faculties for the fulfillment of its objectives.
- d) To appoint and remove the President of the University, granting him/her the necessary faculties and obligations to fulfill his/her responsibilities.
- e) Designate the Permanent Committees to attend the specific matters and problems of the Association.
- f) To know and approve the President's Annual Report, evaluating his/her performance.
- g) To know and approve the reports of the Committees presented to its consideration.
- h) To know and decide over any other issue of its competency.

DECISIONS THAT CAN BE MADE

Those that require the exercise of the power granted by the University's Bylaws.

RECTOR (PRESIDENT)

FACULTIES

- a) To legally represent the University in administrative and/or academic issues, in behalf of the powers granted by the Governing Board, with the possibility to designate the persons he deems appropriate to enforce them.
- b) To enforce the plans, policies, regulations and dispositions approved by the Governing Board, as well as the corresponding budgets.
- b) To submit to the Governing Board the short, medium and long-range plans of the University.
- c) University.
- d) To submit to the Governing Board the University's Activities Annual Report.
- e) To submit to the Governing Board the University's Annual Financial Statements, which must include the External Audit Report.
- f) To determine the establishment of the different academic and administrative units conforming the University's structure, according to the Institution's budget.
- g) To propose the academic programs, professional specializations and the educational modalities deemed convenient for the University, according to its own mission statement
- h) To authorize the Academic Calendars.
- i) To designate the University's personnel and to decide about its resignation or removal.
- j) To oversee the observance of the University's regulations as well as the fulfillment of the obligations acquired by the University with the Ministry of Public Education and other official or private national and international agencies.
- k) To favor the permanent enhancement of the University's Community, by promoting all the activities that contribute to this end.
- l) To settle the coordination norms and to represent the University before national and international institutions.
- m) To preside the University Council exercising his veto right to the recommendations proposed by this entity.
- n) Any other specific duty designated by the Governing Board.

JOB PURPOSE

To provide the university with the leadership it requires for the development of its mission, in accordance with the institutional philosophy. To this end, the incumbent will have the support of the Provost, the Academic Directors, Program Coordinators, Administrative Directors and Staff.

DECISIONS THAT CAN BE MADE

Those that require the exercise of the power granted by the University's Bylaws.

PROCEDURES IN CHARGE

All those described in the Institutional Regulations of the *Universidad de las Américas, A.C.*

UNIVERSITY COUNCIL

ATTRIBUTIONS

- a) To know all the matters submitted for consultation and approval, according to the internal legal dispositions of the University.
- b) Pronounce its opinion regarding the situation of the Institution.
- c) To propose all measures oriented toward the enhancement of the University.
- d) To know about any matter presented for the benefit of the University, as well as all matters regarding conduct observation and University's atmosphere.
- e) To designate the necessary number of working commissions, permanent or temporary, for the fulfillment of its attributions.

PROVOST

FACULTIES

The Provost of the University will be freely designated by the *Rector* of the University and will collaborate with him/her in the administrative and academic matters and all other that are considered suitable. For all judicial matters and those concerning legal action, the University will be represented by the Powers of Attorney deemed convenient.

JOB PURPOSE

- Support the *Rector* in all matters related to planning, coordinating, supervising, and evaluating all activities related to teaching and research, in accordance with the powers and obligations established for their position by the university's general statutes.
- Support the *Rector* and/or the Board of Trustees in providing the leadership the institution requires to fulfill its mission, in accordance with the institutional philosophy.

ACADEMIC DIRECTORS

FACULTIES

- a) Fulfill their academic loads.
- b) Enforcing projects and provisions approved by the Director or Head of the Academic Division and / or by the Rector of the University.
- c) To be part of the University Council.
- d) To oversee the academic development of the students of the program they coordinate, in order to elaborate the courses and schedules offer for every term.
- e) To enforce the academic policy established by the University Council and approved by the President of the University.
- f) To recruit and select part-time faculty members and propose their hiring to the Division's Director or to the President's Office if it is the case.
- g) To support and supervise the performance of the faculty members of the program they coordinate.
- h) To authorize the registration of students to the academic programs of their area.
- i) To support and provide orientation to the students of their program.
- j) To organize the required academic events and activities.
- k) To be part of the corresponding Technical Council.
- l) To propose the review and updating of the study programs, according to the Institutional Regulations.
- m) To participate in the Commission of University Justice when required.
- n) Any other function required by their superiors.

JOB PURPOSE

To bring dynamism to the academic area under his/her responsibility, so that the administration of the curricula constantly responds to the learning needs of the students and the environment, in accordance with the university's educational model.

PROCEDURES IN CHARGE

All those described in the Institutional Regulations of the *Universidad de las Américas, A.C*

TECHNICAL COUNCILS

ATTRIBUTIONS

- a. To propose, evaluate and develop the study plans and programs;
- b. To evaluate and analyze faculty performance;
- c. To know, analyze and issue recommendations over student's academic and disciplinary matters.
- d. To stimulate communication among all members of the University Community.

LIBRARY

FACULTIES

- a) Serve on the University Council
- b) Manage the planning, organization, control, and evaluation processes for the Library, coordinating with other University departments as needed.
- c) Ensure compliance with the University's academic standards and regulations, as well as those established by the *SEP* (Ministry of Public Education), *SACS*, and *FIMPES* (*Federation of Mexican Institutions of Higher Education*).
- d) Provide the university community with high-quality information resources and services for the development of teaching, study, and research activities. Also, resolve complaints, problems, and concerns raised by users.
- e) Define the Library's programmatic goals and oversee the actions necessary to achieve the approved goals.
- f) Directly support professors and doctoral students with all their information needs.
- g) Plan, manage, and control the Library's authorized budget.
- h) Authorize the hiring, transfers, and promotions of Library staff, in accordance with UDLACDMX criteria.
- i) Represent the University at events, forums, and activities related to the Library, as well as those organized by other departments of UDLACDMX.
- j) Promote and manage training for Library staff.
- k) Establish agreements with other institutions and authorize internships and assignments.

JOB PURPOSE:

To organize and manage, with quality and efficiency, the processes that facilitate access to the information available in the library, for the optimal development of the academic programs offered by the university.

INFORMATION TECHNOLOGY COORDINATION

FACULTIES

- a) Provide the necessary computer and digital tools for the institution's operations in the administrative and academic areas.
- b) Provide the necessary voice and data communications.
- c) Provide digital backup of the information generated by the institution in the academic and administrative areas.
- d) Provide updates on the knowledge of administrative and academic programs.
- e) Ensure the security and protection of the information generated by the institution.

JOB PURPOSE:

To support tasks requiring the use of technology for their development, in the various areas of the university. Managing, administering, and maintaining the resources necessary for the use and implementation of technology in the institution's academic and administrative processes.

DIRECTOR OF PLANNING AND EVALUATION

FACULTIES

- Coordination of institutional planning and evaluation processes.
- Coordination of educational program planning and evaluation processes.
- Coordination of institutional research processes.
- Coordination of educational quality and student performance evaluation processes.
- Coordination of internal control processes.
- Maintaining contact with the University's national accrediting agencies.

JOB PURPOSE:

To coordinate institutional planning and evaluation, and the review and expansion of academic offerings, in order to achieve balanced development in harmony with the university's mission and vision.

REGISTRAR

FACULTIES

- a) Coordination of required student services
- b) Coordination of the issuance of various certificates, academic transcripts, equivalencies, diplomas, degrees, grade reports, reports, school calendars, academic calendars, and other reports.
- c) Coordination for the administration of graduation exams.
- d) Coordination of various procedures with the Ministry of Public Education (SEP).
- e) Preparation of various reports for thesis advising and graduation exam payments.
- f) Classroom assignments for each semester.
- g) Providing timely information so that academic programs can establish their course schedules and monitor students who are behind
- h) - Administration of the department's databases.
- i) - Creation of various reports to support academic departments.
- j) - Updating databases by semester.
- k) - Generation of grade reports, partial and/or final transcripts.

JOB PURPOSE

To organize, direct, and control the formal registration of students, progress and completion of studies, through various processes, and in accordance with the regulations of the *Secretaría de Educación Pública (SEP)*.

STUDENT DEVELOPMENT DIRECTION

FACULTIES

- a) Coordination and evaluation of required student services
- b) Coordination and evaluation of new student recruitment programs and activities
- c) Coordination and evaluation of the student scholarship and social service program
- d) Coordination and evaluation of alumni follow-up
- e) Coordination and evaluation of new student admission processes
- f) Administration of admission exams
- g) Coordination and evaluation of information sessions (Open House)
- h) Establishing contacts for student job placement

JOB PURPOSE

- To promote the academic offerings and institutional image at the local and regional levels, with the goal of achieving the student population growth targets established in the master plan.
- To select talented, enthusiastic, and committed young people through a comprehensive admissions process that seeks not only to evaluate academic performance but also to understand the applicant's overall profile to ensure a good fit with the institution's culture.

FINANCE AND PERSONNEL DIRECTION

FACULTIES

- a) Coordination and evaluation of the University's accounting processes.
- b) Preparation of the annual budget.
- c) Preparation and presentation of financial, budgetary, accounting, and administrative reports as deemed necessary.
- d) Monitoring of the University's compliance with tax obligations.
- e) Coordination and evaluation of the personnel management system and the application of the salary policy.

JOB PURPOSE

- To cooperate, through accounting and financial skills, in strengthening the financial health of the university, so that it can meet its commitments and achieve its development.
- Coordinate the recruitment, selection, hiring, training, and evaluation of personnel; as well as ensure compliance with labor obligations and benefits.

PHYSICAL PLANT DEPARTMENT

FACULTIES

- a) Management of the University's movable and immovable property, including its maintenance, and upkeep.
- b) Coordination of required security and protection services.
- c) Supervision of facilities and construction work.
- d) Preventive maintenance of facilities.

JOB PURPOSE

- To guarantee the operational excellence, safety, functionality, and sustainability of its campus infrastructure.
- To ensure that physical spaces (classrooms, laboratories, offices, green areas) are in optimal condition to support the institution's academic mission, fostering a safe, innovative, and comfortable learning environment for the student, faculty, and staff community.

GENERAL SERVICES DEPARTMENT

FACULTIES

- a) Coordinate and evaluate the required general services.
- b) Supervise the efficiency levels of the cleaning departments.
- c) Coordinate and evaluate the effective and efficient acquisition of required goods and services.
- d) Prepare and control semester inventories.
- e) Prepare course schedules.

JOB PURPOSE

- Provide services to the Educational Community in order to contribute to the normal functioning of activities, through the planning, coordination, evaluation, control, and execution of policies and guidelines regarding academic and administrative services.