

**COLLEGE OF SCIENCE
UP Diliman**

**Faculty Hiring, Retention, Promotion and Tenure
Policies & Guidelines***

The College of Science (CS) was established by the UP Board of Regents as a separate college of UP Diliman on 6 October 1983. Its dual mission is to generate new scientific knowledge and train the next generation of scientists and researchers for the country. The college is composed of eleven (11) constituent units namely: National Institute of Geological Sciences, The Marine Science Institute, National Institute of Molecular Biology and Biotechnology, National Institute of Physics, Natural Sciences Research Institute, Institute of Biology, Institute of Chemistry, Institute of Environmental Science and Meteorology, Institute of Mathematics, Materials Science and Engineering Program (a joint program with the College of Engineering) and the Science and Society Program. The CS operates and manages the National Science Complex which was established by President Gloria Macapagal-Arroyo through Executive Order 583 (8 December 2006).

Recruitment, development and retention of faculty members are among the most important responsibilities of the institute directors and the Dean. Decisions on hiring, reappointment, promotion and tenure shape the type of faculty that an institute builds, and the faculty's performance determines how the institute meets its goals.

One is recruited into the faculty of the College of Science on the basis of his or her proven competence and long-term potential to disseminate scientific knowledge, to conduct successful scientific research and to provide meritorious service to the University, the country and the world. He/she is promoted and granted tenure according to universally accepted measures of excellence in teaching, research, and extension services.

The Dean and institute directors should clearly communicate to the faculty their institutional expectations and the performance areas on which the faculty will be evaluated. A clear understanding of these expectations will also help the faculty members plan their own personal and professional development.

Recommendations for hiring, retention, promotion and tenure are made by the Executive Council (EC) of a constituent institute. The EC is its highest policy-making body. Its recommendation takes into account the tradition and longstanding practices of the institute on the matter. This document provides the guidelines for such recommendations. An institute may adopt stricter rules and guidelines, provided these are approved by its EC.

* This document was approved by the College Executive Board on 5 November 2012 and presented at the College of Science Assembly on 12 November 2012. It comes from a review and consolidation of the three following documents: (a) College Tenure Policies (06 April 2005), (b) Hiring and Retention Policies for Faculty Members of the College of Science, UP Diliman (April 2009), and (c) Minimum Expectations for Recruitment/ Retention/ Promotion to Various Faculty Ranks (09 June 2004).

FACULTY HIRING

The EC of an institute recommends the appointment of new faculty to the following ranks, provided they meet these minimum criteria.

1. Instructor

- a) Must have a B.S. degree from a reputable university.
- b) Must demonstrate teaching capability.
- c) Preferably is an honor graduate.
- d) Must enroll in an appropriate graduate program.

2. Assistant Professor

- a) Must have a Ph.D. or equivalent degree.
- b) Must demonstrate the capability to make significant contribution to his/her field of specialization by having at least one (1) research publication in a refereed, reputable international scientific journal¹ as sole, lead or senior author.
- c) Must possess other desirable academic and personal qualities, including intellectual and moral integrity, emotional maturity, commitment to international standards of academic excellence, and continuing professional growth.

3. Associate Professor

- a) Must have a Ph.D. or equivalent degree.
- b) Must demonstrate the capability to make significant contribution to his/her field of specialization by having at least five (5) research publications in a refereed, reputable international scientific journal, as sole, lead or senior author.
- c) Must possess other desirable academic and personal qualities, including intellectual and moral integrity, emotional maturity, commitment to international standards of academic excellence, and continuing professional growth.

4. Professor

- a) Must have a Ph.D. or equivalent degree.
- b) Must demonstrate the capability to make significant contribution to his/her field of specialization by having at least ten (10) research publications in a refereed, reputable international scientific journal as sole, lead or senior author.
- c) Must possess other desirable academic and personal qualities, including intellectual and moral integrity, emotional maturity, commitment to international standards of academic excellence, and continuing professional growth.

AUTOMATIC PROMOTION

A CS instructor, who earns an MS degree in a field that is relevant to his/her institute, may be recommended for promotion to a higher rank not exceeding Instructor Rank 7.²

¹ Reputable journals, number of paper(s), and frequency of publication will be determined by the institute. A journal (local or foreign) may be considered international and reputable if it is ISI-accredited or in the list of journals officially recognized by the institute and approved by the CEB.

A CS instructor, who earns a PhD degree in a relevant field, qualifies for automatic promotion to the rank of assistant professor, in accordance with Sec 5.2.2 of the Faculty Manual.

Rank prior to obtaining Ph.D.	Rank upon obtaining Ph.D.
Instructor 1-2	Assistant Professor 3
Instructor 3-4	Assistant Professor 4
Instructor 5-7	Assistant Professor 5

PROMOTION

Recommendations for promotion of faculty are made in accordance with the College-Wide Point System for Merit Increases³ (see Appendix).

RETENTION

Recommendations for retention and promotion of faculty (within or to the following ranks) are made on the basis of these minimum criteria.

1. Instructors

- a) Must demonstrate teaching competence based on SET or an alternative teaching performance measure as approved by the College.
- b) Must show grasp of disciplinary content by handling at least two different courses as an instructor.
- c) Must be enrolled in an appropriate graduate program within the college or a program approved by the institute and must finish program within a reasonable period of time.⁴
- d) Must show interest/involvement in research.
- e) Must show commitment to Institute and College by constructive and consistent participation in its activities such as attendance in faculty meetings, registration/advising, and membership in committees and other special events in the College when possible.

2. Assistant Professor

- a) Must have a Ph.D. or an equivalent degree.
- b) Must maintain satisfactory teaching evaluation based on SET or an alternative teaching performance measure as approved by the College.
- c) Must be engaged in research work at least as a member of a research project team.
- d) Must show commitment to Institute and College by constructive and consistent participation in its activities such as attendance in faculty meetings,

² According to the OVCAA there is no automatic promotion for instructors who earn an MS degree. Promotion is subject to the availability of funds.

³ Approved by the College Assembly, 20 February 2012.

⁴ The reasonable period of time completion will be determined by the institute.

registration/advising, and membership in committees and other special events in the College when possible.

e) Must show successful research supervision leading to granting of degrees.

3. Associate Professor

a) Must maintain satisfactory or better teaching record based on SET or an alternative teaching performance measure as approved by the College.

b) Must be engaged in research work at least as a member of a research project team.

c) Must provide supervision that leads to the successful graduation of graduate students.

d) Must demonstrate commitment to the university by membership and participation in Institute/College/University committees when and where possible.

e) Must be actively engaged in extension work.

4. Professor

a) Must maintain more than satisfactory teaching record based on SET or an alternative teaching performance measure as approved by the College.

b) Must be engaged in research work at least as a member of a research project team.

c) Must provide supervision that leads to the successful graduation of graduate students.

d) Must maintain active involvement in Institute /College/University committees and activities.

e) Must maintain active professional involvement in his/her field of specialization nationally and internationally.

An instructor shall be automatically separated from CS if he or she fails to obtain an MS degree within four (4) years from the date of original appointment. He/she shall be automatically separated if he/she fails to obtain a PhD or the equivalent doctoral degree, within eight (8) years from the date of original appointment. An institute may impose a shorter time limit if such measure would enable it to better accomplish its mission. Poor academic or teaching performance may be used as a basis for early non-renewal of temporary appointment.

A non-tenured PhD faculty who is originally hired as an assistant professor shall be separated from CS if he/she fails to obtain tenure within seven (7) years from the date of his/her appointment.

A non-tenured PhD faculty who is originally hired as an associate professor shall be separated from CS if he/she fails to obtain tenure within five (5) years from the date of his/her appointment.

A non-tenured PhD faculty who is originally hired as a full professor shall be separated from CS if he fails to obtain tenure within three (3) years from the date of his/her original appointment.

TENURE

Tenure is not automatic. Each eligible faculty member may apply in writing for tenure at the earliest opportunity, and for this purpose submit all the necessary documentation.

The EC of an institute and the CS College Executive Board may recommend a faculty member for permanent appointment (tenure) in recognition of his or her outstanding teaching performance and research productivity as well as proven capability to mentor graduate students. An institute may formulate and apply more stringent measures of research productivity and mentoring capability provided that these measures are consistent with current CS tenure policies.

The minimum rank qualification for tenure in the CS is associate professor.

An assistant professor may be recommended for tenure if he or she has already garnered enough merit points (based on current CS guidelines) qualifying him/her for promotion to associate professor but could not be officially promoted due to the absence of an official call for merit promotion. In these cases, an assistant professor's annual accomplishment from the date of the last promotion will be evaluated and given the corresponding steps based on the CS Merit Promotion Guidelines (see Appendix). If the assistant professor has attained an associate professor rank through this evaluation or 'virtual promotion', then he/she is deemed to have satisfied the associate professor rank requirement for tenure.

Minimum Tenure Requirements

- 1) Possession of Ph.D. degree or the equivalent doctorate degree in a discipline(s) relevant to institute where he/she belongs;
- 2) Appointment to the rank of Associate Professor or Professor in the institute (except in the case of 'virtual promotions')
- 3) Active service⁵ as a regular faculty member of the institute for at least three (3) years immediately preceding the application of tenure, unless this minimum period of prior service is waived by the University in cases of internationally distinguished faculty members.

Teaching services as a teaching associate, a non-regular faculty member, or substitute regular faculty member, shall not be counted in the computation of the maximum allowable period appointment as a regular faculty member.

- 4) Demonstration of a very high level of research competence and research leadership in the institute's discipline(s) as evidenced by (a) ability to formulate, organize, direct, and

⁵ Any study leave or special detail on official time without pay granted to faculty members while pursuing graduate studies in pursuit of UP's faculty development program is considered active service to the University. (p. 28 of the Faculty Manual Update, January 2005)

implement a significant research program successfully or has shown the ability to generate significant research funds⁶, (b) at least two (2) research publications in refereed, reputable international scientific journals published in the last five (5) years and (c) scientific recognition by local and international colleagues in the discipline (e.g., citations, invitations as plenary speaker, scientific awards from scientific bodies);

5) Demonstration of teaching competence in the institute's discipline(s) as evidenced by (a) consistent and satisfactory SET ratings of 2.25 or better, and (b) successful and productive mentoring of graduate students; and

6) Possession of other desirable academic and personal qualities, including intellectual and moral integrity, emotional maturity, dedicated service to the institute, commitment to international standards of academic excellence, and continuing professional growth.

Procedures for tenure applications and recommendations

1) A faculty member may be recommended for tenure by the EC of his/her institute through channels to the President for approval by the Board of Regents. The application or recommendation for tenure must be justified in detail and accompanied by copies of research publications and other pertinent documents;

2) At the level of the institute, recommendations for tenure shall be evaluated and acted upon only by the institute's tenured faculty. Recommendation for tenure shall require a two-thirds (2/3) affirmative vote of all its tenured faculty members who are on active teaching service. In cases where the institute does not have a minimum of five (5) tenured faculty members, the institute may invite tenured faculty from other institutes upon approval of the Dean and the College Executive Board;

3) At the College level, recommendations or appeals for tenure shall be evaluated and acted upon only by tenured members of the College Executive Board. Endorsement by the College of recommendations or appeals for tenure shall require a two-thirds (2/3) affirmative vote of all the tenured members of the College Executive Board;

4) Each official action on tenure cases from the institute level to the University level must be promulgated and justified in writing. Dissenting opinions shall be attached to the report of each official action at every level; and

5) A recommendation, or appeal for tenure must be decided upon at each level of decision-making within thirty (30) days from the receipt of the official documents.

⁶ The concerned institute determines what programs and amounts are significant.