



FACULTY MANUAL UPDATE

UNIVERSITY OF THE PHILIPPINES DILIMAN

JANUARY 2005



FACULTY MANUAL UPDATE
UNIVERSITY OF THE PHILIPPINES DILIMAN
January 2005
University of the Philippines Diliman

Prepared by the Office of the Vice Chancellor for Academic Affairs

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January 2005

University of the Philippines
Diliman, Quezon City
2005

Foreword

7his *Faculty Manual Update 2005* contains guidelines and information relevant to the faculty which were culled from the resolutions approved by the Board of Regents, decisions of the University Council and the Diliman Executive Committee, and memoranda from System and Diliman offices since December 2003 when the *Faculty Manual* was last printed. Some guidelines inadvertently missed in the 2003 Manual are likewise included in this Update 2005.

For easy reading, relevant sections with the corresponding revisions in *Faculty Manual 2003* are reproduced in their entirety. For revisions/updates contained in “*In Support of a Culture of Scholarship and Excellence: Faculty Development, Grants (UP System Manual Series 1, OVPAA, 2004)*” and “*Shaping our Institutional Future: A Statement on Faculty Tenure, Rank and Promotion (UP System Manual Series 2, OVPAA, 2004)*”, readers are referred to these original documents.

The additions and revisions and their sources are italicized, printed in bold font for easy identification and the pages of pertinent portions in *Faculty Manual 2003* being revised are indicated for accurate cross-referencing.

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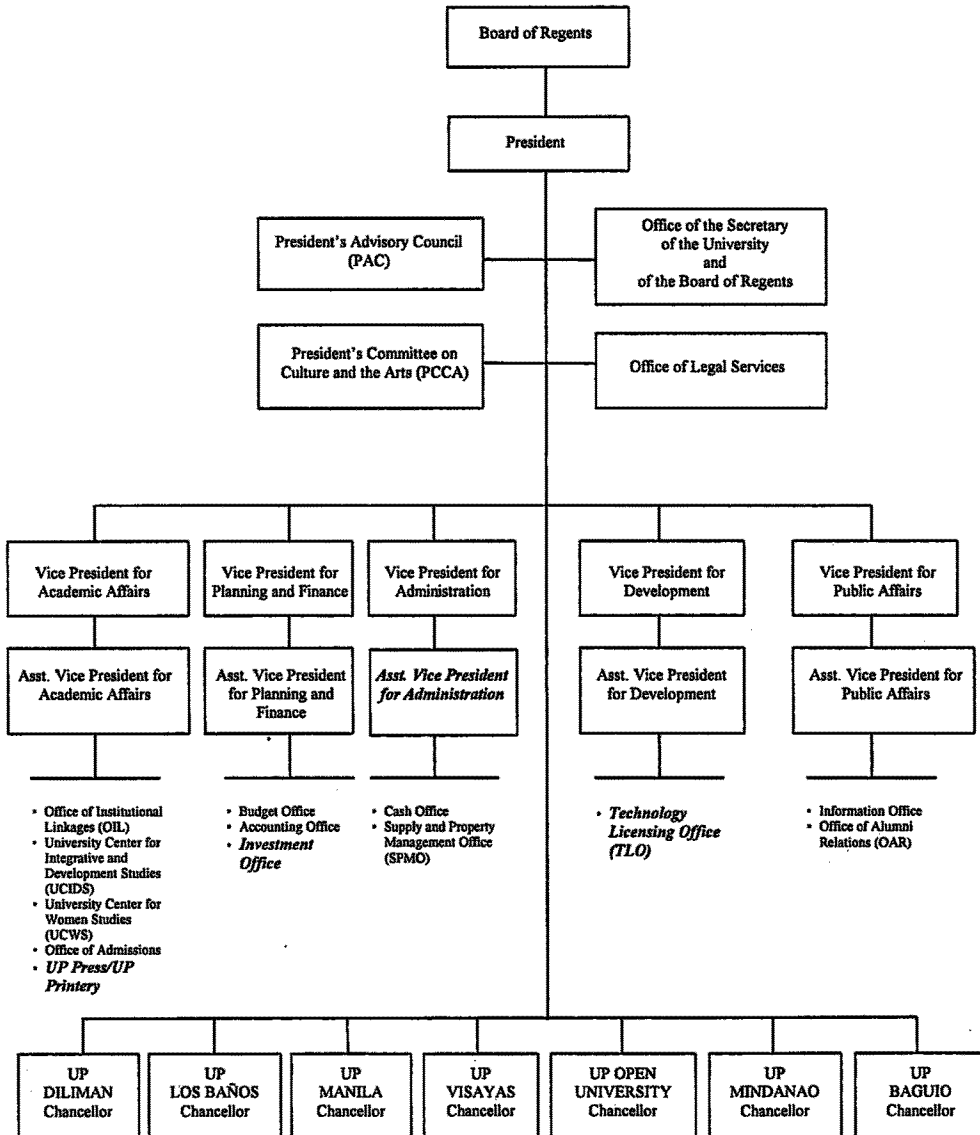
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1.0 GOVERNANCE AND ADMINISTRATION

The following includes additional information on the UP System organizational chart (bold, italicized portions in the chart) and supersedes Section 1.3 *Organizational Structure of the University of the Philippines* on page 5 of Faculty Manual 2003.

1.3 Organizational Structure of the University of the Philippines

Organizational Structure of the University of the Philippines System
[1183rd BOR meeting, June 9, 2004]



The following includes additional information on selection of deans/directors (bold, italicized portions) and supersedes "Dean" of Section 1.3.4 *Officials of Colleges/Units* on page 10 of Faculty Manual 2003.

1.3.4 *Officials of Colleges/Units*

- **Dean**

The Dean is appointed by the Board of Regents upon recommendation of the Chancellor and the President of the University. S/He shall act as presiding officer of the faculty of the college or school, as provided for by the Charter of the University System, and exercise such other administrative duties which the Board of Regents, on recommendation of the President of the University System, may prescribe. No Dean shall serve as academic head of any department or division in his/her college or school. *[from Art. 80]*

The term of office of all Deans shall be three (3) years from the date of their appointment without prejudice to reappointment and until their successors shall have been appointed; *Provided*, That they may serve for two (2) terms in the aggregate; *Provided further*, That only in highly exceptional cases shall they be allowed an additional term or terms. *[from Art. 79; amended at these BOR meetings: 779th, Jan. 31, 1969; 826th, Nov. 27, 1972; 827th, Dec. 11, 1972; 1016th, Sept. 22, 1988; 1020th, Apr. 25, 1989; 1122nd, July 30, 1998; and 1127th, Dec. 18, 1998]*

Selection Process

a. Existing search process [from Exec. Com. meeting, Mar. 9, 1994]

Deans are the "local administrators" in the University organization serving as the links between the college faculty and students, on the one hand, and between the college and University administration, on the other. As such, the dean must be sensitive to the needs of the faculty members and the interests of the studentry that the college seeks to serve. It is imperative that s/he be an acknowledged academic leader and an organizational leader who knows how to marshal resources both from within and outside of the University. For these reasons, the process for the selection of a dean should begin with the constituency of the affected unit.

The process of selecting the dean of a college starts with the college constituents reviewing the college's plans, programs, problems and priorities for the next 3-5 years. The constituents

should forge a consensus on their expectations of the new dean and what can be done realistically during the next 3 years.

A Nomination Committee (NC) shall conduct a nomination process that will take into consideration the plans and expectations of the college, insure the maximum participation of the constituents and preserve the dignity of the nominees.

The process shall start at least three (3) months before the expiration of the term of the incumbent. The entire process (up to the submission to the President) should be completed at least one (1) month before the end of the term of the incumbent.

b. Alternative ways [1182nd BOR meeting, May 27, 2004]

In response to mounting criticisms on the process currently being followed (see a. above), the following alternative ways were approved:

1) A search process managed by the college

The Chancellor shall not constitute the Search Committee. Instead the college will manage the process. It will identify its nominees following a procedure acceptable to its constituents. The Chancellor chooses from among the nominees and submits his/her recommendation to the President and the Board.

2) No search process is conducted. However, a college may submit the name of a nominee unanimously agreed on by the faculty.

These two alternatives adhere to the principle of self-determination since the colleges are allowed to determine for themselves who the nominees should be. At the same time it does not totally exclude the U.P. Administration from the process since the Chancellor is allowed to choose from among those found acceptable by the constituents.

No procedure that is not acceptable to the constituents will be allowed. A full report on the processes that will be explored shall be submitted to the Board. The colleges' experiences may provide some basis for any modification that is being contemplated on the existing process.

However, while the details of the process can be left to the individual colleges, the final decision still rests with the Board.

The position “Assistant to the Chair” was abolished, instead the “Assistant Chair” position established in the 1178th BOR meeting, Jan. 29, 2004. Thus, the term “Assistant to the Chair” should be deleted from “Assistant to the Dean, Director or Chair” of Section 1.3.4 *Officials of Colleges/Units* on pages 12-13 of Faculty Manual 2003.

- *Assistant to the Dean or Director [970th BOR meeting, Aug. 30, 1984]*

The Dean or Director may appoint an assistant provided that the unit has twenty-five (25) or more regular faculty/staff members and/or one hundred (100) student majors. Another assistant may also be appointed, if the number of regular faculty/staff members is fifty (50) or more and/or two hundred (200) student majors provided that an associate dean/deputy director has not been recommended.

The term of office of the Assistant to the Dean/Director shall be determined by the incumbent deans/directors. The appointment to said position shall not extend beyond the expiration date of the term of the incumbent dean/director, or his/her resignation/separation from the position.

Except as specified in the paragraph immediately following, the creation of the positions of Associate Dean, Deputy Director, Assistant to the Dean, Assistant to the Director and appointment thereto shall be subject to the approval by the Chancellor; *Provided*, That the authority delegated to the Chancellor shall be without prejudice to the authority delegated to the institute directors of the College of Arts and Letters, College of Science and College of Social Science and Philosophy to appoint their respective assistants, subject to the rules prescribed in the reorganization of the former College of Arts and Sciences in Diliman into the three aforementioned colleges.

Whenever the need arises and upon recommendation of the Dean and/or Director and the concurrence of the Chancellor, the President may create an additional position of Associate Dean in any academic unit or Deputy Director in any research or training center/institute and approve any appointment thereto notwithstanding the foregoing rules. No administrative salary shall be attached to any position created by the President or the Chancellor. *[970th BOR meeting, Aug. 30, 1984]*

The following set of new guidelines on “Assistant Chair” is appended to Section 1.3.4 *Officials of Colleges/Units* on page 13 of Faculty Manual 2003.

- *Assistant Chair [1178th BOR meeting, Jan. 29, 2004]*

The establishment of the position “Assistant Chair” and abolition of the “Assistant to the Chair” position in U.P. Diliman is subject to the following conditions:

- a. A department must have only one (1) Assistant Chair who will perform academic functions; and*
- b. to qualify, a department must have at least forty (40) full-time equivalent faculty.*

Those who currently hold “Assistant to the Chair” positions shall be allowed to stay on until the end of their terms. Thereafter, no college shall be allowed to fill up the position of “Assistant to the Chair”.

4.0 DUTIES AND RESPONSIBILITIES OF FACULTY MEMBERS

The following new guidelines on minimum expectations for each faculty rank (**bold, italicized**) are included in the introduction of Chapter 4 Duties and Responsibilities of Faculty Members on page 36 of Faculty Manual 2003.

The University of the Philippines as the nation's leading institution devoted to higher education, research, and community service bears a special responsibility in that regard. [*Resolution Reorganizing the University of the Philippines into the University of the Philippines System, 828th BOR meeting, Dec. 21, 1972*] Thus, UP faculty members are scholars who are able to integrate teaching, research, and a broad appreciation of extension work, into the specific contours of their respective fields and disciplines. [*from UPD Faculty Workshop, Nov. 6-7, 2001*]

Once appointed to a rank, the faculty member is expected to teach as well as possible, build up a productive record of research or creative work, and engage actively in activities that serve the University and the larger community. The following are the minimum expectations for each rank: [from Shaping our Institutional Future: A Statement on Faculty Tenure, Rank and Promotion, UP System Manual Series 2, OVPAA, 2004]

- ***Instructor***
 - ***Must demonstrate teaching competence***
 - ***Must show understanding of disciplinal content by handling at least two different courses while an Instructor***
 - ***Must enrol in an appropriate graduate program from a reputable institution (recognized by the University) and must finish the program within the period prescribed by the University***
 - ***Must produce graduate work of acceptable quality; evidence of promise must be present***
 - ***Must be involved in department activities such as faculty meetings, committee and registration/advising work***
 - ***Must possess academic integrity and professional ethics***
- ***Assistant Professor***
 - ***Must have at least an MA/MS degree and must have started Ph.D. studies (or equivalent terminal degree) and finished the program within the period prescribed by the University***

- *Quality of work in graduate studies must be above average; capacity to sustain intellectual growth must be evident*
- *Must maintain better than satisfactory teaching evaluation based on student and/or faculty peer feedback, teaching portfolio, and other evidence*
- *Must engage in research or creative work at least as member of a research or creative project team*
- *Must publish or produce creative work of the quality and quantity necessary to satisfy the standards for tenure and promotion and in the required capacity (as lead author or co-author or co-creator of creative work)*
- *Must show commitment to the department, college, and University by continued participation in unit activities*
- *Must participate in extension activities*
- *Associate Professor*
 - *Must have a Ph.D. or equivalent terminal degree**
 - *Must maintain excellent teaching record*
 - *Must sustain intellectual productivity by continued publication in reputable refereed academic or literary venues or the equivalent creative work in the visual and performing arts*
 - *Must be actively involved in thesis/dissertation advising*
 - *Must mentor younger faculty in both teaching and research*
 - *Must develop a culture of research not only by advising graduate students and mentoring younger faculty, but also by bringing them into research projects and helping them publish*
 - *Must demonstrate commitment to the University by membership and participation in department/college/University committees when and where possible*
 - *Must actively engage in extension work*

* *In exceptional cases, the expectation of a Ph.D. for the ranks of Associate and full Professor may be substituted by a superior record of publicly available scholarly or creative work.*

- **Professor**

- *Must have a Ph.D. or equivalent terminal degree*
- *Must maintain excellent teaching record, as evidenced by innovative approaches to teaching the discipline and a generally accepted reputation for stimulating student interest in learning*
- *Must maintain an active publishing career or the equivalent measure of creative output in the arts; must strive for peak research or creative output*
- *Must develop a culture of excellence in teaching, research, and service by being a role model and mentor, and by prodding the unit to continuously strive for higher levels of achievement*
- *Must exercise leadership in the profession and bring honor to the University*
- *Must maintain active involvement in department/college/University committees and activities*
- *Must take active part in extension work or perform well as an administrator*

In the performance of their duties, faculty members enjoy academic freedom. While academic freedom gives the faculty members the right to teach the subject of their specializations according to their best lights, freedom in the choice of subjects for research and investigations, and to hold and to express ideas they believe to be right, faculty members are expected to perform their duties as prescribed by University rules and regulations.

The following includes additional information on graduate courses (bold, italicized portions of Section 4.2.2 b, b-3 and b-4) and supersedes Section 4.2.2 b *Computation of Teaching Load* on pages 40-41 of Faculty Manual 2003.

4.2 Teaching Load

4.2.2 *Computation of Teaching Load* [1048th BOR meeting, Mar. 26, 1992; OP memo no. 40, July 21, 1992; 1091st BOR meeting, Oct. 24, 1995; OP memo no. FN-04-08, Mar. 9, 2004; Exec. Com. meeting, May 28, 2004]

a. Undergraduate courses

No revisions (Refer to pages 37-40 of Faculty Manual 2003)

b. Graduate courses

In general, a graduate class is opened when there are at least five (5) students. Any exception to this rule must have the approval of the Chancellor on or before the last day of registration.

Request for waiver of the class size requirement shall not be granted if the graduate course is a Special Topics course. [from Exec. Com. meeting, May 28, 2004]

- 1) If the offering of a graduate course with less than five (5) students cannot be postponed or avoided, the teaching load credit for the teacher equals the course credit. There shall be NO exception to this rule.
- 2) If a graduate class has five to nine (5-9) students, the teaching units shall be 1.25 times that of the course credit.
- 3) If a graduate class has ten (10) or more students, the teaching units shall be 1.50 times that of the course credit.
- 4) ***The graduate class credit load multiplier shall be counted when reckoning the total load credit of the faculty. Multipliers for GE classes and others, however, shall not be counted as part of the total load.***

Graduate classes entail more specialized and in-depth preparation on the part of the faculty. [OP memo no. FN-04-08, Mar. 9, 2004]

In all cases, it is understood that only officially registered graduate students, fully paid as of the last day of late registration, shall be counted. Auditors or sit-ins shall not be counted.

A faculty member who combines, merges or meets two (2) or more sections as one (1) class shall be credited for teaching one (1) section only.

Thesis advising shall not be given any teaching load credit but shall be given honorarium in accordance with University rules and regulations.

c. Pre-collegiate courses

No revisions (Refer to page 41 of Faculty Manual 2003)

The following includes revisions on local and international travels and additional information on travels of faculty members with administrative load (bold, italicized portions of Section 4.5). This supersedes Section 4.5 Attendance in Classes on page 50 of the Faculty Manual 2003.

4.5 Attendance in Classes [*Exec. Com. meeting, July 28, 1993; UC meeting, July 21, 2004*]

Faculty members are expected to meet their classes as scheduled during the semester/term. Vacation leaves may be taken only during the regular vacation periods of the University. [*from Art. 225*]

A faculty member may, however, be allowed to go on special detail to attend conferences, seminars and the like, or serve as consultant or resource person, during a semester if the total amount of class missed is not more than 20% of the time for each course s/he is handling during that semester.

The faculty member must make up for the days s/he will be absent, either prior to the trip or immediately after return. The arrangement should be with mutual agreement with the students. If another faculty member is requested to handle the class, a written conformé to this effect should accompany the application for travel or leave.

The Department Chair and unit head or Dean, should see to it that the arrangement for substitute teachers or make-up classes are complied with in order to ensure that the students are not shortchanged.

As much as possible, local and international travels should not be scheduled during registration days, the first two (2) weeks of classes, and final examination days. [*UC meeting, July 21, 2004*]

Faculty members with administrative load should limit the duration of their special detail to not more than fifteen (15) working days (consecutive or cumulative) per semester. [*UC meeting, July 21, 2004*]

[*Refer to Chapter 6 Faculty Privileges, Section 6.2 Leave Privileges, for grant of requests for leave of absence with or without pay and special detail with pay*]

5.0 FACULTY APPOINTMENT, PROMOTION, TENURE, AND SEPARATION FROM SERVICE

The following includes additional information on appointments (bold, italicized portions of Section 5.1.1 a-b) and supersedes Section 5.1.1 *General Guidelines* on pages 53-54 of Faculty Manual 2003.

5.1 Appointments

5.1.1 General Guidelines

a. The usual educational qualifications for faculty ranks are as follows:

<i>Instructor</i>	<i>AB/BS, MA/MS</i>
<i>Assistant Professor</i>	<i>MA/MS or Ph.D.</i>
<i>Associate Professor</i>	<i>Ph.D. or its equivalent</i>
<i>Professor</i>	<i>Ph.D. or its equivalent</i>

b. Recommendees for the positions should preferably not have failing grades. [Malacañang AO 160, Series 1970]

c. All appointments to the faculty shall be made strictly on the basis of merit. No religious test shall be applied, nor shall the religious opinions or affiliations of the instructors of the University be a matter of examination or inquiry. *[Art. 157]*

d. Members of the faculty shall be exempt as such from any civil service examination or regulation as a requisite to appointment. *[Art. 158]*

However, faculty members assigned to teach subjects for licensure examinations on all professions shall be holders of valid certificates of registration/professional licenses and professional identification cards, or special temporary permits, or a valid certificate of competency for the profession issued by the Professional Regulation Commission. *[from R.A. 8981, PRC Modernization Act of 2000]*

e. Every recommendation to the Board of Regents for appointment or promotion shall be accompanied with a complete statement of the qualifications, training, service record, publications, or research of the candidate and such other matters which may be called for by the rules of the University. *[Art. 159]*

- f. Recommendations for appointments and promotions in the faculty shall be made in accordance with such rules of procedure as may be prescribed by the President and shall be strictly in consonance with a plan of standardization of faculty positions. The Board of Regents shall not approve any appointment which shall take effect earlier than thirty (30) days before the meeting of the Board at which the recommendation for promotion is presented. *[Art. 160; amended at 818th BOR meeting, Mar. 23, 1972]*
- g. It is the policy of the University to discourage nepotism* in appointments to the academic and administrative staff of the University except in cases where the interests of the University require otherwise and the Board of Regents so decides. This policy shall be observed and applied within the individual units of the University, such as the colleges and schools. *[Art. 163, amended at 754th BOR meeting, Jan. 20, 1967]*
- h. No person shall be eligible for appointment or reinstatement as a regular member of the faculty of the University during the term for which s/he has been elected to any political office. *[Art. 164]*
- i. No person who has been defeated as a candidate for any political office in an election shall be eligible for appointment or reinstatement as a regular member of the faculty within a year after the election. *[Art. 165]*
- j. No person shall be appointed member of the faculty without compensation unless, in the opinion of the President/Chancellor of the University, such a person possesses high professional or scholastic competence and the immediate requirements of the University justify the appointment. *[Art. 166]*
- k. No person shall be appointed to the faculty on part- or full-time basis, with or without compensation, if the said person is on the staff of any private university or college in the Philippines; *Provided*, That when the immediate requirements of the University justify the appointment and no other applicant approximates the needed high professional and scholastic competence, such a person may be appointed on a year-to-year basis until another, who possesses the desired competence and is not connected with other educational institutions, is available and willing to accept such an appointment. *[Art. 167]*

* Nepotism is prohibited insofar as administrative and other non-teaching personnel are concerned. *[Sec. 49, P.D. 807]*

1. In all appointments to the positions of lecturers, senior lecturers, or professorial lecturers in the University, nominees who are connected with other branches of the Government shall present written permits from the department head concerned, and shall state the total number of hours a week they are teaching in other schools. [*Art. 161, amended at 759th BOR meeting, June 15, 1967 and 845th BOR meeting, Apr. 25, 1974*]

The following set of new guidelines will be inserted as *5.1.2 Minimum Qualifications per Rank* of Section *5.1 Appointments* on page 55 of Faculty Manual 2003. Subsequently, the numbering of sections will have to be changed accordingly.

5.1.2 Minimum Qualifications per Rank [from Shaping our Institutional Future: A Statement on Faculty Tenure, Rank and Promotion, UP System Manual Series 2, OVPAA, 2004]

The following are the minimum qualifications according to faculty rank. All candidates for original appointment shall possess desirable academic, collegial, and professional qualities such as academic integrity, professional ethics, dedicated service to the unit and the University, and commitment to academic excellence.

a. Instructor

- *Appropriate undergraduate degree and good scholastic record*
- *Intellectual competence to teach introductory courses*
- *Good teaching potential as manifested by sample lectures or teaching demonstration*
- *Motivation to undertake graduate courses and potential for success in graduate studies*

b. Assistant Professor

- *Appropriate MS/MA degree or equivalent degree*
- *Competence in teaching, as evidenced by student evaluation and other parameters, or very good teaching potential as manifested by sample lectures or teaching demonstration in the case of candidates for original appointment to this rank*
- *Ability to undertake research or creative work in visual and performing arts of credible quality, preferably with at least one research publication as sole or lead author in reputable refereed*

journal/book or the equivalent in literary, visual, and performing arts

- *Active participation in department activities, and, when possible, college or University activities*

c. Associate Professor

- *Appropriate Ph.D. or equivalent terminal degree**
- *Better than satisfactory teaching performance*
- *Demonstration of high level of competence in research or creative work, with at least several research publications in reputable refereed journals/books or the equivalent output in literary, visual, and performing arts*
- *Ability to supervise research or direct creative work or performance*
- *Active participation in department, college, and University activities and extension work*

d. Professor

- *Appropriate Ph.D. or equivalent terminal degree*
- *Outstanding teaching performance*
- *Highly productive and sustained publication record or equivalent creative output that is recognized by peers both within and outside the University as significant contributions to the advancement of knowledge*
- *Active participation in department, college, and University affairs and extension work*
- *Demonstration of the highest standards of professional excellence, academic integrity, collegiality, and service to the University*

* *In exceptional cases, the doctoral degree for Associate and full Professor ranks may be substituted by a record of publicly available scholarly or creative work judged by peers to be of superior quality.*

The following includes additional information on APFC members (bold, italicized portions of Section 5.1.4 c-2 and c-3) and supersedes Section 5.1.4 c *University Academic Personnel and Fellowship Committee* on pages 59-60 of Faculty Manual 2003.

5.1.4 *Role of Academic Personnel Committees* [*E.O. no. 6, Office of the President, UP, Aug. 5, 1970; amended by E.O. no. 9, Office of the President, UP, Aug. 31, 1970; 1159th BOR meeting, Mar. 21, 2002*]

a. Department Academic Personnel Committee (DAPC)

No revisions (Refer to pages 57-58 of Faculty Manual 2003)

b. College Academic Personnel Committee (CAPC)

No revisions (Refer to page 59 of Faculty Manual 2003)

c. University Academic Personnel and Fellowship Committee (APFC) [*Exec. Com. meeting, Dec. 3, 2002; OC memo no. ERR 02-098, Oct. 10, 2002; from discussions during the UPD Conference on Academic Management on Feb. 7-8, 2004; OC memo no. ERR-04-019, Feb. 16, 2004*]

1) Functions

The APFC shall review, evaluate and endorse to the Chancellor recommendations from academic units with regard to the following:

- Appointment, tenure, and promotions of faculty and REPS (salary grade 18 and above)
- Award of local and foreign fellowships, study leaves, special details, professorial chairs, and faculty grants
- Financial assistance for participation in conferences, seminars, workshops, and training programs
- Other related functions assigned by the Chancellor

2) Membership

- Vice Chancellor for Academic Affairs, *Ex officio* Chair
- Vice Chancellor for Administration, *Ex officio* Vice-Chair
- ***HRDO Director, Head of Secretariat***
- 2 representatives each from the 4 curriculum clusters
- 2 REPS

3) Qualifications

The following are the minimum qualifications of potential APFC members: [OC memo no. ERR 02-098, Oct. 10, 2002]

- a) must hold the rank of at least Associate Professor;*
- b) capable of looking beyond the department, college, or cluster level;*
- c) must be committed and have time to attend and participate actively in meetings (twice a month for at least three (3) hours per meeting); and*
- d) preferably does not hold an administrative position*

As a general rule, decisions/recommendations of the APFC are arrived at by consensus and not through voting. In cases where voting may have to be resorted to, the following shall be observed: [from discussions during the UPD Conference on Academic Management on Feb. 7-8, 2004; OC memo no. ERR-04-019, Feb. 16, 2004]

- a) the HRDO Director shall have no voting right. HRDO serves as the Secretariat of the APFC; and*
- b) the REPS members of the APFC may vote only in cases involving the REPS.*

The following includes additional information on promotion (bold, italicized portions of Section 5.2.1) and supersedes Section 5.2.1 Criteria for Promotion on page 62 of Faculty Manual 2003.

5.2 Promotion

5.2.1 Criteria for Promotion

Promotion offers an opportunity to recognize the achievements and good works of the faculty over a period of time.

In determining promotions in the faculty, careful consideration shall be given to the following factors: teaching ability of the candidate, research competence and productivity, scholarly performance, dedication to service, positive evidence of educational interest and marked academic growth, moral integrity, and good personal character and conduct. [from Art. 174]

Promotion implies selectivity and choice; it is awarded for academic, scholarly, and professional accomplishments, not for seniority nor length of service.

Individual units may impose more stringent standards as long as these are consistent with the intent and framework of the System-wide standards, applied consistently within the unit and made clear to the unit's faculty.

Units are advised to specify their promotion requirements (in writing) for the guidance of the faculty based on the principles, general evaluation criteria and procedures and indicators on pages 20-26 of Shaping our Institutional Future: A Statement of Faculty Tenure, Rank and Promotion, UP System Manual Series 2, OVPAA, 2004. A separate set of guidelines for promotion of faculty administrators is on pages 27-30 of the System Manual.

The following includes additional information on tenure (bold, italicized portions of Section 5.3) and supersedes Section 5.3 *Appointment to Specific Ranks and Tenure* on page 63 of Faculty Manual 2003.

5.3 Appointment to Specific Ranks and Tenure

Tenure or permanency is granted to a faculty member who meets the requirements for the position to which s/he is being appointed after a trial period in accordance with the rules and standards set by the University.

- *Meaning and Purpose of Tenure [from Shaping our Institutional Future: A Statement on Faculty Tenure, Rank and Promotion, UP System Manual Series 2, OVPAA, 2004]*

- Meaning of Tenure

Tenure is the right of a faculty member to continuous employment until s/he retires, voluntarily leaves the University or is dismissed for cause. It is a pact between the University and the faculty member, in which the University agrees to guarantee the academic freedom and economic security of the faculty member and provides a place of work for teaching and scholarly activities, and the faculty member agrees to undertake these functions as best as s/he can and to fulfill other institutional responsibilities. As such, tenure is the start, not the end of an academic career; a responsibility, not an attainment that exempts the tenured faculty member from periodic evaluation.

- *Aims of Tenure*

Tenure aims to (1) foster and safeguard the academic freedom of faculty; (2) enable the University to attract and retain the best faculty; and (3) protect the faculty from dismissal or termination of employment without cause.

- *Privileges of Tenure*

Tenure grants the following privileges to a faculty member: (1) employment until retirement, resignation, or dismissal for cause; (2) economic security that ensures that salary, rank, and benefits are not reduced during the period of employment, except for cause; and (3) continued University support for teaching and scholarly or creative work, including reasonable teaching assignments and reasonably adequate facilities (classroom, library, laboratory, office, and equipment).

- *Responsibilities of Tenure*

The possibility of tenure behooves the tenure-track faculty member to:

- (1) develop his/her field of learning and research by producing scholarship of the quality and quantity expected of tenure-track faculty and by demonstrating capacity to sustain research activities over time*
- (2) contribute to the learning of students through competent and effective teaching by (a) meeting all scheduled classes on time and making himself/herself available for consultation; (b) preparing seriously for class and teaching competently and as well as s/he can; (c) striving constantly to improve teaching performance, keeping up with new developments and teaching materials in the discipline, and updating pedagogy and teaching content to reflect these developments*
- (3) be committed to the University as an intellectual community by (a) upholding academic freedom against abuse and respecting the academic freedom of others; (b) participating in the life of the University; (c) performing in a productive professional manner so as to deserve faculty status; (d) conducting himself/herself ethically in all dealings with students, colleagues, staff, and persons inside and outside the University*

- (4) rendering service to the University and the larger community by (a) engaging in activities that enrich the University's academic life; (b) undertaking public service projects that improve the quality of life, address contemporary problems of society, or generally raise the welfare of the community at large*

The tenured faculty who recommend tenure equally share the burden of responsibility. They must:

- (1) uphold academic freedom, which requires that faculty appointments are made solely on academic grounds—performance in teaching, research and extension, potential to contribute to the discipline, and ethical conduct of the profession*
- (2) apply stringent standards in measuring the quality of the applicant for appointment, reappointment, and tenure*
- (3) create an intellectual environment that supports open and free inquiry, including the freedom to differ, in the spirit of learning and scholarship*
- (4) satisfy the minimum (preferably better than the minimum) expectations of faculty from tenure-track faculty members*

Standards for Evaluation of Tenure-Track Faculty

<i>Performance</i>	<i>Desired Quality and Attributes</i>	<i>Sources of Evidence</i>
<i>Teaching</i>	<ul style="list-style-type: none"> • <i>Knowledge of subject matter</i> • <i>Contribution to intellectual development of students through such means as course syllabus and material, interaction with students in and outside the classroom, advising, availability to students</i> • <i>Sustained commitment to classroom instruction</i> • <i>Capacity (where applicable) to direct graduate work or senior undergraduate work, directed studies or reading seminars, internships, field work or other courses</i> • <i>Ability to communicate effectively to students</i> 	<ul style="list-style-type: none"> • <i>Student evaluation: teacher's ability to communicate, openness to dialogue, fairness, organization, personal qualities in the classroom (e.g., a popular teacher is not necessarily a good teacher; unreasonableness is not a mark of intelligence), attendance, punctuality, availability for consultation</i> • <i>Peer evaluation: course syllabus and content, instructional materials</i> • <i>Teaching portfolio: course syllabus and material, exam questions, exercises, instructional materials (including textbook, lab manual authored by faculty member, if any)</i> • <i>Overall class performance (e.g., inordinately high failure rate must be explicable)</i> • <i>Submission of grades on time</i> • <i>Teaching-related grants</i> • <i>Teaching excellence awards</i>

<i>Performance</i>	<i>Desired Quality and Attributes</i>	<i>Sources of Evidence</i>
<i>Research</i>	<ul style="list-style-type: none"> • <i>Commitment to original research or creative work that will lead to sustained contributions over time and to growth in scholarly and professional stature</i> • <i>Acceptable quality and quantity of published or creative work, in terms of the minimum standards and those set by the discipline</i> 	<ul style="list-style-type: none"> • <i>Critical peer evaluation using standards of the discipline</i> • <i>Papers read in conferences; invited participation in scholarly conferences</i> • <i>Creative work or research projects (ongoing and completed), including patent, software, and other technological developments</i> • <i>Refereed publications (journal article, book, or book chapter) or equivalent artistic presentation, exhibits, or performances in visual and performing arts</i> • <i>Research grants (if any)</i> • <i>Membership or leadership in professional organization</i> • <i>Award and achievements in the discipline (if any)</i>
<i>Service</i>	<ul style="list-style-type: none"> • <i>Activities that enhance the academic life of the University, improve the quality of life of society, or promote the general welfare of the University, community, or nation at large</i> 	<ul style="list-style-type: none"> • <i>Committee work, participation in department/college/ University activities</i> • <i>Extension report</i> • <i>Feedback from beneficiaries or partners</i> • <i>Public service award (if any)</i>

In general, units that offer only graduate programs must have more rigorous requirements than purely undergraduate units.

Units may impose higher requirements provided these are approved by the College, the Chancellor, the President, and the Board of Regents. [1017th BOR meeting, Dec. 8, 1988] Units are,

however, advised to put their procedures and requirements in writing so as to guide tenure-track and tenured faculty alike, ensure that policies are followed, minimize conflict, and facilitate the review and improvement of policies and processes.

*[For details on tenure-track positions, non-tenure track positions and evidence of merit, and evaluation process for renewal, refer to pages 5-14 of *Shaping our Institutional Future: A Statement on Faculty Tenure, Rank and Promotion, UP System Manual Series 2, OVPAA, 2004*]*

The criteria for tenure set by the University ensure that each faculty satisfactorily performs his/her teaching duties as well as contribute to the pool of knowledge in his/her chosen field or discipline. The inextricable link between teaching and research/creative work/extension, which is an essential requirement for faculty promotion, must also be reflected in the grant of tenure.

[Refer also to Section 1.2 Other Terms and Conditions of Appointment, of this Chapter]

The following includes additional information on appointment (**bold, italicized portions of Section 5.3.2 c**) and tenure (**bold, italicized portions of Section 5.3.2 e**). These supersede Section 5.3.2 *Assistant Professors* on pages 65-66 of Faculty Manual 2003.

5.3.2 Assistant Professors

- a. No person without a graduate or professional degree shall be initially appointed to the rank of Assistant Professor.
- b. The initial appointment in the University to the rank of Assistant Professor shall be temporary in character, renewable every year for a period not exceeding three (3) years.
- c. *A faculty member with a Ph.D. from a reputable university accepted as a lateral entrant shall be given the minimum rank of Assistant Professor 3. Higher rank shall be given for additional achievements such as good prior experience in teaching and scholarly publications or the equivalent in creative work.[118th BOR meeting, July 22, 2004]*

- d. Such appointment shall automatically terminate at the end of that three-year period unless the Assistant Professor is given tenure as provided in paragraph (e) below.
- e. The minimum qualifications for tenure shall be the following. Units may impose stricter standards.
- At least a master's or equivalent degree or a professional degree;
 - Satisfactory or better teaching performance; and
 - Sole or lead authorship of a refereed journal article (local or international) or academic publication by a recognized academic publisher or literary publisher in the case of literary work; or in the field of visual arts, creative work that was exhibited and juried, or a similar requirement in music and other performing arts.

In meritorious cases, the President may, upon the request of the unit, grant faculty on tenure track, who by March 2003 are in the final year of the "up-or-out period", until May 31, 2004 to meet the publication requirement for tenure. However, faculty who are not in the final year of the up-or-out period as of March 2003 shall comply with the tenure requirements within the prescribed period.[1169th BOR meeting, Mar. 27, 2003]

[Art. 178; amended at 834th BOR meeting, June 28, 1973; 1017th BOR meeting, Dec. 8, 1988; 1153rd BOR meeting, Aug. 30, 2001; 1169th BOR meeting, Mar. 27, 2003; 1184th BOR meeting, July 22, 2004]

For the School of Economics, the maximum period of temporary appointment as Assistant Professor is six (6) years. At the end of this maximum period, either the appointment terminates or the appointee must be promoted to Associate Professor with tenure. This rule shall be observed for as long as the School continues to hire faculty members already with Ph.D. *[1026th BOR meeting, Nov. 23, 1989]*

The following includes guidelines on appointment beyond retirement age (bold, italicized portions of Section 5.5.1) and supersedes Section 5.5.1 *Beyond the Compulsory Retirement Age of 65* on page 69 of Faculty Manual 2003.

5.5 Extension of Service in the University

5.5.1. Beyond the Compulsory Retirement Age of 65

The BOR may extend the tenure of faculty members of the University beyond the age of sixty-five (65), any other provision of law to the contrary notwithstanding, on recommendation of the President of the University, whenever in his/her opinion their services are specially needed; *Provided, however*, That no extension of service shall be made beyond the age of seventy (70). *[from Section 6, paragraph k of UP Charter]*

Even the special power of the Board to extend faculty appointments beyond the compulsory retirement age of 65 years must be availed of only sparingly and should not be taken for granted by the units. Deans, directors of academic units, and department chairs are all advised to review the age profile of their respective faculty and carefully plan the faculty complement needed for the offering of their programs. In highly justifiable cases when requests for extensions cannot be avoided, such as when the retiree's 65th birthday falls in the middle of a semester, all concerned are reminded to initiate the process early enough. *[OC memo no. 98-247, June 18, 1998]*

Requests to extend the appointment of faculty members who have reached the mandatory retirement age may be considered only in exceptional cases. The exception shall be the professor's continuing contribution to the College and the University that palpably stands out above the rest. Such contribution may be in the form of expertise that is yet unmatched, or an irreplaceable role in an institutional project on which the stature of the academic unit rests, particularly if an international commitment (in terms of external collaborators or funding) is at stake. The extension is therefore a recognition of the faculty's outstanding and ongoing contribution to the University.

In light of these basic academic principles, the following guidelines shall govern the extension of faculty appointment beyond retirement age [1184th BOR meeting, July 22, 2004]:

- a. The justification for the extension of full-time appointment shall be primarily academic (teaching) and not primarily for the purpose of*

extending administrative appointment. The latter, if at all, shall be an additional assignment.

- b. A unit that requests the extension of retired faculty appointment shall specify the contribution or expertise the unit will lose when a particular faculty member retires, following the description in the paragraph above.*
- c. Should the extension of a retired faculty member's appointment be necessary to keep the graduate program afloat, the request for extension shall be considered in the interest of currently enrolled graduate students, especially those at the thesis/dissertation stage; provided, however, that admission to the graduate program is suspended until such time that the department or unit develops the requisite number of qualified Ph.D. faculty.*
- d. The academic unit shall also indicate who among the present staff are being trained to teach the course(s) and when these faculty members can be expected to take over the course(s).*
- e. Continuous reappointment of a retired faculty member over a stretch of two (2) years is cause for the Constituent University to review the academic unit's staffing pattern and faculty development plan and take the appropriate measures to ensure that expertise among present academic staff is being developed.*
- f. Faculty members who turn 65 in the middle of the semester may be extended until the end of the semester or academic year to enable them to complete their teaching and other obligations.*
- g. The following are excluded from these guidelines: Professors Emeriti, lecturers, adjunct faculty, and clinical professors.*

6.0 FACULTY PRIVILEGES

The following additional information on enrolment (bold, italicized portions of Section 6.1.1 c) is appended to Section 6.1.1 *Full-Time Faculty Members* on page 74 of Faculty Manual 2003.

6.1. Study Privileges for Faculty Members Not on Leave

6.1.1 *Full-Time Faculty Members (permanent or temporary, regular incumbents or substitutes)*

a. Study/Enrolment privilege

No revisions (Refer to pages 71-72 of Faculty Manual 2003)

b. Study load reduction or Study Load Credit (SLC)

No revisions (Refer to pages 72-74 of Faculty Manual 2003)

c. *Enrolment outside of the UP System [1053rd BOR meeting, Aug. 27, 1992; 1182nd BOR meeting, May 27, 2004]*

The rules for study load of UP faculty state, among others, that the college where the faculty member will study is approved at all levels up to the Chancellor. To ensure that faculty members who do not study in UP apply at reputable Philippine universities, the following guidelines shall apply to those on local fellowship, full study leave with and without pay, and partial study load reduction.

- 1) In-breeding is unhealthy for the University; hence, faculty members from regional units who plan to study locally are advised to apply in the first instance at the larger UP campuses where they will be exposed to a different academic environment. (Faculty members who obtained their Ph.D. degrees locally in the last five years are encouraged to apply for a post-doctoral grant in a foreign university through the System Faculty Development Program).*
- 2) If the program is NOT available at UP, the program offered by the other local university must nonetheless be good. Reduced load for study shall be allowed.*
- 3) If distance and/or financial constraints prevent the faculty member from studying in another UP campus and the program*

in the local university is good, reduced load for study in the other university may be allowed.

4) A good graduate program is one:

- *that meets the standards of the discipline;*
- *that applies a selective admissions policy;*
- *whose faculty have an acceptable Ph.D. and publications profile in the discipline; and*
- *whose research facilities enable graduate level research.*

A CHED Center of Excellence or Development that meets these requirements shall be an acceptable unit.

5) The department (institute, division) and the college shall primarily be responsible for scrutinizing the record of other Philippine universities where their faculty plan to study.

The following includes additional information on study leave privileges (bold, italicized portions of Section 6.2.1-2) on page 77 of Faculty Manual 2003.

6.2 Leave Privileges

6.2.1 Study Leave [836th BOR meeting, Aug. 30, 1973; 973rd BOR meeting, Nov. 29, 1984; 1106th BOR meeting, Mar. 6, 1997; Resolution No. 432, GSIS Board meeting, Oct. 20, 1998; amended at 1142nd BOR meeting, May 26, 2000]

a. Study leave with pay

1) Qualifications

No revisions (Refer to pages 75-77 of Faculty Manual 2003)

2) Privileges

Faculty members on full study leave with pay or on fellowship shall enjoy the following privileges:

- Full de-loading from regular faculty duties
- Full faculty salary and other benefits for regular faculty in active service (including eligibility for promotions)

- 100% waiver of tuition, laboratory and miscellaneous fees (except Student Fund fees) in University courses provided study load is approved by the faculty member's graduate adviser and department chair
 - Rights to some suitable faculty office or desk space (for local Fellows, to the extent available), but no further entitlements
 - Thesis or dissertation allowance may be granted subject to the recommendation of the APFC, the availability of funds and approval by the Chancellor (During the leave with pay, the faculty member retains his/her faculty item.)
 - ***Any study leave or special detail on official time without pay granted to faculty members while pursuing graduate studies in the country or abroad in pursuit of the University's faculty development program is considered active service to the University and thus, computed as an integral part of their total service record in the University subject to the following conditions: [1106th BOR meeting, Mar. 6, 1997; OSU memo no. MVG-04-40, July 9, 2004]***
 - *The faculty members or REPS are on study leave or special detail through fellowship grants and/or other forms of support from a sponsoring institution (e.g., Ford Foundation, Rockefeller Foundation, Fulbright, etc.).*
 - *They are awarded the fellowships through the endorsement or recommendation of the University*
 - *This resolution shall also apply to retired faculty members and REPS who were not credited, for purposes of retirement, for their study leave or special detail on official time without pay while pursuing graduate studies in accordance with the University's faculty and staff development program.*
- 3) No revisions in succeeding sections (Refer to pages 77-80 of Faculty Manual 2003)

The following includes additional information on leave without pay while pursuing graduate studies (bold, italicized portions of Section 6.2.9) and supersedes 6.2.9 *Leave Without Pay* on pages 87-88 of Faculty Manual 2003.

6.2.9 Leave Without Pay [*Art. 239; amended at these BOR meetings: 828th, Dec. 21, 1972; 987th, Apr. 24, 1986; 1106th, Mar. 6, 1997; Resolution No. 432, GSIS Board meeting, Oct. 20, 1998; 1169th BOR meeting, Mar. 27, 2003; Art. 240; amended at 75th BOR meeting, Jan. 20, 1967; 1106th BOR meeting, Mar. 6, 1997; OSU memo no. MVG-04-40, July 9, 2004*]

The Chancellor may, upon recommendation of the Dean or head of office, grant leave of absence without pay not to exceed one (1) year at a time, provided it does not go beyond two (2) consecutive years, the absence to be planned in advance so as not to interfere with the work schedule of the University. If the faculty has a temporary appointment, the leave may be granted **ONLY FOR THE PURPOSE OF STUDY**, in which case the existing rules on study leave shall apply. Failure to report back to UP shall be considered absence without leave.

It should, however, be noted that any study leave or special detail on official time without pay granted to faculty members and research, extension and professional staff (REPS) while pursuing graduate studies in the country or abroad in pursuit of the University's faculty and staff development program is considered active service to the University and, thus, computed as an integral part of their total service record in UP. [1106th BOR meeting, Mar. 6, 1997; OSU memo no. MVG-04-40, July 9, 2004]

The phrase "without pay" affixed to study leave or special detail assignment is an internal mechanism adopted by the University to enable it to pursue its programs without additional cost to the University.

Any member of the academic staff, officer, or employee of the University System shall be dropped from the service for unexplained absence for at least thirty (30) days after the expiration of the period of the leave granted.

[Refer to Section 2.12 Leaves and Special Detail of Chapter 10 Conduct, Restrictions and Discipline]

The following includes additional privileges of retired faculty members (bold, italicized portions of Section 6.8) and supersedes 6.8 *Privileges of Retired Faculty Members* on page 91 of Faculty Manual 2003.

6.8 Privileges of Retired Faculty Members [*Art. 205; Art. 207; amended at these BOR meetings: 704th, Jan. 11, 1963; 765th, Dec. 19, 1967; 845th, Apr. 25, 1974; 937th, Mar. 5, 1981; 1017th, Dec. 8, 1988; 1043rd, Aug. 29, 1992; OVPA memo no. MVG-03-59, June 11, 2003; 1182nd BOR meeting, May 27, 2004*]

Retired faculty members shall:

- be issued UP Retiree I.D. Card (marked “Retired”), similar to the Senior Citizen’s I.D., that is effective for life;
- enjoy University library privileges;
- receive, upon request, publications of the University which are furnished to the faculty, generally;
- be given University and/or Campus newsletters (e.g., UP Newsletter, UP Forum, UPdate);
- be invited to attend in major University programs and activities;
- be exempted from tuition and miscellaneous fees as students and auditors in University courses, seminars, workshops etc., provided regular personnel in the service also enjoy these privileges;
- *enjoy an extension of their leave privileges (i.e., teacher’s leave in the case of faculty members not covered by cumulative leave and cumulative leave in the case of administrative personnel and other staff members not belonging to the faculty, as well as in the case of faculty members covered by cumulative leave, e.g., those holding administrative positions). [1182nd BOR meeting, May 27, 2004]*

The extension of such authorized leave privileges shall take effect retroactively in the case of personnel who are still in the service as of the date this policy is adopted and serving the University under an extension of service (i.e., beyond compulsory retirement age); that is, the effectivity of this privilege shall retroact to the date they attained their respective 65th birthdays.

The existing rules governing the grant of cumulative leave to faculty members under certain conditions shall continue to be in

force also in the case of those serving under an extension of service beyond compulsory retirement age.

- *be entitled to a waiver of surety obligations for faculty who availed of scholarships here and abroad [1090th BOR meeting, Sept. 28, 1995; OSU memo no. MVG-04-41, July 15, 2004]*

In approving this policy, the Board of Regents considered that it is not fair that those who signed as guarantors out of concern for colleagues who were pursuing graduate studies abroad, without expectation of gain and benefits, should be penalized for the failure of the scholars to return and serve out their obligations.

These individuals signed those contracts simply to facilitate departure of colleagues without expectation of gain and benefits. Most were in fact chairs and the most senior faculty looked up to them for support and encouragement. It is not fair that they are penalized for failure of the scholars to return and serve out their obligations.

The policy under current law and jurisprudence is to recognize the entitlement of retirees or retiring government employees to their retirement benefits because from said funds they can secure the sustenance they need when they are no longer gainfully employed.

Upon request of the Dean of a college or school, a retired University officer or faculty member may be detailed, with the faculty's consent, by the President or Chancellor to some pending academic project or program or a special activity of the college or school concerned. [Art. 206]

Dependents of UP retirees may be given study privileges subject to conditions stated in *Chapter 7 Faculty Benefits and Welfare, Section 4.1 b Study Privileges of Non-Earning Dependents of UP Retirees*. Moreover, a retired faculty with the rank of Professor may be appointed Professor Emeritus based on the conditions stated under Article 207 of the University Code.

7.0 FACULTY BENEFITS AND WELFARE

The word **NOT** is inserted as a correction on second paragraph of Section 7.4.7 d. The following supersedes Section 7.4.7 *Loyalty Award* on pages 118-119 of Faculty Manual 2003.

7.4 UP Benefits and Welfare

7.4.7 *Loyalty Award* [CSC Resolution No. 020295, CSC Memorandum Circular No. 06, s. 2002]

This award is granted to an employee of the government who has completed at least ten (10) years of continuous and satisfactory service to the particular government office granting the award. The following policies apply:

- a. A loyalty award is granted to all officials and employees in government, including those in state universities and colleges (SUCs) and government-owned and controlled corporations (GOCCs) with original charter, who rendered ten (10) years of continuous and satisfactory service in the government.
- b. The particular agency where the employee or official completed the ten (10) years of continuous and satisfactory service shall grant the award.
- c. An official or employee who incurred an aggregate of not more than 50 days authorized vacation leave without pay within the 10-year period shall be considered as having rendered continuous service for purposes of granting the loyalty award.

In the same way, an official or employee who incurred an aggregate of not more than twenty-five (25) days authorized vacation leave without pay within the 5-year period may qualify for the 5-year milestone loyalty award.

- d. Effective January 1, 2002, continuous and satisfactory services in government for purposes of granting loyalty award shall include services in one (1) or more government agencies without any gap.

Services rendered in other government agencies prior to January 1, 2002 shall **NOT** be considered for purposes of granting loyalty award.

e. The awardee shall receive a loyalty memorabilia/souvenir as follows:

- | | | |
|----------------------|---|------------------------|
| 10 and 15 years | - | bronze service pin |
| 20 and 25 years | - | silver service ring |
| 30, 35, and 40 years | - | gold service medallion |

or other memorabilia/souvenir as may be provided in the agency's Program on Recognition and Incentives for Service Excellence (PRAISE).

f. In addition to the loyalty memorabilia/souvenir, a cash gift which shall not be less than PHP500.00 but not more than PHP1,000.00 for every year of service shall be given to qualified officials or employees.

8.0 HONORS AND RECOGNITION

The following supersedes Sections *8.1. Professorial Chairs* and *8.2 Faculty Grants* on pages 122-129 of Faculty Manual 2003.

8.1. Professorial Chair Awards and Faculty Grants [1179th BOR meeting, Feb. 26, 2004]

Professorial Chair Awards and Faculty Grant Awards are forms of recognition for achievement in the academe. They are granted to members of the faculty at the tertiary level who have distinguished themselves in the fields they represent. Professorial chair awards are supported by special endowments. There are two (2) categories of professorial chair awards: Professorial Chair Awards in various fields and Professorial Chair Awards in General Education (GE Chair Awards).

The following guidelines apply to cover all existing professorial chair and faculty grant awards. As emphasized in the guidelines, a professorial chair or a faculty grant is an award to recognize achievement in the various fields or disciplines and general education. Therefore,

- a. the Award is not automatic for faculty members of certain rank, but is given only after a thorough screening process emanating from the department and college; and*
- b. the sole basis of the Award is merit, as prescribed by the guidelines.*

The authority to establish Chairs shall continue to rest with the Board of Regents upon recommendation of the President. The President shall confirm professorial chair awardees, while the Chancellor shall approve faculty grant awardees. The nature of the Chair and Faculty Grants as competitive awards and the practice of administering them shall be as follows:

- a. Awardees shall receive a Certificate of Award from the Chancellor in the case of CU Chairs and Faculty Grants, and from the President in the case of System Chairs.*
- b. In keeping with the nature of the Chair and Faculty Grants as awards – as recognition of outstanding achievement – emphasis shall be placed on the criteria and eligibility for the Awards.*

8.1.1 Professorial Chair Awards (in various fields)

These are Awards established to recognize achievement of faculty members in the arts and humanities, social sciences and philosophy, mathematics, natural sciences and technology and general education. The Awards aim to encourage the faculty to advance knowledge and learning in the various fields and disciplines.

a. Criteria and Eligibility

- 1) Professorial Chair Award recipients shall be selected from among the regular members of the faculty, including those on sabbatical, with the rank of Assistant Professor or higher. In addition, the recipient should have shown outstanding achievement in the following:**
 - **Teaching.** Master of the subject, conscientious in preparation for teaching, explains well and clearly, earns respect of students on account of intellectual superiority;
 - **Intellectual productivity.** Active in scholarship; publishes in academic venues or, in visual and performing arts, exhibits or performs artistic work; contributes to the body of knowledge;
 - **Service to the University and the larger community.** Participates in University committees and activities, helps strengthen the institution, engages in public service.
- 2) Faculty members at the pre-collegiate level who taught regular courses at the tertiary level in the last two (2) years immediately preceding the Award may be considered for the Award, provided they satisfy the criteria above.**
- 3) No limit shall be placed on the number of times a faculty member may receive the Award, the sole basis of the Award being merit, provided only one (1) Award is given at a time to a faculty member.**

b. Selection

- 1) The Dean shall announce to the faculty three (3) months before January 1 or July 1 the number of slots available for the Award at the CU and System level.**
- 2) Nominations for the Award may be made by any member of the faculty (including the Chair and the Dean). All nominations shall be evaluated by the Departmental Academic Personnel**

Committee (or its equivalent in colleges which have no departments) and the Chair and their recommendations submitted to the College Academic Personnel Committee (CAPC).

- 3) The CAPC and the Dean shall submit to the Chancellor the recommendations for the grant of the Award.*
- 4) For System-wide Chairs, the nomination may be initiated by the department, through the chairperson; by the College, through the Dean; or by the Academic Personnel and Fellowship Committee (APFC) or the CU Committee on Professorial Chairs, through the VCAA and the Chancellor. The President's Committee on Professorial Chairs and Faculty Grants, whose members are appointed by the President, shall evaluate the nominations and recommend the candidates to the President.*

c. Grant of the Award

- 1) All recommendations for the Award shall be submitted to the President.*
- 2) No person may be granted more than one (1) Professorial Chair Award within a calendar year.*

d. Award

Awardees shall receive a Letter of Award, not an appointment. [OC memo no. ERR-04-046, Apr. 15, 2004] Each Professorial Chair Award carries with it a cash award the amount of which is approved by the BOR.

e. Date of Award

The award dates shall be on the 1st of January or July.

f. Effectivity

These guidelines shall apply to Chairs awarded from January 2004 and shall supersede existing policies/guidelines inconsistent with the above guidelines.

g. Acknowledgement of Professorial Chair donors [OC memo no. ERR 04-055, Apr. 29, 2004]

Professorial Chair holders are encouraged to send letters of acknowledgement to their respective donors, possibly with some

feedback as how the professorial chair has contributed to their professional growth, and that of specific fields of study.

Colleges are likewise enjoined to be in constant touch with Professorial Chair donors. Inviting them or their representatives to attend professorial chair lectures is the University's way of making donors aware of how their support to the academe is highly valued.

8.1.2 General Education (GE) Chair Awards

The GE Chairs are System-wide Professorial Chair Awards granted to faculty members to recognize achievement in promoting the objectives of the General Education Program, contributing to the philosophy or practice of general education, and encouraging faculty to apply pedagogical innovations toward the attainment of the goals of the program.

a. Criteria and Eligibility

- 1) Recipients of a Professorial Chair Award in General Education shall be selected from among the regular members of the faculty, including those on sabbatical, with the rank of Assistant Professor or higher. In addition, the candidate should have taught a GE course for at least one (1) semester in the year prior to the Award.*
- 2) A faculty member selected for the GE Chair Award must be an excellent teacher, able to match the broad grasp of the subject with his/her particular expertise. Attention shall be given to the candidate's ability to instill in students a desire for learning.*
- 3) No limit shall be placed on the number of times a faculty member may receive the Award, the sole basis of the Award being merit, provided only one (1) award is given at a time to a faculty member.*

b. Selection

- 1) The VPAA shall announce the number of awards at least four (4) months prior to the grant of the Awards.*
- 2) In addition to the usual procedure for selecting professorial chair awardees, nominations for the GE Chair may emanate from the GE Committee or a similar body created by the Chancellor at the Constituent University level for the purpose of overseeing and revitalizing the GE Program.*

- 3) *At the System level, the GE Council shall evaluate the nominations of the Constituent Universities and recommend the awardees to the President.*
- 4) *All other rules and procedures pertaining to the selection of professorial chair awardees that are not inconsistent with the above shall apply to the GE Chairs.*

c. Grant of Award

- 1) *All recommendations for the Award shall be submitted to the President.*
- 2) *No person may be granted more than one (1) Professorial Chair Award within a calendar year.*

d. Amount of the Award

Awardees shall receive a Letter of Award, not an appointment. [OC memo no. ERR-04-046, Apr. 15, 2004] Each Professorial Chair Award carries with it a cash award the amount of which is approved by the BOR.

e. Date of Award

The award dates shall be on the 1st of January or July.

f. Effectivity

These guidelines shall apply to GE Chairs awarded from January 2004 and shall supersede existing policies/guidelines on GE Chairs inconsistent with the above guidelines.

8.1.3 Faculty Grant Awards [1179th BOR meeting, Feb. 26, 2004]

Aside from Professorial Chair Awards, Faculty Grant Awards are also given as recognition for outstanding achievement usually to faculty of lower rank. The Chancellor shall approve the Faculty Grant Award subject to the selection process provided for Professorial Chair Awards; provided that a faculty member who is granted a Professorial Chair Award may not be selected at the same time for a Faculty Grant Award. Any regular faculty member with outstanding academic, teaching and research credentials may be considered for the Award. Faculty members on sabbatical, or those on leave for more than three (3) months or on secondment or detail with another agency may not be selected for the

award. The amount of the Award shall be specified. Award dates shall be on the 1st of January or July.

The following sections on *8.3 Academic Distinction Awards* have been revised. Please refer to the indicated pages of *“In Support of a Culture of Scholarship and Excellence: Faculty Development, Grants, and Awards”*, UP System Manual Series 1, OVPAA, 2004, for the revisions.

8.3. Academic Distinction Awards

8.3.1 *International Publication Award (IPA)*

For revisions, refer to pages 37-41 of *“In Support of a Culture...”*

8.3.2 *International Award for the Arts*

For revisions, refer to pages 42-44 of *“In Support of a Culture...”*

8.3.3 *Gawad sa Natatanging Publikasyon sa Filipino*

For revisions, refer to pages 44-46 of *“In Support of a Culture...”*

8.3.4 *President’s Award for Innovation in Teaching*

For revisions, refer to pages 46-49 of *“In Support of a Culture...”*

8.3.5 *University Professor Grant*

For revisions, refer to pages 36-37 of *“In Support of a Culture...”*

The following guidelines on the new *Advanced Technology Award* is appended to Section *8.3. Academic Distinction Awards* on page 141 of *Faculty Manual 2003*.

8.3.6 *Advanced Technology Award [1178th BOR meeting, Jan. 29, 2004]*

The Award recognizes pioneering and concrete technological achievements and innovations. The underlying goal is to encourage interest in creation and invention among faculty, REPS, and staff.

a. Scope of Award

A maximum of two (2) awards shall be given for a specific technological innovation in any discipline completed in the year preceding the Award. Broadly defined, technological innovation includes any new or improved product, material, process, equipment or system of scientific or technical origin.

b. Eligibility

Full-time faculty, REPS, and staff, whether individually or as a group, may be nominated for the Award.

c. Criteria

The basic criteria for evaluating entries include: scientific features and technical merit, pioneering nature, applications and potential impact on end-user.

d. Requirements

1) The candidates must submit a description of the entry, explaining its primary function and features:

- What it is, what it does, how it works*
- Principles and theories involved*
- How it compares with or improves on other current products/processes*
- Current or possible future applications; potential impact on end-user*

The write-up, while intended for a technically literate audience, should maintain a readable style as that of Scientific American, Science, Technology Review or similar publications.

2) Documentary evidence to support the entry must be included, e.g., citations, testimonials from users, recommendations from experts, patents, patent applications, relevant publications.

e. Selection process

Departments shall send their nominations to the Chancellor. The screening process shall be two-tiered.

1) At the campus level, the Chancellor shall form a committee to:

- Screen out nominees whose innovations are weak or lacking in technical merit; and*
- Prioritize all the rest.*

2) The President shall create a System committee to recommend the recipients of the Award. The Committee (and the President) may interview the candidates and ask them to demonstrate their entries.

3) Faculty may be awarded only once for the same innovation but may qualify for another innovation.

f. Value of Award

The Award shall be given annually in the form of a specified amount to be divided equally in the case of a group. In the case of co-developed output, only UP faculty, REPS, and staff eligible for the Award shall receive it. The Award will be given during the annual Academic Distinction ceremony.

9.0 INCENTIVES

The following sections on *9.1 Fellowship/Study Leave* and *9.2 UP Creative and Research Grants* have been revised. Please refer to the indicated pages of “*In Support of a Culture of Scholarship and Excellence: Faculty Development, Grants, and Awards*”, UP System Manual Series 1, OVPAA, 2004, for the revisions.

9.1. Fellowship/Study Leave

9.1.4 *Doctoral Studies Fund*

For revisions, refer to pages 3-6 of “*In Support of a Culture...* ”

9.1.5 *Ph.D. Incentive Grant and Sandwich Program*

For revisions, refer to pages 7-12 of “*In Support of a Culture...* ”

9.2. UP Creative and Research Grants

9.2.1 *Post-Doctoral Research Grant*

For revisions, refer to pages 12-14 of “*In Support of a Culture...* ”

9.2.2 *Textbook Writing Grant*

For revisions, refer to pages 27-32 of “*In Support of a Culture...* ”

9.2.3 *Research and Creative Work Grant*

For revisions, refer to pages 22-26 of “*In Support of a Culture...* ”

9.2.4 *Support for International Publication of Literary Works*

For revisions, refer to pages 30-32 of “*In Support of a Culture...* ”

9.2.5 *Research Incentive for Lateral Entry Ph.D.s*

For revisions, refer to pages 32-34 of “*In Support of a Culture...* ”

The following guidelines on new Grants are appended to Section 9.2 *UP Creative and Research Grants* on page 173 of Faculty Manual 2003.

9.2.6 *GE Textbook Writing Grant under the GE Fund [1191st BOR meeting, Dec. 10, 2004]*

a. Purpose

The Grant aims to encourage faculty and REPS to write textbooks in support of the General Education (GE) program of the University.

b. Eligibility

- 1) Regular, full-time faculty and REPS with the rank of Assistant Professor and higher, who have taught a GE course for at least two (2) semesters, may apply for the Grant.**
- 2) Applicants must have excellent records as teachers of the GE course for which the textbook is being proposed.**
- 3) The track record of applicants in completing creative/research projects (whether UP-funded or not) shall be examined by the screening committees of the CU and the System. Those with poor track record shall not qualify for the Grant.**
- 4) Current recipients of a textbook writing or research grant from the System may not apply for this Grant.**
- 5) Applicants may apply individually or as a group. In the case of a group, the total amount of the Grant shall be prorated according to the rank of the applicants and the proportion of the work to be done by each.**

c. Scope of the Grant

- 1) The Grant shall support the writing of textbooks for officially approved GE courses. Textbooks, whether in print or electronic form, shall refer to the main teaching/learning material which presents the subject matter defined by the syllabus.**
- 2) The textbook shall contain mainly the original work of the author/s but may include supplemental readings if necessary. Generally, works that are mainly compilations of readings shall not be supported by the Grant. Neither shall the Grant cover the writing of lecture notes or workbooks.**
- 3) The Grant shall not cover proposals for teaching materials such as slides, powerpoint presentations, etc. intended for specific topics of lessons only.**
- 4) Neither shall the Grant provide for publication or production costs.**
- 5) Priority shall be given to textbooks for which no good (foreign or local) textbooks or reference materials are available.**
- 6) The Grant shall be for one (1) year and, in exceptional cases, may be extended up to six (6) months at most, which extension must be justified and proof of work thus far completed, presented. No additional funds shall be provided for the extension.**

d. Contract rate

- 1) The contract rate is based on the total number of hours (estimated and expected by the OVPAA) to be spent by a grantee on the project multiplied by an "hourly rate" that depends on the grantee's rank.**
- 2) The Grant assumes that a faculty member teaches/works 10.5 months/year, 22 working days/month at 8 hours/day, which is equivalent to 1,848 hours/year. An hourly rate is then obtained by dividing the grantee's annual salary by total teaching/working hours. This gives an hourly rate of annual salary/1,848 hours.**
- 3) It is also assumed that a grantee will work on the project for 3 hours/day, 30 days/month for 12 months. This amounts to 1,080 total hours of project work.**
- 4) The contract rate, obtained by multiplying the total hours by the hourly rate, shall amount to 1,080 hours x (annual salary/1,848 hrs.), or approximately 58 percent (58%) of the annual salary.**

e. Requirements

- 1) Applicants shall submit an application containing their textbook proposal.**
- 2) They shall also state the number of semesters they have taught the GE course for which they plan to write a textbook and their publications in that particular area, if any.**
- 3) Their project must be one that can be completed in twelve (12) months.**
- 4) A budget need not be submitted; the applicant may use the contract fee for whatever research purpose s/he deems necessary.**
- 5) The proposal should have the endorsement of the unit's textbook committee or equivalent body and the department Chair or Institute Director.**
- 6) The recommending CU shall ascertain the applicant's track record in completing research and other projects.**

f. Procedure

- 1) Applications shall be sent to the CU screening committee for textbook grants or for the GE Program. The Committee shall forward its recommendations to the VPAA, ranking them**

according to the content and contribution of the proposal and other relevant criteria.

- 2) The VPAA shall refer the CU proposals to the GE Council, which shall evaluate the recommendations of the CUs and rank the best according to merit. The Council may refer promising proposals to the proponents for revision.*
- 3) Approval of the recommendations shall come from the President, the total number of grants approved depending on the availability of funds.*
- 4) The VPAA shall notify successful applicants and advise them to make arrangements with the OVPAA for the contract and release of funds.*
- 5) The VPAA shall likewise inform proponents whose proposals were not accepted and suggest improvements for future applications.*

g. Release of funds

- 1) The Grant shall be awarded in the form of a research contract indicating the purpose, expected output, and intellectual property rights of the parties involved.*
- 2) Fifty percent (50%) of the Grant shall be paid upon signing the contract.*
- 3) The final installment of the Grant shall be released after the manuscript has passed a blind review by two (2) referees.*

h. Obligation of grantees

- 1) Grantees shall continue to perform their regular functions as faculty or REPS during the grant period. In no case shall the faculty be given overload pay for the research. Should the recipient resign before completing the project, s/he shall automatically lose the Grant and return the amount unused.*
- 2) Grantees shall submit a mid-term report to the Chancellor six (6) months after the award commences and an acceptable manuscript within two (2) months after the Grant ends.*
- 3) In no case shall the Grant be reviewed or an application from the same grantee be entertained for any other grant under the Creative and Research Scholarship program until the final manuscript in print or multimedia is submitted to the VPAA.*

4) Grantees who fail to comply with the terms of the Grant and those whose grants are terminated for cause during the project period shall return the full amount received. Payments to the University shall be made in full in case of resignation or retirement, and through salary deductions in other cases. Grantees shall also be subject to other sanctions prescribed by pertinent University rules. Furthermore, they shall be disqualified from all University grants.

i. Review of output

1) Textbook manuscripts shall be reviewed by referees selected by the VPAA. If the referees find the output acceptable, the VPAA shall release the balance of the Grant.

2) If the referee suggests substantial revision, however, or raise serious doubts about the quality of the work, the VPAA shall pass on the comments to the grantee and withhold the balance of the Grant until the necessary revisions are made.

3) Referees shall receive compensation for their work depending on the number of manuscript pages evaluated.

j. Intellectual Property Rights

1) The UP Press shall have the first option on the manuscript should the author wish to publish it.

2) Should the result of the project be published or publicly presented or exhibited, the University shall be acknowledged as the source of the Grant. University provisions on intellectual property rights shall likewise be implemented.

9.2.7 Washington SyCip Award for Best General Education Learning Material [1191st BOR meeting, Dec. 10, 2004]

To further support the ongoing revitalization of the General Education program, outstanding teaching/learning materials developed by faculty who teach GE courses shall be recognized and awarded the "Washington SyCip Award for Best General Education Learning Material".

a. Purpose

The Award aims to recognize excellent teaching and/or learning materials developed by faculty and staff for courses in the General Education (GE) program of the University. The Award complements

the President's Award for Teaching Innovation by focusing on GE instructional materials that enhance the teaching of GE courses, support the liberal arts philosophy and objectives of the GE program, and showcase the best of the University's teaching mission.

b. Eligibility

Full-time faculty and REPS faculty who developed teaching/learning materials for GE courses they teach may be nominated for the Award. The Award may be given to an individual or group; in the latter case, all members of the team who developed the materials shall be eligible, provided they are full-time staff of the University.

c. Scope of the Award

- 1) The Award covers original instructional (teaching or learning) materials developed by the nominee for a GE course.*
- 2) The material may be print (e.g. textbooks, primary reference materials), electronic/multi-media, or a combination of both.*
- 3) The material must have been used for at least one semester to allow for appropriate evaluation of effectiveness.*
- 4) The material must be a primary teaching or learning resource used substantially throughout the course. Materials produced for single or limited number of lessons or lectures are not qualified.*
- 5) A maximum of two (2) awards shall be given for material completed within the last two (2) years preceding the Award.*
- 6) Faculty, REPS, and staff may be awarded only once for the same material but may qualify for another material.*

d. Value of the Award

The Award, in the form of a specified amount to be divided equally in the case of a group, shall be given annually during the Academic Distinction ceremony.

e. Requirements

- 1) The nominee must submit a copy of the entry, together with a write-up that addresses the following:*
 - why the material was developed and its development process;*
 - pedagogical features of the work;*
 - how the material enhances learning;*

- *how the material is used in (and outside) the classroom; and*
- *for electronic or multi-media materials, a description of software/hardware requirements.*

2) *Fact-sheet specifying:*

- *GE course where material is used; course syllabus; supplementary materials used together with the nominated material; previous material used, if any; and*
- *Semester when material was used; number of sections, number of students, and professors who used the material.*

3) *To demonstrate the effectiveness of the material, nominees shall present feedback from students and faculty members using the material and other evidence of the material's impact such as results of special instruments used for evaluation of the material.*

f. *Criteria*

- 1) *The material shall be judged primarily on its educational value. Innovation, high quality of content and design, functionality and ease of use all contribute to superior pedagogical value.***
- 2) *The material must make instruction better and more effective in terms of meeting course objectives.***
- 3) *The material must have significant impact on the learning opportunities, experiences, and learning outcome of users.***

g. *Selection process*

- 1) *Departments shall send their nominations to the Chancellor. At the campus level, the Chancellor shall form a committee to do the following:***
 - *Screen out nominees whose materials are weak or lacking in merit, and*
 - *Prioritize the rest.*
- 2) *The Chancellor shall send the CU recommendations to the VPAA, who shall convene the GE Council (or a subcommittee from among its members) to review the CU recommendations and endorse the recipients of the Award to the President. The screening body and the President may require an interview of the nominees and a presentation especially in the case of electronic/multi-media material.***

h. Deadline for nomination

The Chancellor shall forward to the VPAA the list of nominees and necessary documentation by the last working day of November.

9.2.8 Sabbatical Research Grants [1180th BOR meeting, Mar 25, 2004]

The Grant provides financial assistance to faculty members on sabbatical who intend to pursue research or creative work during the period of their leave. It is equivalent to a Professorial Chair Award.

a. Scope of Grant and Contract Rate

- 1) The Grant shall be in the form of a research/creative work contract in a specific amount net of tax. The Grant shall be released upon signing of contract, provided that application for sabbatical has been approved.*
- 2) A total of three (3) awards shall be available annually.*

b. Eligibility

- 1) Faculty members applying for sabbatical for the purpose of research or creative work (including the writing of textbooks/chapters of textbooks) in their discipline may apply for the Grant.*
- 2) Applicants who are applying for sabbatical for the first time whose projects are not funded from other sources shall be given priority.*

c. Requirements and procedure

- 1) Applicants shall submit through channels a description of the proposed work and intended output. The scope of the project is expected to be commensurate to the Grant amount.*
- 2) The CUs shall prioritize all applications.*
- 3) The System Committee on Research Grants and Creative Work shall evaluate the recommendations of CUs and rank the best three based on merit. The President shall have final approval.*
- 4) The OVPAA deadline for all endorsed applications shall be April 30 of the sabbatical year (regardless of the period of sabbatical).*

d. Obligations of grantees

- 1) A grantee shall submit the final output to the OVPAA upon report to duty after the sabbatical.**
- 2) Grantees who fail to comply with the terms of the Grant shall return the full amount received. Furthermore, they shall be disqualified from all University grants.**

e. Intellectual Property Rights

Should the result of the project be published or publicly presented or exhibited, the University shall be acknowledged as the source of the Grant. University provisions on intellectual property rights shall likewise be implemented.

The following includes revisions and additional information on funding source for attendance in conferences and the like (bold, italicized portions of Section 9.3.1 c) and supersedes *Section 9.3.1 Attendance in Conferences, Seminars, Workshops* on p. 173 of Faculty Manual 2003.

9.3 Other Incentive Schemes

9.3.1 Attendance in Conferences, Seminars, Workshops [959th BOR meeting, May 26, 1983; amended at 993rd BOR meeting, Nov. 28, 1986; 1150th BOR meeting, May 24, 2001; 1157th BOR meeting, Dec. 19, 2001; 1168th BOR meeting, Feb. 27, 2003]

Conferences, seminars and workshops are usually of short duration, but, especially when they take place abroad and involve the presentation of papers, they can be of immense benefit to both the faculty member and to the University. They can also serve as an incentive for joining and staying within the ranks of the faculty, therefore, provision is made for them.

- a. Requirements – The following documents must be submitted together with the application:
- Invitation from the organization or agency sponsoring the conference, meeting or workshop
 - Copy of abstract and paper to be presented, if paper presenter
 - Endorsement from the department chair/institute director and dean

b. Entitlements

- Salary for the duration of the Grant
- Other forms of allowances allowed by the Philippine Government for travel abroad, e.g., pre-travel allowance, clothing allowance, subject to availability of funds, accounting and auditing rules

c. *Possible Funding Sources*

- 1) *Possible sources of support for these activities are the Faculty Development Fund (FDF)/Research Dissemination Grant (RDG) for the faculty and the Administrative Development Fund (ADF) for the non-teaching personnel. The support gives them the opportunity for exposure and eventual collaboration with colleagues in the national and international academic communities through paper presentation and attendance. Interaction of UP faculty and staff with other national and international experts in the different fields brings in new knowledge and reduces the effects of inbreeding.*
- 2) *The International Linkages Fund which funds the membership fees of the University in international and regional associations of universities and other expenses that may be incurred by the President or his/her representative in attending the meetings of these associations. [1150th BOR meeting, May 24, 2001; 1157th BOR meeting, Dec. 19, 2001]*

The University's involvement in international networks or associations extends beyond attendance of the President or his/her representative in meetings. The University also participates in other activities organized by these associations such as conferences, workshops, visiting lectureships and joint research projects. Moreover, participation is not limited to the President but an activity may involve participation of faculty, staff, or students of the University.

The coverage of the International Linkages Fund is therefore expanded to allow not only University officials, but also other faculty, staff and students duly authorized by the President to represent the University in the associations' meetings and other activities. [1168th BOR meeting, Feb. 27, 2003]

The following includes revisions on the incentive scheme for administrators (bold, italicized portions of the table) and supersedes *Section 9.3.3 Incentive Scheme for Administrators* on pages 176-178 of *Faculty Manual 2003*.

9.3.3 *Incentive Scheme for Administrators* [1161st BOR meeting, July 25, 2002; amended at 1177th BOR meeting, Nov. 27, 2003; 1181st BOR meeting, Apr. 16, 2004]

Faculty administrators are given, in addition to their salary, entitlements such as honorarium, administrative load credit, representation, and transportation allowances. These, however, have been found to be inadequate considering the demands of administrative positions. Furthermore, during the period of appointment, faculty administrators are hardly able to pursue research activities. Since the present promotion system assigns greater weight to scholarly activities like teaching, research and publications, faculty administrators face the prospect of lagging behind their colleagues.

Recognizing the invaluable role of faculty administrators in the attainment of the University's mission and realizing the need to entice more qualified members of the faculty to accept administrative assignment, the incentives shown on the following table are granted.

In addition, a "Period for Re-energizing" is granted to administrators to enable them to take time off from their routine functions and responsibilities during the summer months. This period, which serves to save administrator from burning out, may be done on a shifting arrangement as decided by each unit. Entitled to this are the following: [E.O. no. 03-11, OP, Mar 14, 2003; OSU memo no. 03-22, Apr. 29, 2003]

- President
- Vice Presidents
- Chancellors
- Vice Chancellors
- Deans
- Directors
- Heads of Units
- Associate Deans
- Deputy Directors
- College Secretaries
- Department Chairs

Incentive Scheme for Administrators
[1177th BOR meeting, Nov. 27, 2003]

Administrative Position	Incentive	Funding Source
President Chancellors Vice Presidents University Secretary Assistant Vice Presidents Assistant Secretary University General Counsel	Research support for a paper or creative work in the form of research (dissemination) grant every year during the term of the faculty administrator	UP System
<i>Board of Regents</i> President Chancellors Vice Presidents University Secretary Assistant Vice Presidents Assistant Secretary University General Counsel Vice Chancellors	Limited financial assistance for the annual executive check-up <i>in any government hospital including PGH [1181st BOR meeting, Apr. 16, 2004]</i>	UP System (for System officials) Constituent Unit (for campus level officials)
Vice Chancellors Deans Registrars Directors of System Offices (Admissions, CIDS, UP Press, CWS)	Research support for a paper or creative work in the form of one (1) research (dissemination) grant during the term of the faculty administrator	UP System (for System Directors) Constituent Unit (for campus level officials)
Faculty Administrators with 12-unit ALC applying for a professorial chair	Requirement of research track record in lieu of teaching performance for eligibility for the Chair except for GE Chairs; removal of requirement that faculty administrator must teach while occupying the Chair except for GE Chairs, provided requirements are met (read or published the Chair lecture)	

The following set of new guidelines on Incentive Package for Visiting Faculty to UP Mindanao is appended to Section 9.3. *Other Incentive Schemes* on page 177 of Faculty Manual 2003.

9.3.4 Incentive Package for Visiting Faculty to UP Mindanao [1152nd BOR meeting, July 26, 2001; 1160th BOR meeting, May 23, 2002; 1166th BOR meeting, Dec. 2, 2002, 1192nd BOR meeting, Jan. 27, 2005]

Incentive package for visiting faculty to UP Mindanao from other campuses, who will be assigned for at least one (1) semester but not more than two (2) academic years includes the following:

- a. Fifty percent (50%) of the basic annual salary (i.e., immediately prior to assignment) as incentive allowance;*
- b. Free housing unit or actual rental cost not exceeding Php 5,000.00 monthly, excluding utilities, for a period not more than two (2) years;*
- c. A monthly allowance of a fixed amount for the spouse and children under eighteen (18) years of age, as well as for parents of single faculty who are dependent on them for not more than two (2) years on condition that they join the faculty member in UP Mindanao.*
- d. Free relocation cost to and from Davao City which shall include transportation fare of the faculty and his/her dependent; Provided, that the relocation cost shall not exceed Php 10,000.00 to be supported by official receipts;*
- e. Five (5) free roundtrip transportation costs, to be enjoyed anytime of the year; Provided, that those who do not serve for the whole year will have to reimburse the University of these transportation costs;*
- f. Faculty who would eventually decide to transfer to UP Mindanao can only enjoy a total of three (3) years incentive package, inclusive of the two (2) year visiting professor privilege. They will no longer enjoy their home visit allowance after the third year.*
- g. This program is good only until AY 2006-2007 unless renewed.*

10.0 CONDUCT, RESTRICTIONS, AND DISCIPLINE

The following is a revision of *Section 10.2.5 Absence Without Leave* on page 183 of Faculty Manual 2003.

10.2 Restrictions

10.2.5 Absence Without Leave [987th BOR meeting, Apr. 24, 1986; CSC Memorandum Circular no. 12, s. 1994; OC memo no. ERR-04-059, May 14, 2004]

An officer or employee who is continuously absent without approved leave (AWOL) for at least thirty (30) working days shall be separated from the service or dropped from the rolls without prior notice. S/He shall, however, be informed of her/his separation from the service not later than five (5) days from its effectivity which shall be sent to the address appearing on her/his 201 files or to her/his last known address;

If the number of unauthorized absences incurred is less than thirty (30) working days, a written Return-to-Work order shall be served on the official or employee at his/her last known address on record. Failure on his/her part to report for work within the period stated in the order shall be valid ground to drop him/her from the rolls. (As amended by Resolution No. 99-1907 dated August 27, 1999).

Deans, directors, and heads of units are directed to report to the Human Resources Development Office the names of employees who have been on AWOL for at least fifteen (15) days. The report must also contain the details on the accountability of the employee concerned and make further recommendations on the status of employment (for reprimand, cutting of salary, filing of charges, etc.). [OC memo no. ERR-04-059, May 14, 2004]

The following includes revisions and additional information on travel authority (bold, italicized portions of Section 10.2.10) and supersedes *Section 10.2.10 Foreign Travels* on page 185 of Faculty Manual 2003.

10.2.10 Foreign Travels [821st BOR meeting, June 29, 1972; Malacañang memo. Oct. 20, 1999; OC memo no. 03-91, Sept. 3, 2003; OC memo no. ERR 04-088, Aug. 17, 2004]

No faculty member shall be allowed to travel for more than a month without prior clearance from academic responsibilities. ***Request for travel authority shall be confined to those which are urgent and necessary,***

with justifications clearly spelled out. [OC memo no. ERR 04-088, Aug. 17, 2004]

Travel requiring Malacañang clearance should be requested as early as possible. *Malacañang requires a lead time of ten (10) working days prior to the scheduled date of departure. The ten-day period shall be reckoned from the date of receipt of the travel proposal.* Malacañang returns travel requests without action if papers are submitted less than ten (10) working days before actual travel date. Without Malacañang action, travel shall not be allowed. *[OC memo no. ERR 04-088, Aug. 17, 2004]*

Malacanang clearance is required under the following situations:

- If government funds (except pre-travel expenses and clothing allowance) will be used, and
- If more than one (1) faculty members are going to the same destination for the same purpose regardless of the source of funding.

Additional guidelines include the following: [from OC memo no. ERR 04-088, Aug. 17, 2004]

- *For requests with funding assistance which will have to go through the proper approving authorities in the University, and trips of more than thirty (30) calendar days, an additional ten (10) working days allowance will be necessary for processing by the HRDO prior to submission to Malacañang. Any request deemed unable to beat the working deadline will be returned to the unit without action.*
- *All travel proposals involving full or partial government funding shall be accompanied by an itemized statement of expenses.*
- *No request for additional travel expenses or allowances shall be made once a travel authority has been issued by Malacanang.*
- *No government official or employee shall be allowed to leave at their point of embarkation without a duly issued travel authority. The Commission on Immigration and Deportation sees to it that this requirement is strictly enforced.*
- *Requests for travel authority where non-compliance with any or all of the requirements shall be disapproved outright. No request for reconsideration in such cases shall be entertained.*

[See also Chapter 4 Duties and Responsibilities, Section 4.5 Attendance in Classes and Chapter 9 Incentives, Section 3.1 Attendance in Conferences, Seminars, Workshops]

The following restrictions on leaves and special detail (**bold, italicized Section 10.2.12**) are appended to **Section 10.2 Restrictions** on page 186 of **Faculty Manual 2003**.

10.2.12 Leaves and Special Detail

University policy provides that no more than the equivalent of fifteen percent (15%) of the faculty may be allowed to go on leave of absence with pay at any given semester. The Executive Committee likewise adopted a policy that leaves and special detail taken during the semester which shall amount to losing twenty percent (20%) of class meetings shall not be allowed. Fast-tracking of class meetings for the reason that the faculty member is leaving for abroad is discouraged. Finally, leaves or special detail that start while the semester is ongoing and end after the next semester has started are not allowed. Faculty members should synchronize their leaves or special detail with the semestral schedule. [OC memo no. ERR-03-091, Sept. 3, 2003]

11.0 ACADEMIC INFORMATION

The following includes additional information on NSTP courses (bold, italicized portions of Section 11.6.1 b-2) and supersedes *Section 11.6.1 b-2 National Service Training Program (NSTP)* on pages 234-235 of Faculty Manual 2003.

11.6 Academic Load

11.6.1 Undergraduate

a. Academic unit requirements

No revisions (Refer to page 233 of Faculty Manual 2003)

b. Other requirements

1) Physical Education (PE)

No revisions (Refer to page 234 of Faculty Manual 2003)

2) National Service Training Program (NSTP) [*R.A. 9163, NSTP Act of 2001*]

The National Service Training Program Act of 2001 (R.A. 9163) was enacted in response to public clamor for reforms in the Reserved Officers Training Corps (ROTC) Program. This Act affirms that the prime duty of the government shall be to serve and protect its citizens. In turn, it shall be the responsibility of all its citizens to defend the security of the State; thus, the government may require each citizen to render personal, military or civil service. In the pursuit of these goals, the youth shall be motivated, trained, organized, and mobilized in military training, literacy, civic welfare, and other similar endeavors in service to the nation.

The NSTP is a program aimed at enhancing civic consciousness and defense preparedness in the youth by developing the ethics of service and patriotism while undergoing training in any of its program components. Its various components are specially designed to enhance the youth's active contribution to the general welfare of the nation.

All male and female students enrolled in any baccalaureate or in at least two (2)-year technical/vocational or associate courses are required to complete the equivalent of two (2) semesters of

any one of the NSTP components listed below as a requisite for graduation:

- Reserve Officers' Training Corps (ROTC)
- Literacy Training Service (LTS)
- Civic Welfare Training Service (CWTS)

Under the NSTP law, state universities are required to offer ROTC and at least one other NSTP component. Furthermore, for NSTP courses, schools may collect not more than 50% of the current basic tuition.

While the NSTP law requires the courses as a requisite for graduation, it does not make reference as to when students should enrol in these courses. Thus, these can be taken anytime before a student graduates.

Students who finished all their academic requirements on or before the second semester of AY 2001-2002 but who were not graduated because they lacked the required ROTC subjects maybe graduated as of 2nd semester 2001-2002, after application for graduation and without the required one-year residence prior to graduation. [1161st BOR meeting, July 25, 2002]

• ***NSTP Course Load Credit***

Colleges/units are allowed to implement the computation of load credit based on the following in the meantime that the actual requirements of the course have not been fully assessed. Colleges may later on propose a formula based on their experiences in handling the course. [OC memo no. ERR-03-091, Sept. 3, 2003]

<i>Class size</i>	<i>Size multiplier</i>	<i>Credit Load</i>
<i>10-20</i>	<i>0.33</i>	<i>1.0</i>
<i>21-40</i>	<i>0.67</i>	<i>2.0</i>
<i>41-up</i>	<i>1.00</i>	<i>3.0</i>

- ***Honoraria for NSTP/CWTS***

Honoraria for faculty members handling NSTP/CWTS courses should be charged against NSTP collections, not against the overload budget. [Exec. Com. meeting, Apr.14, 2004]

- ***Insurance for NSTP Students***

The University has pre-qualified insurance providers for students enrolled in NSTP/CWTS courses (Note: Insurance is required under the NSTP law.) Thus, effective Summer 2004, students (only those taking NSTP/CWTS courses) will be assessed for insurance.[Exec. Com. meeting, Apr. 14, 2004]

The following includes additional reference source (1179th BOR meeting, Feb. 26, 2004) on the qualitative grade and supersedes *Section 11.15.1 a Grade for course work* on page 280 of Faculty Manual 2003.

11.15 Grades

11.15.1 Grading System

a. Grade for course work

The work of students shall be rated at the end of each semester/trimester/term in accordance with the following grading system: [Art.369; 27th UC meeting, Dec. 14, 1991; 1179th BOR meeting, Feb. 26, 2004*]

1.0	Excellent	2.5	Satisfactory
1.25		2.75	
1.5	Very Good	3	Pass
1.75		4	Conditional
2.0	Good	5	Fail
2.25		Inc	Incomplete

However, some subjects are graded as follows:

H	- Honors
P	- Pass
F	- Fail

* *The change was approved by the UP Diliman University Council at its 27th meeting on Dec. 14, 1991. However, this was not forwarded to the BOR until its 1179th meeting on Feb. 26, 2004 for approval.*

The work of special students or students on audit may be reported at the end of the semester as “S” (Satisfactory) or “U” (Unsatisfactory). [138th UC meeting, Sept. 11, 1937]

The qualitative grades will not be used in computing GWA, but will be used only to break a tie in the ranking of students. [32nd UC, Aug. 14, 1993]

The following includes additional information on recommended attire during commencement exercises (contained in the last paragraph) in Section 11.23 Academic Costume on pages 301-302 of Faculty Manual 2003.

11.23 Academic Costume

Candidates for graduation with degrees or titles which require no less than four (4) years of collegiate instruction shall be required to wear academic costumes during the baccalaureate service and commencement exercises in accordance with the rules and regulations of the University. [Art. 422]

The *sablay* is the official academic costume of UP Diliman. Introduced in 1990 as an alternative to the western cap and toga traditionally worn during commencement exercises and other official functions of the University, it was officially adopted in 2000 and its design was refined in 2001 [72nd UC meeting, Dec. 6, 2000; Exec. Com. meeting, Feb. 21, 2001; 73rd UC meeting, Feb. 28, 2001] based on the following concept* :

Ang sablay ay bahagi ng kasuotang Pilipino na sumasagisag sa pagpapahalaga sa katutubong kultura na siyang ugat ng ating pagkamakabansa.

Ang salitang “sablay” ay tumutukoy sa uri ng katutubong kasuotan na simple ngunit elegante ang porma, maluwag sa katawan at pinapalamutian ng mamahaling ginto na siya ring tagapagdugtong ng bukas na bahagi na nasa harapan. Bilang pandiwa nangangahulugan din ang salitang “sablay” (halimbawa: I-sablay) na paraan na paglalagay ng iniingatang bagay, gaya ng tela o kasuotan, sa balikat ng siya na ring tanda ng pagpapahalaga o pagpipitagan sa nasabing bagay.

* Sakili, A., *Ang Sablay*, 2002 Commencement Program, UPD Information Office

Ang sablay ay hango sa kasuotang "malong". Ito ay katangi-tangi at angkop sa mga pormal na pagdiriwang gaya ng pagdiriwang ng pagtatapos ng mag-aaral. Naibabagay ito sa mga pormal na kasuotang Pilipino gaya ng barong, mahabang gown o kimona.

Ang kulay na maroon at berde ay kulay ng ating pamantasan. Ang kulay na ginto ay kulay ng mataas na pamantayan ng adhikain at karunungan na isinusulong ng Pamantasan. Ang katutubong letra na 3 at U na galing sa sinaunang "baybayin" o katitikan ay ang katumbas ng "U" at "P" na initial ng ating Unibersidad. Ang pakurbang disenyo na mistulang bagong sibol na halaman na tinatawag na "ukkil" o "ukit" ay sumasagisag sa masining na kulturang Pilipino at sa pagpapahalaga sa kalikasan. Ang iba pang mga desenyong pang-geometrikal gaya ng zigzag at diamond ay karaniwan nang bahagi ng mga palamuti sa masining na mga kagamitan ng mga katutubong Pilipino mula sa Batanes hanggang Tawitawi. Ang pagkakaayos ng mga ito ay tuloy-tuloy at ang paulit-ulit na mga elemento ng disenyo ay sumasagisag sa ugnayan ng sambayanan at daluyan ng kultura at kaalaman.

In addition to wearing the official sablay, it is recommended that the sablay be worn by females wearing a midi or a long plain ecru dress or gown, but NOT those wearing a mini skirt. For males, the formal ecru barong and dark pants and shoes are recommended. [OC memo no. ERR-04-023, Feb. 23, 2004]