

Excerpts from the UPD Faculty Manual including 2005 Updates and **2011 Updates pertaining to research, creative work, and extension** [UPD Exec. Com. meetings on Sept. 12, Oct. 10 and Nov. 14, 2011], as compiled in the interim by OVCRD.

4.0 DUTIES AND RESPONSIBILITIES OF FACULTY MEMBERS

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. [*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: [*Shaping our Institutional Future: A Statement on Faculty Tenure, Rank and Promotion, UP System Manual Series 2, OVPA, 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.

4.1 Working Hours

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4.2 Teaching Load

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4.2.1 Required Teaching Load [Chapter 18, Sec. 11, University Code; as amended at these BOR meetings: 861st, May 29, 1975; 1020th, Apr. 25, 1989; 1023rd, July 27, 1989; and 1092nd, Nov. 29, 1995; as clarified at UPD Exec. Com. meetings on Sept. 12, Oct. 10 and Nov. 14, 2011]

A normal teaching load of **24 units per academic year, or** 12 units per semester or its equivalent in colleges or

units observing the trimester or other systems, shall be required of each faculty member;

Provided, That no member of the faculty shall teach less than six (6) units per semester, *except when carrying an Administrative Load Credit (ALC) of more than six (6) units.*

Provided, further, That the President or Chancellor may reduce the teaching load to not less than three (3) units per semester of any faculty member who is actively engaged in research/ creative work (*e.g., as research faculty or creative work faculty either on limited or permanent appointment*), community *extension*, and/or other authorized activities;

Provided, finally, That no faculty shall be allowed an aggregate teaching load of more than 36 course credit units for the first and second semesters of any given academic year, including authorized teaching outside the University of the Philippines System, unless otherwise given prior authorization by the President or Chancellor due to exceptional circumstances.

4.2.2 Computation of Teaching Load

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4.3 Non-teaching Activities [Revised UPD Exec. Com. meetings on Sept. 12, Oct. 10 and Nov. 14, 2011]

The normal 12-unit teaching load requirement *per semester* may be partially satisfied by any of the following:

- Authorized graduate studies
- Research, creative work, and other forms of productive scholarship
- **Community** extension
- Administrative work

Provided, That priority shall be given to teaching and that the total maximum credit for the aforementioned non-teaching activities shall not exceed six (6) units *per semester*, unless otherwise authorized by the President or the Chancellor. [*from Art. 194-195*]

Provided, further, That each faculty member shall endeavour to carry three (3) units per semester or its equivalent, on average, of Research Load Credit and/or Creative Work Load Credit, subject to detailed guidelines of the College or Unit;

Provided, further, That detailed guidelines of each College or Unit for the crediting of the aforementioned non-teaching activities shall be adopted by the College Executive Board or equivalent body, endorsed by the Vice-Chancellors for Research and Development and for Academic Affairs, pre-approved by the Chancellor, and disseminated to the institutes/ departments/divisions of the College or Unit;

Provided, finally, That the University according to the mandate of the charter shall endeavour to generate and provide complementary substantial resources that enable faculty members to carry such non-teaching loads.

Substantial resources are those resources that are not ordinarily available to every faculty member. [from the revised IPR Policy of the UP System]

The President, Chancellor, Vice President for Academic Affairs, Vice Chancellor for Academic Affairs, **Vice Chancellor for Research and Development**, Deans, Directors of institutes, Chairs of departments/ divisions shall enforce the rules governing teaching load. **Through the Vice-Chancellors for Research and Development and for Academic Affairs**, the Dean shall submit to the Chancellor for his/her approval all the names of faculty members for whom non-teaching credit is **being endorsed**. [from Art. 201]

4.3.1 Assignment of Credit

The Dean and **College Executive Board (or equivalent body)** may assign credit for non-teaching activities under the following conditions and **subject to the detailed guidelines of the College or Unit as pre-approved by the Chancellor**:

- a. The maximum credit for research work (Research Load Credit or RLC), creative work (Creative Work Load Credit or CWLC), or any other form of productive scholarship or community **extension** service shall be six (6) units **per semester**. This shall not be used as basis for claiming honorarium for overload teaching. [Refer to

Section 4.3.3 Research Load Credit/ Creative Work Load Credit, and Section 4.3.4 Extension, of this Chapter]

- b. A faculty member enrolled for study can have his/her teaching load reduced by the same number of units enrolled in, but not to exceed six (6) units **per semester**; *Provided*, That this shall not be used as basis for claiming honorarium for overload. [Refer to Section 4.3.2 Study Load Credit, of this Chapter]
- c. A faculty member working on his/her master's thesis may be granted study leave with pay for one-half (½) calendar year or be on a reduced teaching load (6 units **per semester**) for not more than one and a half (1½) calendar years, whichever arrangement may best promote the interest of scholarship as well as meet the exigencies of the service.

For a faculty member doing his/her dissertation, such study leave with pay may be for one (1) calendar year or for not more than three (3) calendar years, if on reduced load.

- d. Administrative Load Credit (ALC) may be given to a faculty member with administrative assignment at the unit, college or university level according to an approved schedule. [Refer to Section 4.3.5 Administrative Work, of this Chapter]

A faculty member given administrative assignment or permitted to do research/ creative work by the University may be granted administrative load credit (ALC) or research/ creative work load credit (RLC/ CWLC). The monetary value of this ALC or RLC/CWLC shall be deemed to compensate such assignments, either partially or fully. For instance, a faculty member granted a 3-unit ALC may be deemed to have been compensated, partially or fully, with the equivalent of one-fourth (1/4) of his/her regular faculty salary. [OP Memo no. 40, July 21, 1992]

4.3.2 Study Load Credit (SLC)

4.3.3 Research Load Credit (RLC)/ Creative Work Load Credit (CWLC) [Revised University Guidelines on Research and Creative Work Load Credit, UPD Exec. Com. meeting, June 19, 2002; OVCRD memo 29, June 24, 2002; revised UPD Exec. Com. Meeting, Oct. 1, 2003; revised UPD Exec. Com. meetings on Sept. 12, Oct. 10 and Nov. 14, 2011]

In line with the University's mission to contribute to the stock of human knowledge and forms of expression, UP Diliman encourages and supports undertakings of its faculty members in research and creative work. The University believes that research or creative work is an essential part of the faculty's functions as it *also* results to enhanced teaching.

Each College or Unit, through the College Research Committee or its equivalent body and in consultation with the faculty of the institutes, departments and divisions, shall adopt and annually update its research agenda and/or creative work agenda, to be used together with this manual and the detailed guidelines on RLC/CWLC.

Faculty members doing research/ creative work may be granted Research Load Credit (RLC)/ Creative Work Load Credit (CWLC) which may partially satisfy the faculty members' required load of 12 units *per semester or 24 units per academic year*. [Refer to payment or non-payment of honoraria for overload teaching of faculty members given RLC/ CWLC in Section 4.4.2 of this Chapter]

Faculty members may be granted RLC/ CWLC as well as research or creative work funding, including Maintenance and Other Operating Expenses (MOOE) internal to the University or from external funding source, following the specific policies and procedures of such funds.

Faculty members may be granted RLC/ CWLC as well as research dissemination grant, invitation to present in public research forum or creative work presentation organized by the University, or invitation to submit an article to be reviewed and published by the University. The University shall endeavor to disseminate and utilize those outputs by faculty members granted RLC/CWLC after

appropriate review and acceptance, subject to the revised intellectual property right policy of the University.

a. Load credit for research/ creative work shall ordinarily range from 1 to 3 units per semester.

In principle, 3 units RLC/ CWLC per semester shall correspond to one-fourth (1/4) of a full-time workload of 40 hours/week for 16 weeks.

For reference in practice, 3 units RLC/ CWLC per semester may correspond to any of the following outputs:

An externally funded or University-funded original research or creative work project with 4 to 6 months duration, with the RLC/ CWLC applicant as the project leader, duly reviewed and accepted by the funding agency, with corresponding technical report or permanent documentation;

A peer-reviewed article accepted in a national or international journal, or equivalent creative output in a national or international forum or presentation, with the RLC/ CWLC applicant as the lead author or creator; Provided, That such article or creative output is not/ cannot be the subject also of a financial award by the University;

A national policy, regulation, bill or law by a national government agency with the RLC/ CWLC applicant as a publicly acknowledged author, major contributor or major resource person;

A masteral graduate or doctoral candidate who has been mentored by the RLC/ CWLC applicant as the adviser; and

Another equivalent research or creative work output, such as new patent claim, as may be allowed by the detailed guidelines of the College or Unit as pre-approved by the Chancellor.

All applications for research/creative work load credit must be accompanied with a description of the work, timetable/ duration of the project and funding information. *At the minimum, each application shall follow the capsule research proposal form or*

creative work proposal form of the University, or enclose the actual grant or contract that has been pre-approved.

The *applications* must be recommended by the Chair of the Department, *Director of the Institute or Head of the Division* and *pre-assigned by the Dean and College Executive Board (or equivalent body) with the recommended load credit units.*

- 1) RLC for a project that *is to be* completed in the middle of the semester *may not be granted full but* shall be pro-rated based on the portion of the semester when the project *is to be* completed. *1, 2 or 3 units may be recommended as appropriate for the project.*

All applications for research/creative work load credit *regardless of number of units, complete with all requirements*, shall be submitted to the Office of the Chancellor *through the Office of the Vice Chancellor for Research and Development* before the beginning of the semester but not later than the first day of *regular registration*.

All applications for load credit that are submitted to the Office of the *Vice Chancellor for Research and Development* after the first day of *regular registration* shall not be *considered*.

- b. Whenever load credit is claimed for research/ creative work, a report of accomplishment or progress report shall be submitted to the Office of the Vice Chancellor for Research and Development (OVCRD) at the end of the semester when load credit is claimed and *before* renewal of application. It is the responsibility of the Dean to see to it that such reports are submitted on time. There shall be attached to the report an evaluation of the research output/creative work by the College Research Committee or its equivalent, including recommendation by the Dean for the renewal or non-renewal of the load credit.

In no case shall an application, whether new or renewal, for any number of credit units, be processed when all properly filled in and recommended reports of accomplishment or progress reports have not been received by the OVCRD from the applicant. The Department Chair, Institute Director or Division

Head, together with the Dean, shall certify that the faculty member previously granted with RLC/ CWLC has duly submitted the reports.

A final report *or proof of output* shall be submitted to the OVCRD at the end of the project period indicated in the timetable.

- c. A load credit for research/ creative work in excess of 3 units per semester but not exceeding a total of 6 units may be requested from the Chancellor in very meritorious cases. Such applications for a load credit shall be evaluated *by the College Executive Board or its equivalent body* and endorsed by the Dean *through the Vice Chancellors for Research and Development and for Academic Affairs.*
- d. *Research faculty and creative work faculty shall apply for 9 units of Research Load Credit or Creative Work Load Credit subject to the pre-approved detailed guidelines. Such applications for a load credit shall be evaluated by the College Executive Board or its equivalent body and endorsed by the Dean through the Vice Chancellors.*
- e. Personally-funded research or creative work may *not ordinarily* be granted RLC/CWLC; *instead it is recommended that the faculty member applies for external funding or University funding. The University shall secure or provide partial or full funding for the research or creative work*, Provided, That it is part of the College *or Unit* agenda and has been properly endorsed by the *College or Unit*.
- 1) RLC/ CWLC may *not* be given for module/ textbook writing *if personally funded. Instead it is recommended that the faculty member applies for external funding or University funding for the module/ textbook writing*
- 2) RLC/CWLC is not granted for editing of printed work and for thesis/ dissertation work.

4.3.4 Extension [77th UC meeting, Apr. 16, 2002]

Extension is the provision of service by an academic unit, faculty, staff, and students (outside of course requirements), individually or as a group, to the people and other organizations. This function of the University is a contribution to achieving excellence in social and public service. Extension generates, validates, and applies knowledge that can enrich instruction and research.

Extension includes services utilizing expertise and talent related to one's discipline, outside instruction and research, such as non-degree training, seminars, workshops, conferences, review classes [except UP College Admission Test (UPCAT)], advisory/ technical/ information services, exhibits, performances, consultancies (without professional fee), **consultancy contracts (for faculty and staff to leverage the university brand and specialist expertise across subject areas) [from the revised IPR Policy of the UP System]**, networking, advocacy, and volunteer/ community work.

Each College or Unit shall have an extension committee to oversee extension activities and assist the faculty involved. Extension activities shall be considered and credited in the faculty and staff promotion, using college-determined criteria/ guidelines.

Each College or Unit, through the College Extension Committee or its equivalent body and in consultation with the faculty of the institutes, departments, and divisions, shall adopt and annually update its extension agenda, to be used together with this manual and the detailed guidelines of the College or Unit on Extension Load Credit (ELC).

The Dean and College Executive Board (or equivalent body) may assign credit for extension activities subject to the detailed guidelines of the college or unit as pre-approved by the chancellor.

In no case shall the ELC of a faculty member exceed 3 units per semester.

In no case may a faculty member avail of ELC for more than two semesters in a row.

4.3.5 Administrative Work

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4.4 Overload [Revised UPD Exec. Com. meetings on Sept. 12, Oct. 10 and Nov. 14, 2011]

The University discourages overload teaching by its faculty members. High quality student and faculty performance are best assured when faculty members take on combined teaching, research **or creative work, community extension, administration and study loads within the normal load of 24 units per academic year or 12 units per semester**. To protect faculty members from being assigned too much teaching and/or to prevent them from voluntarily taking on too much teaching, to the detriment of teaching efficiency and effectiveness, there shall be limits on the overload and summer teaching which will be compensated with honoraria. There shall be limits per semester/ trimester/ summer session.

Faculty members may be given ALC for administrative duties and/or RLC/CWLC for research/ creative work. A faculty member who has a teaching load and at the same time, ALC and/or RLC/CWLC, may **in certain meritorious cases** be entitled to an overload teaching honorarium if the total load is beyond the normal 12 units **per semester**. However, the maximum combined sum of ALC and RLC/CWLC which shall be counted for purposes of overload shall be 12 units, even if the actual sum is more than 12. [OP memo. no. 40, July 21, 1992]

4.4.1 Faculty Members with Teaching Duties Only

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4.4.2 Faculty Members with Research/ Creative Work in Addition to Teaching

The research load credit (RLC) or creative work load credit (CWLC) **that is given to** a faculty member shall **not be** counted in determining overload if the faculty member receives **financial grant** (regardless of the source) for the research/ creative work for which the RLC/CWLC was granted.

However, if the faculty member does not receive ***financial grant*** from any source (UP or outside UP) for such research/creative work, ***and the faculty member makes a special appeal to the Chancellor through the Vice Chancellors for Research & Development and for Academic Affairs***, then ***an RLC/CWLC***, up to a maximum of three (3) units per semester, may be ***granted in highly meritorious cases and may be considered as basis for overload honorarium; Provided, that:***

- a. the research/ creative work is officially recognized ***and very favorably endorsed*** by the College and
- b. a progress report or final report on the research/ creative work has been submitted by the faculty member and accepted by the proper authorities or bodies BEFORE the overload honorarium payment is made. [Refer to Section 4.4 Overload, of this Chapter for the maximum ALC/ RLC/ CWLC for overload honorarium.]

Provided, That no RLC/CWLC may be considered as basis for overload honorarium if any member of the faculty in the same department, institute or division is underloaded during the same semester.