General Guidelines
EXTENSION LOAD CREDIT

A. Purpose

The granting of ELC aims to support UP faculty members with extension work undertaken on official capacity as faculty, by reducing the required total teaching load of 12 units per semester or 24 units per academic year. The assignment of Extension Load Credit (ELC) to a faculty member is deemed to compensate for his/her total load credit assignment, either partially or fully.

B. Definition of Extension Work

The extension work must be consistent with the UP Diliman definition of extension as follows:

> *"Extension is public service work by an academic unit, faculty, staff, and students, individually or as a group. This function of the University is a contribution to achieving excellence in social and public service, specially the underserved sectors. Extension generates, validates, and applies knowledge that can enrich instruction and research.*
>
> *Extension includes services utilizing expertise and talent related to one's discipline, such as technical assistance, extramural programs, advocacy and community mobilization, and, organizing symposia, public fora, exhibits, performances and conferences. It may also include activities related to service-learning that complement course instruction." (134th UC meeting, 16 February 2015)*

The following activities, but not limited to, may be considered as extension work (Proceedings of the UP Diliman-wide Extension Colloquium 2015, p. 125):

- *Technical assistance to government agencies, non-government agencies, industry partners, people's organizations, other educational institutions, international organizations and communities, specially marginalized and underserved communities (in the form of trainings, commissioned studies, members of technical panels of government agencies, technical services);*
- *Extramural programs;*
- *Service learning programs;*
- *Organizing symposium, forums, conferences, exhibits, performances;*
- *Advocacy and community mobilizations;*
- *Service to the University (without Administrative Load Credit).*

C. **Eligibility**

The applicant must be a regular Faculty Member in active service in UP Diliman or in UP Diliman Extension Program in Pampanga, regardless of the status of employment whether permanent or temporary (but excluding Lecturer, Professor Emeritus, and Faculty Member on sabbatical leave). In exceptional cases, Instructor without Study Load Credit may also apply for ELC.

D. **Assignment of ELC Units**

1. Each College or Unit, through the College Extension Office/Committee 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 ELC.

2. 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.

3. A faculty member may be granted ELC for 1, 2, or up to a maximum of three (3) units per semester for extension work.

4. Only duly approved extension work/project shall be given corresponding ELC.

5. The College/Unit will provide OVCRD with a copy of their updated Extension Agenda and detailed ELC guidelines. The proposed extension project shall fall within the approved extension agenda of the Department and the College/Unit.

6. Assignment of ELC shall be upon the recommendation of the Department Chair, endorsement of the Dean, and approval by the Vice Chancellor for Research and Development. Provided that, in case the ELC and research load credit (or creative work load credit) together exceed three (3) units the endorsement by the Vice-Chancellor for Academic Affairs and the approval by the Chancellor shall be required for both ELC and RLC/CWLC.

7. ELC shall be considered on a semestral basis and only for the approved duration of the project. The faculty may apply for consecutive semesters.

8. ELC shall primarily be granted to a faculty member who does <u>not</u> receive honoraria/ payment for his/her services. However, ELC may still be granted to the faculty even if an honorarium is provided as long as the request is endorsed by the College Dean.

9. The concerned faculty must be involved in significant, continuing work for a period of at least one (1) semester. Hence, it will not be granted for one-shot training activities or other short-term activities.

10. Operationally, the assignment of ELC credits shall be guided by the following:
    a. 1-2 units = number of hours per week equivalent to credit load
    b. 3 units = 50 hours or more for the entire semester

11. The ELC shall not be counted in determining overload if the faculty member receives honorarium (regardless of source) for the extension work for which the ELC was granted, except in highly meritorious cases as defined and endorsed by the Dean. However, if the faculty member does not receive honorarium from any source (UP or outside UP) for such extension work, then the ELC may be counted; Provided, That:
    a. the extension work is officially recognized by the University through the College/Department/Unit- approved Extension Agenda and program; and
    b. a progress or final report, or an academic paper on the extension work has been submitted by the faculty member. This report or paper must be accepted by the proper authorities or bodies before the overload honorarium is made.

12. The assignment of ELC to individual faculty members should take into consideration the Department's over-all capacity and interests (teaching still considered high priority).

E. **Obligations**

1. The faculty shall submit a progress report or final report certified by the Dean/Head of unit at the end of the semester or term for which the ELC is granted. He/She may likewise be requested to present a public lecture on the extension activity in the annual Extension Colloquium and/or in an activity to be organized by the academic unit.

2. There shall be attached to the report an evaluation of the extension work output by the College Extension Committee or its equivalent body, including the renewal or non-renewal of the load credit. It is the responsibility of the Dean/Head of Unit to see that reports are submitted on time.

3. The faculty shall provide a copy of any publication, written output, or program of exhibition to the OVCRD.

4. The progress/final report, documentation of public lecture or academic paper is needed before overload honoraria payment (if any) is released, or before extension load credit is renewed or extended for another semester.

5. The dissemination or sharing of progress and results of extension projects is also encouraged during regular Department meetings or conferences.

F. Sanctions for Failure to Fulfill Obligations

Failing to fulfill obligations shall result in:

1. Withholding of endorsement of any application for external funding for research or extension until all ELC obligations are fulfilled;

2. Ineligibility to University grants until all ELC obligations are fulfilled; and

3. Withholding of University clearance of the grantee, should s/he apply for leave, resign or retire from UP Diliman, unless s/he pays the University the cash equivalent of the ELC granted to him/her.

G. Application Process and Requirements

1. Applicants shall submit their completed and signed ELC application form to the OVCRD through the Office of Extension Coordination (OEC) within the stipulated deadline. Application forms may be downloaded from the OVCRD website.

2. Applications that are not completely filled out or missing the <u>following attachments</u> shall be returned to the Colleges/Units unprocessed:
    a. Attachments for **New application**
        1) Extension work capsule proposal;
        2) Signed MOA/actual contract for extension work with project funding;
        3) Photocopy of current RLC/CWLC application form (if applying together with ELC).
    b. Attachments for **Renewal of application**
        1) Progress report with evaluation/endorsement from the College/Unit Head;
        2) Photocopy of previously approved ELC application;
        3) Photocopy of current RLC/CWLC application form (if applying together with ELC).

3. Applications from Colleges/Units that have not submitted their updated extension agenda, or from faculty members with overdue accountabilities with the OVCRD, will be returned unprocessed.

4. The OVCRD through the OEC shall transmit all ELCs to the Vice-Chancellor for Academic Affairs and the Chancellor for recommendation and final approval, respectively.

5. The OVCRD shall return approved applications to the faculty through their respective Deans/Head of units.