

## D.1. Policies on rank and tenure, including Pertinent Board resolutions.

### 2. FACULTY CLASSIFICATION

The faculty employee category is designated for individuals who possess academic positions, including professorial roles like university professor, professor, associate professor, assistant professor, and instructor. Within this category, there are five distinct classifications of faculty appointments such as:

- 2.1. **Permanent** – an appointment in government service with indefinite tenure, occupying plantilla positions.
- 2.2. **Temporary faculty**– an appointment in the government service with limited duration, typically appointed for a specific period.
- 2.3. **Contract of Service faculty** – a full-time appointment in which service is not considered as a government service. It has no employee-employer relationship between the individual and the government. It has defined period of time and based on specific terms and conditions outlined in the contract.
- 2.4. **Part-timer faculty** – a teaching staff member who is either occupying a regular plantilla position or hired through a contract of service or a job order, whose work is part-time (BOR Res. 32, s. 2024) with a maximum teaching load of 12 units. (A contract of service or job order part timer is not a government employee, as his/her service is not considered government service.)
- 2.5. **Visiting faculty** – appointed for a temporary period to teach, conduct research, extension, production or provide expertise in a specific academic area, typically affiliated with another institution or organization within or outside the country.

- 2.6. **Professor Emeritus** – a retired faculty member who holds the rank of University Professor at the USM upon his/her retirement and is given the title in recognition of exceptional competence in his/her field of specialization.
- 2.7. **Adjunct faculty** – those individuals who are appointed on a part-time or temporary basis to teach courses or provide expertise in a specific academic field, often while maintain employment elsewhere within or outside the country.
- 2.8. **Exchange faculty** – those individuals who are temporarily assigned to teach or conduct research at another institution or from other institution within or outside the country through a formal exchange program and contract.
- 2.9. **Affiliate faculty** – those individuals who have a formal association with the institution but may not hold full-time positions. They contribute to the academic community through instruction, research, extension, or service activities, while maintaining primary employment elsewhere.
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**5. FACULTY RECRUITMENT, SELECTION, APPOINTMENT, AND PROMOTION**

**5.1. General Policy** (BOR Resolution No. 32, s 2024)

USM adheres to the merit and fitness principle and to uphold professional transparency in the recruitment, promotion, reclassification and other human resource actions of its academic personnel to ensure that justice and fairness are applied to all concerned. The selection of faculty members shall be based on their relative qualifications, competence to perform the duties and responsibilities of the position, and alignment to the strategic priorities and goals of the University. There shall be no discrimination in the selection of teaching staff on account of age, sex, sexual orientation, gender identity and expression, civil status, disability, religion, ethnicity or political affiliation.

This Merit Selection Plan shall apply to the closed career positions of the University. These are positions or ranks in the faculty such as the following:

<b>Faculty Ranks</b>	<b>Sub-Rank</b>
Instructor	I-III
Assistant Professor	I-IV
Associate Professor	I-V
Professor	I-VI
University Professor	

**5.2. Faculty Recruitment, Selection, and Placement Systems and Standards**

**5.2.1. Qualification Standards**

The qualification standards for appointment and other personnel actions for faculty shall be those provided under CSC MC No. 1, s. 1997 as amended by MC 22 s 2016 and such other issuances that may henceforth be issued.

Hereunder are the minimum qualification standards for appointment to faculty positions/ranks provided under MC No. 1, s. 1997 and amended by MC No. 22, s 2016.

**INSTRUCTOR I TO II**

Education : Masters' Degree in the area of specialization or its allied/related fields

Experience : None required

Training : None required

Eligibility : None required

RA 1080 (For programs requiring BAR of Board eligibility)

**INSTRUCTOR III**

Education : Masters' Degree in the area of specialization or its allied/related fields

Experience : 1 year of relevant experience

Training : 4 hours of relevant training

Eligibility : None required

RA 1080 (For programs requiring BAR of Board eligibility)

**ASSISTANT PROFESSOR I**

Education : Masters' Degree in the area of specialization or its allied/related fields

Experience : 2 years of relevant experience

Training : 4 hours of relevant training

Eligibility : None required

RA 1080 (For programs requiring BAR of Board eligibility)

#### **ASSISTANT PROFESSOR II-IV**

Education : Masters' Degree in the area of specialization or its allied/related fields

Experience : 2 years of relevant experience

Training : 8 hours of relevant training

Eligibility : None required

RA 1080 (For programs requiring BAR of Board eligibility)

#### **ASSOCIATE PROFESSOR I-III**

Education : Masters' Degree in the area of specialization or its allied/related fields as shown in relevant CHED CMO PSG

Experience : 2 years of relevant experience

Training : 8 hours of relevant training

Eligibility : None required

RA 1080 (For programs requiring BAR of Board eligibility)

**ASSOCIATE PROFESSOR IV-V**

Education : Masters' Degree in the area of specialization or its allied/related fields as shown in relevant CHED CMO PSG

Experience : 3 years of relevant experience

Training : 16 hours of relevant training

Eligibility : None required

RA 1080 (For programs requiring BAR of Board eligibility)

### **PROFESSOR I**

Education : Masters' Degree in the area of specialization or its allied/related fields as shown in relevant CHED CMO

Experience : 4 years of relevant experience

Training : 24 hours of relevant training

Eligibility : None required

RA 1080 (For programs requiring BAR of Board eligibility)

### **PROFESSOR II-III**

Education : Masters' Degree in the area of specialization or its allied/related fields as shown in relevant CHED CMO

Experience : 5 years of relevant experience

Training : 32 hours of relevant training

Eligibility : None required

RA 1080 (For programs requiring BAR of Board eligibility)



### **PROFESSOR IV-VI**

Education : Relevant doctorate degree

Experience : 5 year of relevant experience

Training : 32 hours of relevant training

Eligibility : None required

RA 1080 (For programs requiring BAR of Board eligibility)

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### **UNIVERSITY PROFESSOR**

Education : Relevant doctorate degree

Experience : 5 year of relevant experience

Training : 32 hours of relevant training

Eligibility : None required

RA 1080 (For programs requiring BAR of Board eligibility)

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Education refers to the formal academic studies that will enable the candidate to successfully perform the duties and responsibilities indicated in the Position Description Form (PDF) (DBM-CSC Form No. 1, Revised 2017) of the position to be filled.

A graduate of the master's or doctoral degree aligned to the academic program offered and its allied programs as defined by the respective CHED CMO PSGs shall be considered to have met the master's or doctoral degree requirement for purposes of meeting the education requirement for faculty members.

Experience refers to the previous faculty jobs in either the SUC, private higher education institutions (HEIs), research institutes, and extension agencies, whether full-time or part-time, which, as certified by the Human Resource Management Officer or authorized officials of the previous employer, are functionally related to the duties in the PDF of the position to be filled. For this purpose, relevant job includes teaching, research, extension and production. Relevant experience may be acquired through:

- a) a Job Order or Contract of Service covered by a contract or a Memorandum of Agreement.
- b) volunteer work, on full time basis, as certified by the Human Resource Management Officer or authorized officials
- c) a designation covered by an Office or Memorandum Order may be considered for meeting the experience requirement.

Training refers to formal or non-formal training courses and HRD interventions such as coaching, mentoring, job rotation, seminars, workshops, and others that are part of the employee's Individual Learning and Development Plan. These trainings/learning and development interventions are intended to enable the candidate to successfully perform the duties and responsibilities as indicated in the PDF or Job Description (JD) of the position to be filled. These are evidenced by the Learning and Development Plan/Coaching and Mentoring Program approved by the University President and Certificates issued by



5.4.1.4. The statuses of appointment for the members of the faculty are the following:

1. **Permanent** appointment shall be issued to a person who meets the qualification standards established for the faculty rank and who shall have successfully completed the probationary period of two years or four regular semesters.

2. **Temporary** appointment shall be issued to a person who meets all the minimum requirements except the education but only in the absence of applicants who possess the minimum educational qualification, as certified by the University President. He/she may be appointed not exceeding twelve months, reckoned from the date it was issued but the appointee may be replaced sooner if a qualified eligible who is willing to accept the appointment becomes actually available. The temporary appointment shall be limited to five (5) times only.

Appointees under temporary status do not have security of tenure and may be separated from the service, with or without cause. As such, they shall not be considered illegally terminated and hence, not entitled to claim back wages and/or salaries and reinstatement to their positions.

The employment or services of appointees under temporary status may be terminated without necessarily being replaced by another. Temporary appointees may also be replaced within the twelve-month period by qualified eligible or even by non-eligible. A temporary appointment to a position which involves practice of profession may be issued to a person who lacks the required experience or training but only in the absence of an applicant who meets all the qualification requirements of the position as certified by the appointing authority.

When there are no available qualified applicants, the appointing authority may

3. A **contractual** appointment may be issued to a faculty member when the exigency of the service requires, subject to existing policies. Such appointment is for a limited period not to exceed one school year. The appointing authority shall indicate the inclusive period covered by the appointment for crediting services.

A contractual appointment should not be confused with contract of service since the service under the latter is not considered as government service. Contract of service does not give rise to employer-employee relationship between the individual and the government, as opposed to a contractual appointment.

4. A **part-time** appointment may be issued to a regular plantilla position, either as permanent, if the requirements of the position are met; or as temporary, if one of the requirements is not met.

Part-time appointment to a regular plantilla position is different from part-time teaching covered by a contract of service or a job order. The former is submitted to the CSC as it involves appointment to a regular plantilla position, only that the work is part-time.

Service under a part-time appointment is government service and forms part of the faculty member's service record.

5. **Substitute** – an appointment issued when the regular incumbent of a position is temporarily unable to perform the duties of the position as when the incumbent is on an approved leave of absence, under suspension, on a scholarship grant or is on secondment. This is effective only until the return of the incumbent.

5.4.1.5. **Contract of Service (COS)** Faculty is not covered by this selection plan. COS Faculty refers to learning service provider to undertake instruction/teaching activities for a semester of academic workload. Part-time teaching covered by a contract of service does not give rise to employer employee relationship between USM and the person hired, and it is stipulated in the contract that services rendered cannot be accredited as government service. Furthermore, the teaching staff member covered by a contract of service or a