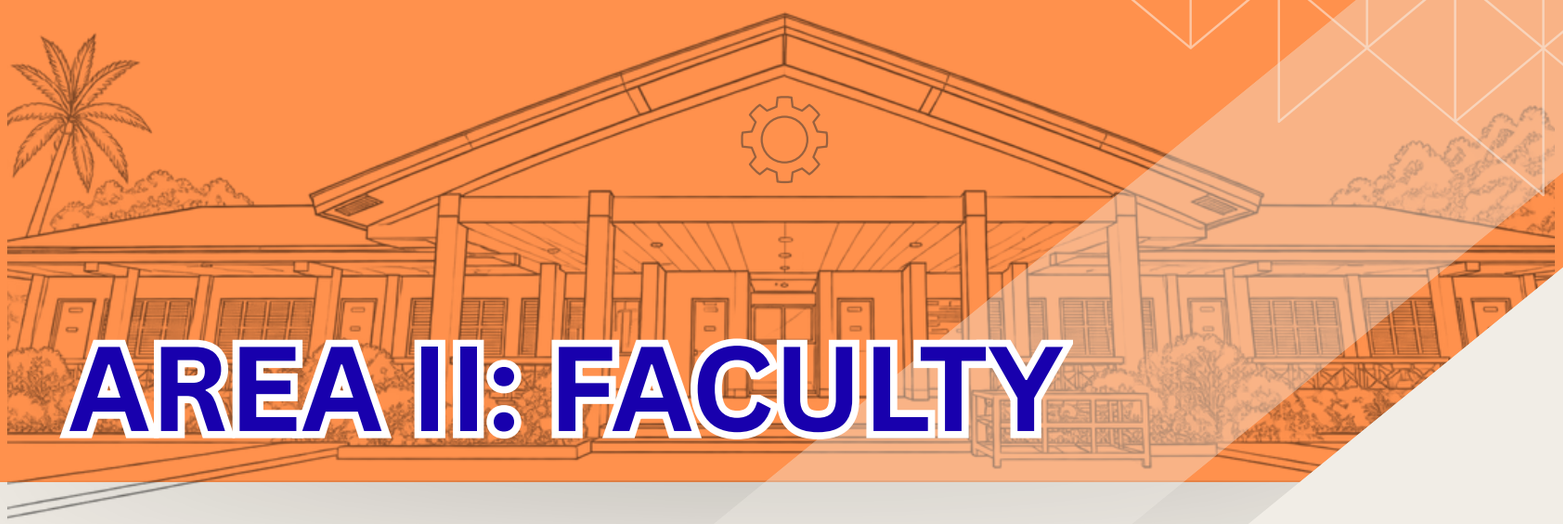
UNIVERSITY OF SOUTHERN MINDANAO
COLLEGE OF TRADES AND INDUSTRIES

# AACCUP

## LEVEL 1 SURVEY VISIT

# BTVTED

BACHELOR OF
TECHNICAL - VOCATIONAL
TEACHER EDUCATION



# AREA II: FACULTY

PARAMETER C:
FACULTY ADEQUACY AND LOADING

SYSTEM-INPUTS AND PROCESSES

S.3. There are full-time faculty classified by rank, subject/specialization

Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
9407 Philippines

# REVISED FACULTY MANUAL

## 2024 EDITION

## Chapter 5

# 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:

| Faculty Ranks | Sub-Rank |
|---|---|
| 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.

4.1.2.4. Faculty with approved research/extension/resource generation designations:

A faculty member designated to undertake officially approved research, development and extension, or resource generation activities without honorarium, shall be entitled to the following workload-credits or teaching assignments equivalent, provided that where a faculty member is designated to undertake more than one research, extension, or resource generation activities at the same time, in one given period, the workload-credits to be granted shall not exceed a total of nine (9) units (USM RDE Manual 2023, 2.1. b)

| | |
|---|---|
| One (1) program (with at least 2 projects) | 9 units |
| One (1) project (with at least 2 studies) | 6 units |
| One (1) study | 3 units |

4.1.2.5. Faculty assigned to supervise practice teaching/practicum/on-the-job training:

Faculty members assigned to supervise practice teaching/practicum/on-the-job training shall be given a load credit of three (3) units per 30 students, but not to exceed 12 units provided that the load-credits shall be prorated, if the number of students involved is less than 30, and provided further, that such an assignment is not part of the course/subject requirements. The equivalent workload-credits for duly designated administrative duties or their equivalent shall be as follows:

| | | | |
|---|---|---|---|
| Vice Presidents | 15 units | 12 units | 9 |
| College Deans, Directors | units | Nutritionist | 6 |
| Head of Non-Academic Units | Units | | |
| Medical Technologist/ Dietitian | | | |
| College Guidance Coordinator | | 6 units (per 50 students but not to exceed three (3) Guidance Coordinators per college, prorated, if less) | |
| Laboratory In-charge | | 3 units | |

4.1.3. Teaching Load for Part-time, Exchange Professors/Lecturer,and COS Faculty

Part-time, exchange professors/lecturers, and COS/Contractual shall be governed by Memorandum of Agreements (MOAs)/contracts as required by law and shall be paid by the hour according to existing policies and guidelines.

4.1.4. Teaching Overload

4.1.4.1. Within the Official Time

The contact hour (CH) per week of actual teaching (AT) in the Full-Time Equivalent (FTE) of the faculty shall be based on the following weighted values:

a. For graduate/undergraduate lecture subject 1hour AT=1.00

b. For graduate/undergraduate lab/shop course CH 1hour

AT=0.75 CH

In excess of 50 students per section for lecture/Societal laboratory classes, a load- credit unit of 0.02 per student shall be given.

Teaching personnel who render services in excess of the regular teaching load shall be paid honoraria in the form of service credit or remuneration.

Remuneration shall be based on the Prime Hourly Teaching Rate (PHTR) and computed on the basis of the following formula, as mandated by the National Budget Memorandum No. 107, dated December 30, 2010, unless provided otherwise.

a. For Undergraduate Program:

$$PHTR = \frac{(AR(T)}{W} = \frac{AR\ (1.25)}{1,600} = 0.000781\ (AR)$$

Where:
AR = Annual rate of each teacher to be paid honoraria

W = Total teaching hours (This is computed at 40 hours/week multiplied by 40 weeks or 1,600 hours)

T= 1.25 or 125 percent of the remuneration for services in excess of six (6) hours of actual teaching per day but not more than two (2) hours

b. For Graduate Program:

b.1. For faculty members with Master's degree:

PHTR = 0.0014 Annual Rate (AR)

b.2. For faculty members with Doctoral degree:

PHTR = 0.0015 Annual Rate (AR)

Provided, that adjustment from old annual rate shall be subjected to the availability of funds for the purpose; however, if funds are not available,