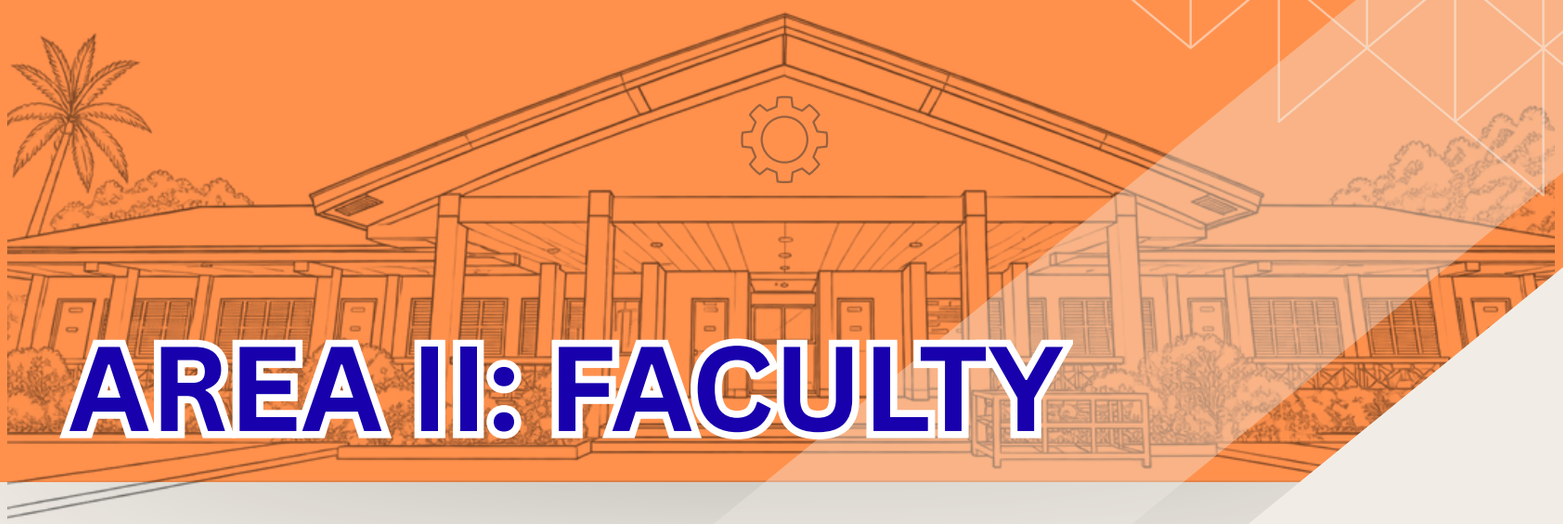
UNIVERSITY OF SOUTHERN MINDANAO
COLLEGE OF TRADES AND INDUSTRIES

AACCUP

LEVEL 1 SURVEY VISIT

BTVTED

BACHELOR OF
TECHNICAL - VOCATIONAL
TEACHER EDUCATION



AREA II: FACULTY

PARAMETER D:
RANK AND TENURE

IMPLEMENTATION

I.6. The probationary period or temporary status is required before the grant of a permanent status to the faculty, in accordance with Civil Service and institutional policies and guidelines.

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

REVISED FACULTY MANUAL

2024 EDITION

e. In addition, other members may be added to wit:

1. The Director for Instruction if the position is for Teaching and Learning Pathway
2. The Director of Research and Development Office if the position is for the Research Pathway
3. The Director of Extension Services Offices if the position is for the Extension Pathway
4. The Director of Business Development Center or Human Resource Development and Training for Production Pathway
5. The Director Administrative Services for Leadership Pathways
6. The Dean/Director of the College/Unit where the vacancy exists;
7. Chairman of the department to which the appointee will be assigned;
8. Highest ranking faculty member of the department

The HRMDO Director being the FSB Secretary shall continuously make an inventory of all vacant positions and coordinate with the department chairman/head in determining qualified insiders who may be considered for appointment. He/She shall keep records of the proceedings of the FSB, maintain all records or documents, and keep the same available for inspection and audit by the Civil Service Commission. He/she is likewise tasked to coordinate with the Director for Instruction in the projection of faculty manpower needs per department.

5.4. Recruitment, Selection, Appointment and Promotion

5.4.1. Recruitment, Selection, and Appointment

5.4.1.1. Recruitment shall be limited to those who meet the minimum requirements prescribed for the rank.

5.4.1.2. Transferees from other state or local universities and colleges, research institutes, and practice-related government agencies may be admitted at their present faculty or equivalent rank in the absence of qualified insider faculty members in USM subject to assessment described herein.

5.4.1.3. If a faculty member is appointed as USM President, he/she loses his/her faculty rank. However, if it is a designation, he/she retains his/her

faculty rank. This is without prejudice to a possible appointment to a fallback faculty position as the Board of Regents may decide.

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 faculty candidates in the region, place or locality, as certified by the appointing officer/authority, temporary appointments may be issued until the required Master's degree is met/complied with in pursuant to CSC MC 25 s 2017.

A 30-day written notice signed by the appointing authority shall be given to the temporary appointee prior to termination of service/removal or replacement.