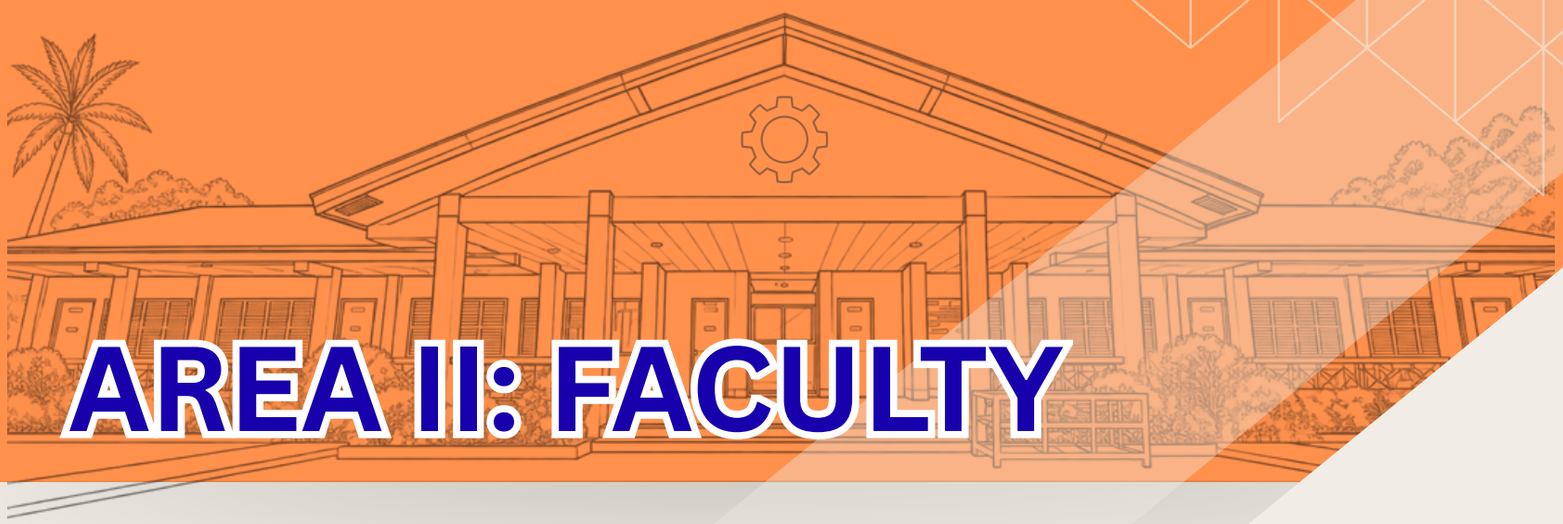
UNIVERSITY OF SOUTHERN MINDANAO
COLLEGE OF TRADES AND INDUSTRIES

AACCUP

LEVEL 1 SURVEY VISIT

BTVTED

BACHELOR OF
TECHNICAL - VOCATIONAL
TEACHER EDUCATION



AREA II: FACULTY

PARAMETER D:
RANK AND TENURE

SYSTEM-INPUTS AND PROCESSES

S.1. The institution has a system of promotion in rank and tenure based on official issuances.

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
MALACANANG, MANILA

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NATIONAL BUDGET CIRCULAR

No. 461
June 1, 1998

TO : **The Chairman, Commission on Higher Education (CHED), the Director-General, Technical Education and Skills Development Authority (TESDA), Heads of State Universities and Colleges (SUCs), and Heads of CHED-Supervised Higher Education Institutions (HEIs) and TESDA-Supervised Technical Education Institutions (TEIs), and All Others Concerned**

SUBJECT : **Revising and Updating the Compensation and Position Classification Plan for Faculty Positions Embodied in National Compensation Circular (NCC) No. 69**

1.0 Purpose

This Circular is issued to establish and prescribe rules and regulations governing the implementation of the Revised Compensation and Position Classification Plan for faculty positions in SUCs, HEIs and TEIs in accordance with the modified Common Criteria for Evaluation (CCE) of faculty positions.

2.0 Coverage and Exemption

This Circular shall apply to all faculty positions in SUCs, HEIs and TEIs, including teaching positions assigned to laboratory classes except teaching and related teaching positions in secondary and elementary schools which shall continue to be covered by the Teachers Preparation Pay Schedule of the Department of Education, Culture and Sports.

3.0 Revised Point Allocation

3.1 Consistent with the modified CCE and Qualitative Contribution Evaluation (QCE) jointly formulated and prescribed by the Chairman of CHED and the President of PASUC, per attached Implementing Guidelines and Annexes 1 and 2, the following point allocation for faculty positions is hereby adopted:

Faculty Rank	Sub-Rank	Salary Grade	Point Bracket
Instructor	I	12	65-below
	II	13	66-76
	III	14	77-87
Assistant Professor	I	15	88-96
	II	16	97-105
	III	17	106-114
	IV	18	115-123
Associate Professor	I	19	124-130
	II	20	131-137
	III	21	138-144
	IV	22	145-151
	V	23	152-158
Professor	I	24	159-164
	II	25	165-170
	III	26	171-176
	IV	27	177-182
	V	28	183-188
	VI	29	189-194
College/University Professor		30	195-200

3.2 Faculty positions in HEIs and TEIs shall be limited to the rank of Associate Professor V.

3.3 The accreditation of Professors in SUCs and Associate Professors, in the case of HEIs and TEIs, shall be governed by Section 4.4 of NCC No. 33.

3.4 The classification of existing College Professor positions shall be coterminous with the incumbents.

3.5 Faculty members who merited higher academic ranks but were constrained to occupy lower ranks due to the quota limitation shall be evaluated based on the modified CCE and QCE prescribed herein.

4.0 Appointment to College/University Professor Positions.

4.1 The following are deemed qualified for appointment to College/University Professor positions:

4.1.1 Deserving faculty members occupying Professor positions duly accredited by the PASUC Accreditation Committee who have complied satisfactory with Section 3.1 hereof.

4.1.2 SUC Presidents and Vice-Presidents who opt to receive the basic salary pertaining to their assigned academic rank under the CCE, provided that they have complied with the requirements mentioned under Section 3.0 hereof and those who opt to return to the academe due to their resignation/retirement not for cause before the expiration of their fixed terms of office.

5.0 Modified Quota System

5.1 Effective upon implementation of this Circular, the quota for the rank of Associate Professor shall be withdrawn.

5.2 The quota for the rank of Professor shall be adjusted to 20% of the total number of faculty positions of each SUC.

5.3 Only one (1) position of College/University Professor per College/University shall be authorized for every six years, the total of which shall not exceed the number of authorized colleges and external campuses of the respective SUC. Candidates to said rank shall be required to undergo screening as stipulated in Section 4.3 of NCC No. 69.

6.0 Exercise of Presidential Discretion

The exercise of presidential discretion under Section 6.0 of NCC 69 is hereby extended to heads of HEIs and TEIs. To ensure standard implementation of the presidential discretion, the Chairman of CHED and President of PASUC shall formulate and prescribe separate guidelines which shall be observed by the heads of HEIs and TEIs.

7.0 Evaluation Cycle

The evaluation shall be undertaken every odd year starting 1999 for SUCs. In the case of HEIs and TEIs, the evaluation shall be undertaken every even year starting 1998.

8.0 Funding Source

Funds needed to implement this Circular shall be included in the budgets of the respective institutions concerned in the annual General Appropriations Act. For this purpose, the evaluation results as evidenced by the computer print-out shall be submitted to the DBM not later than May 31 of the preceding budget year.

9.0 Repealing Clause

Any and all provisions of circulars, rules and regulations or parts thereof which are inconsistent with this Circular are hereby repealed and/or modified accordingly.

10.0 Effectivity

This Circular shall take effect immediately.

EMILIA T. BONCODIN
Secretary

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IMPLEMENTING GUIDELINES FOR NCC ____

I. GENERAL GUIDELINES:

1. All faculty members in higher education programs and heads/administrators of public higher education institutions (HEIs) composed of the State Universities and Colleges (SUCs) and CHED Supervised Higher Education Institutions (HEIs), including TESDA Technician Education Institutions (TEIs) shall be evaluated in accordance with the revised and updated Common Criteria for Evaluation (CCE) and the Modified Point Allocation (MPA).
2. All claims for CCE points shall be supported by the appropriate and pertinent primary documents. Secondary documents shall not be accepted except in situations where the primary documents have been lost or damaged through force majeure.
3. Personal Data Sheet (PDS) accomplished and submitted for evaluation shall be subscribed and sworn to.
4. The following mechanics of implementation shall be observed:

    4.1 The HEI concerned shall reproduce the Personal Data Sheet.
    4.2 The faculty member or the administrator shall accomplish the form and attach all supporting documents.
    4.3 The HEI shall form two Committees- One of Evaluators and One of Reviewers- which shall sit en banc to evaluate and review faculty credentials.
    4.4 The Evaluators shall enter the points in the Summary Sheet and shall sign the same.
    4.5 The Review Committee shall review the evaluation of all documents and submit the evaluated Personal Data Sheet and supporting documents to the Head of school for official transmittal to the PASUC CCE Computerization Center, which shall process the documents using approved computer program.
    4.6 Where the two committees differ in their faculty assessment, they shall sit down together and come to a collegial decision.
    4.7 The official printout from the PASUC CCE Computerization Center shall be released to the President/ Administrator or the authorized Representative of the HEIs concerned.

5. Upon authorization of the DBM, the PASUC CCE Computer Center shall be at the TUP-IRTC based on a Memorandum of Agreement (MOA) between PASUC and TUP.

6. For purposes of implementing the National Compensation Circular, cut-off date shall mean the most recent date of documents considered in the evaluation cycle.

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7. The hiring /promotion of faculty members shall be subject to the relevant educational qualification by rank/subrank and the Merit System Plan adapted by the Governing Boards of SUCs and the Merit System Plans for faculty promulgated for CHED-Supervised HEIs and TESDA TEIs provided that such Merit System Plans shall not be lower than the Qualification Standards (QS) prescribed by the Civil Service Commission (CSC). The CCE computer print-out shall be the basis of hiring new faculty members from Instructor I to Assistant Professor IV.

8. For upgrading and/or promotion to any sub-rank in the Instructor and Assistant Professor positions a faculty candidate should satisfy the CCE points corresponding to the rank/sub-rank plus the qualitative contributions in the area of instruction measured in terms of the Teaching Effectiveness (Annex I).

9. For the upgrading and/or promotion to the rank of Associate Professor I to V a faculty candidate should satisfy the CCE points corresponding to the rank/sub-rank plus qualitative contributions in at least two (2) of the four functional areas, namely, instruction, research, extension, and production. The standards and point values in the qualitative contributions are indicated in the attached matrix and guidelines (Annex II).

10. For upgrading and/or promotion to the rank of Professor I to VI, the faculty candidate shall be required to earn the CCE points corresponding to the rank/subrank plus qualitative contribution in at least three of the four functional areas.

11. Faculty positions in CHED-Supervised HEIs and TESDA TEIs shall be limited to the rank of Associate Professor V.

II. SPECIFIC FACTORS AND GUIDELINES FOR DETERMINING POINTS

1. Educational Qualifications----------85 pts.

1.1 Highest relevant academic degree or educational attainment with the following maximum point credits

1.1.1 Doctorate..... 85
1.1.2 Master's Degree..... 65
1.1.3 LLB and MD..... 65

N.B. MD shall be considered a Doctorate degree if the holder is teaching in a College of Medicine.

1.1.4 Diploma course (above a bachelor's degree)..... 55
1.1.5 Bachelor's degree (four years)..... 45

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N.B. In the case of a Bachelor's degree which is more than four years, additional credit of five points is given for every year over four years.

1.1.6 Special courses

3-year post secondary course..... 30

2-year post secondary course..... 25

1.2 Additional equivalent and relevant degree earned

1.2.1 Additional Master's degree..... 4
1.2.2 Additional Bachelor's degree..... 3

N.B. An additional equivalent and relevant degree earned related to the present position refers to another degree on the same level as the advanced degree that the faculty has already earned.

Relevance is the applicability of the degree to teaching and to the subjects the faculty is teaching, or the duties and functions other than teaching which the faculty performs.

For example, a holder of an M.S. in Math acquired a degree in M.S. Physics. However, an M.A. holder, who acquired two bachelor degrees like A.B., BSE, shall be credited only for his/her M.A. degree.

1.3 Additional credits earned

1.3.1 For every 3 units earned toward a higher approved degree course (maximum of 10 pts.).....1

2. Experience and Professional Services..... 25 pts.

N.B. The services and experiences of a faculty who is designated to an administrative position like Vice president, Dean, Director, etc., shall be credited only once, whichever is highest, within the period of his designation.

2.1.1 For every year of full-time academic 1
service in state institution of higher
learning

N.B. Academic Service refers to teaching in college or doing research and extension functions.

A year means at least 2 semesters.

Full-time service means the official full-time equivalent load (FTEL) hours of actual teaching or its equivalent in other functions approved by the institution's Board of Regents/ Board of Trustees.

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State institution of higher learning refers to chartered SUCs, CHED -Supervised and TESDA Schools whose main function and responsibility is tertiary education and offers degree programs.

2.1.2 For every year of full-time academic service in an institution of higher learning other than SUCs, CHED-Supervised and TESDA Schools; service in a public or private research institution 0.75

N.B. Academic service refers to teaching in the tertiary level in an institution of higher learning which is not a SUC, a CHED-Supervised or TESDA School, or doing research on a professional level in a research institution.

2.2.1 For every year of administrative designation as:

a. President 3.0
b. Vice-president 2.5
c. Dean/Director/School Superintendent 2.0
d. Principal/Supervisor/ Department Chairperson/ Head of Unit 1.0

2.3.1 For every year of full-time industrial/agricultural/ teaching experience as:

a.. Engineer, Plant /Farm Manager 1.5
b. Technician 1.0
c. Skilled Worker 0.5

2.3.2 For every year of experience as:

a. Cooperating Teacher 0.5
b. Basic Education Teacher 0.5

3. Professional Development Achievement and Honors ..... 90 pts.

3.1 Innovations, patented inventions, publications and other creative works (maximum of 30 pts.)

3.1.1 For every cost and time saving innovation, patented invention and creative work as well as discovery of an educational , technical, scientific and/or cultural value ..... 1 to 7

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Sub-categories under 3.1.1 are as follows:

A. Inventions

These are original patented (or must have patent pending) works which have direct contribution to education, science and technology. The basis for the weight is the patent score.

Criteria	Credits
1. If patented	Multiply patent score by weight assigned according to criterion of utility.
2. If patent pending	Multiply patent by weight according to utility.

N.B. Per invention or discovery the following additional criteria and point allocations are prescribed:

Commercial utility on:

- an international scale..... 7
- a national scale..... 5
- institutional level..... 2

The accrediting bodies for these factors on the international and national scale are:

- Science and technology------DOST
- Education----------DECS/ CHED/ TESDA

For the institutional level, a University Committee shall accredit. The patent paper/ document must be presented to ascertain patent score. Credit points are divided equally among two or more individuals claiming credit for the same invention.

B. Discoveries

A discovery must be the first of its kind or not of common knowledge. It shall be the result or product of the research of an individual or a group of faculty.

Criteria	Credits
1. Originality, educational impact, documentation	60% of 7 (0.6 x 7)
2. Evidence of wide dissemination, e.g. exhibits, publications	40% of 7 (0.4 x 7)

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N.B. Where there are more than one proponent, the points are to be divided equally among them. If only one factor (e.g. (1) is satisfied, credit is awarded only for that factor).

C. Creative work has to satisfy one or more of the following criteria:

1.	Originality	25 % of 1 - 7 pts.
2.	Acceptability and recognition	25 % of 1 - 7 pts.
3.	Relevance and value	25 % of 1 - 7 pts.
4.	Documentation and evidence of dissemination	25% of 1 - 7 pts.

N.B. The scale of 1 - 7 is distributed on the basis of competitiveness, thus-

- International 7
- National..... 5
- Institutional..... 2

Credits are divided among two or more claimants. Examples of creative works are published articles, literary items, musical compositions and/or arrangement, painting, sculpture, and other performing arts.

D. Innovations consist of improvements/ modifications made on an existing design, process or product. The criteria for rating and the points for each criterion are:

Criteria	Credits
1. Use of indigenous materials	20 % of 7 pts.
2. Relevance and value to education, science and technology	20 % of 7 pts.
3. Cost/time/ energy / saving	20 % of 7 pts.
4. Acceptability of peers	20 % of 7 pts.
5. Dissemination/ documentation	20 % of 7 pts.

3.1.2 For every published book,: original, edited, or compiled, copyrighted/ published within the last ten years

a.	As original author	3 - 7
b.	As co-author	2 - 5
c.	As reviewer	1 - 4
d.	As translator	1 - 4
e.	As editor	1 - 3
f.	As compiler	1 - 2

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The factors and their weights are:

Textbooks, including Science and Technology and references

Role	Tertiary	High School	Elementary
Single author	7 pts.	5 pts.	4 pts.
Co-author	5	3	2
Reviewer	4	2	1
Translator	4	2	1
Editor	3	2	1
Compiler	2	1	1

3.1.3 For every scholarly research/ monograph/ educational technical articles in a technical/scientific/ professional journal.

a. International.....5
b. National.....3
c. Local.....2

3.1.4 For every instructional manual/audio-visual material developed and approved for use.....1 - 3

Under this item are approved and published sets of complete modules, laboratory manuals, operation manuals, workbooks, teaching guides, including software, prototype and Computer-Aided Instruction materials. Syllabi, flip-charts, compiled copies of machine-copied documents, mock-ups are not considered under this item. Those which can be credited are approved by the department or college for instructional purposes.

Role	Credit
Single author or maker	Full
Co-author, co-maker	Half

N.B. For credits to be granted, a sample of the material and a certification by the College/Department as to its usefulness and acceptability for instruction must be presented.

3.2 For expert services, training and active participation in professional/technical activities (Maximum of 30 pts.)

3.2.1 Training and Seminars (Maximum of 10 pts.)

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3.2.1.1 For every training course with a duration of at least one year (Pro-rated for less than a year and not to exceed 10 pts.)

a. International.....5
b. National/Regional.....3
c. Local.....2

3.2.1.2 For certified industrial, agro-industrial or fishery training ... 1/120h (maximum. of 5 pts.)

3.2.1.3 For participation in conferences, seminars, workshops

a. International.....3
b. National/ Regional.....2
c. Local 1

3.2.2 Expert Services Rendered (Maximum of 20 pts.)

3.2.2.1 For serving as a short-term consultant/ expert in an activity of an educational, technological, professional, scientific or cultural nature (foreign or local) sponsored by the government or other agencies.

a. International..... 5
b. National/ Regional..... 3
c. Local..... 2

3.2.2.2 For services rendered as coordinator, lecturer, resource person or guest speaker in conferences, workshops, and/or training courses.

a. International..... 5
b. National/Regional..... 3
c. Local..... 2

3.2.2.3 For expert services as adviser in doctoral dissertations, masteral and undergraduate theses (maximum of 10 points)

a. Doctoral dissertation..... 1.00
b. Masteral thesis 0.50
c. Undergraduate thesis..... 0.25

3.2.2.4 For certified services as reviewer/ examiner in the Professional Regulations Commission (PRC) or in the Civil Service Commission (CSC).....1

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3.2.2.5 For expert services in accreditation work as member of the Board of Directors, member of the Technical Committee or Consultant Group.....1

3.2.2.6 For expert service in trade skill certification.....1

3.2.2.7 For every year of service as coach/trainer in sports or adviser of student organization.....1

3.3 Membership in professional organizations/ honor societies and honors received (Maximum of 10 pts.)

3.3.1 For current individual membership in relevant professional organization (s)

a. Learned Society
   Full member..... 2
   Associate member.....1
b. Honor Society..... 1
c. Scientific Society..... 1
d. Professional
   Officer..... 1
   Member..... 0.5

3.3.2 For undergraduate academic honors earned:

a. Summa Cum Laude..... 5
b. Magna Cum Laude..... 3
c. Cum Laude..... 1

3.3.3 Scholarship/Fellowship. This may be degree or non-degree granting.

a. International, competitive
   Doctorate.....5
   Masteral.....4
   Non-Degree..... 3

b. International, non-competitive
   Doctorate..... 3
   Masteral.....2
   Non-Degree..... 2
c. National/ Regional, competitive
   Doctorate..... 3
   Masteral.....2
   Non-Degree.....1

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d. National/Regional, non-competitive
Doctorate.....2
Masteral.....1

e. Local, competitive or non-competitive.....1

3.4 Awards of distinction received in recognition of achievement in relevant areas of specialization/profession and/or assignment of the faculty concerned.

a. International.....5
b. National/Regional.....3
c. Local.....2

3.5 Community outreach (maximum of 5 points)

3.5.1 For every year of participation in service-oriented projects in the community.....1

3.6 Professional examinations

3.6.1 For every relevant licensure and other professional examinations passed (maximum. of 10 pts.)

a. Engineering, Accounting, Medicine, Law, Teacher's Board, etc..... 5

b. Marine Board/ Seaman Certificate; Master Electrician/ Master Plumber Certificate, etc; Plant Mechanic Certificate; Professional Radio Operator Certificate.....2

c. Other trade skill Certificate.....1

IV. APPOINTMENT TO THE HIGHER SUB-RANK OF THE INSTRUCTOR AND THE ASSISTANT PROFESSOR POSITIONS

1. Appointment to the position of Instructor II and Assistant Professor IV be subject to the following requirements:

1.1 CCE points of at least 66 points for the higher sub-rank of the Instructor position and at least 88 points for the Assistant Professor position

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1.2 Earned MA degree for Assistant Professor II to IV

1.3 Qualitative contributions in instruction, otherwise known as Teaching Effectiveness. Annex includes the standards and guidelines for the appropriate evaluation of the same.

IV. APPOINTMENT TO THE POSITION OF ASSOCIATE PROFESSOR

1. Appointment to the position of Associate Professor shall be subject to the following requirements:

   1.1 CCE points of at least 124

   1.2 Earned MA degree

   1.3 Qualitative contributions in instruction, research , extension and production. (Must have contributed significantly in at least two of the four functional areas .)

V. APPOINTMENT TO THE POSITION OF PROFESSOR

1. Appointment to the position of professor shall be subject to the following requirements:

   1.1 CCE points of at least 159.

   1.2 Earned doctorate for Professor 4 to 6.

   1.3 Qualitative contributions in instruction, research, extension and production. (Must have at least three of the four functional areas)

   1.4 In cases where a doctorate is not normally part of career preparation, or where such doctoral program is rare, the doctorate requirement may be waived provided that the candidate has an appropriate master's degree, has at least 159 CCE points (including educational qualification) and has earned at least 20 points in the following areas;

      1.4.1 Books, monograms, compendiums and major bodies of published work

      1.4.2 Scientific articles in publications of international circulation, and other works of similar nature

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1.4.3 Discoveries, inventions and other significant original contributions

1.4.4 Research recommendations transformed to public policy benefiting the country

1.4.5 Supervision, tutoring, or coaching of graduate scientists and technologies

1.4.6 Research results applied or utilized in industrial and/or commercial projects or undertaking.

1.5 Accreditation by a committee of experts duly constituted by PASUC for candidates entering the rank for the first time.

N.B. The members of the accreditation committee are recognized experts in the area of specialization of the faculty applying for accreditation.

An applicant who fails in the accreditation process shall be appointed to the position of Associate Professor 5.

2. Limitations

2.1 Quota - 20% of the total number of the faculty positions

2.2 The rank is not applied in TESDA and CHED supervised schools except those offering graduate programs

VI. APPOINTMENT TO THE POSITION OF COLLEGE AND UNIVERSITY PROFESSOR

1. Coverage

The following are deemed qualified for entitlement to appointment as College Professor and University Professor:

1.1 Deserving faculty members occupying Professor positions duly accredited by the PASUC Accreditation Committee who have complied satisfactorily with all the requirements stated in Part V hereof.

1.2 SUC / CHED/TESDA executives who opt to receive their basic salary pertaining to their assigned academic rank under the CCE, provided that they complied with the requirements mentioned under part V hereof and those who opt to return to the academic due to their resignation/retirement, not for cause before the expiration of their fixed terms of office.

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2. Requirements:

2.1 CCE Points

2.1.1 University Professor	198-200
2.1.2 College Professor	195-197

2.2 Earned Doctorate

2.3 A pass from a screening committee duly constituted by PASUC

2.4 Professorial accreditation in case of the faculty

2.5 Qualitative contributions in instruction, research , extension and production. (Must have at least 3 out of 4).

N.B. A candidate who fails to satisfy all the requirements shall be appointed to the position of Professor 6.

3. Limitations

3.1 Only one (1) position of College Professor per College, shall be authorized for every six (6) years, the total of which shall not exceed the number of authorized colleges and external campuses of the respective SUC/ CHED-Supervised and TESDA Schools.

3.2 Only one (1) position of University Professor per University shall be authorized for every six (6) years, the total of which shall not exceed five percent (5 %) of the total number of accredited full professor in the University concerned.

4. Mechanics and processes

Upon recommendation by the institution head concerned, all candidates for the rank of College Professor and University Professor shall undergo screening by an independent body, to be organized by PASUC.

5. Qualifications for Accreditation as College/University Professor

5.1 He must be an outstanding scholar and scientist as shown in the quality of his publications and researches in his principal field of study and in allied fields; or he must have manifested performance of his executive leadership role.

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5.2 He must have expert knowledge in one field or division and familiar with at least one other subject within another division.

5.3 He must be known for intellectual maturity and objectivity in his judgment.

5.4 He must have a high reputation among his colleagues and other scholars for his mastery of the subject of his specialization.

Recognition and esteem could be manifested in any of the following ways:

5.4.1 His contribution to the advancement of his field of specialization are recognized by colleagues, here and abroad.

5.4.2 He is published in the most respected learned journals in his field of specialization.

5.4.3 His works are widely acclaimed and provoke spirited discussions among scholars, often from various disciplines.

5.4.4 He is often invited to other universities and scholarly gatherings for the originality of his thoughts.

5.4.5 He is accorded various forms of honors (awards, chairs, titles, etc.)

VII. MODIFIED POINT ALLOCATION

Faculty Rank	Sub-Rank	Salary Grade	Point Bracket
Instructor	I	12	65-below
	II	13	66-76
	III	14	77-87
Assistant Professor	I	15	88-96
	II	16	97-105
	III	17	106-114
	IV	18	115-123
Associate Professor	I	19	124-130
	II	20	131-137
	III	21	138-144
	IV	22	145-151
	V	23	152-158

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Faculty Rank	Sub-Rank	Salary Grade	Point Bracket
Professor	I	24	159-164
	II	25	165-170
	III	26	171-176
	IV	27	177-182
	V	28	183-188
	VI	29	189-194
College/University Professor		30	195-200

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ANNEX 1
(Qualitative Contribution Evaluation, QCE, for Instructors and Assistant Professors)

I. DEFINITION

A. Qualitative Contribution (QC)

This is the distinctive contribution by a faculty member seeking promotion to a higher rank or sub-rank and which generally accrues to the enhancement and sustenance of the overall image of the state universities and colleges in their constant endeavor towards excellence.

B. Qualitative Contribution Evaluation (QCE)

QCE is the process of determining the eligibility of a faculty candidate for the particular rank and sub-rank indicated by result of the application of the common criteria for evaluation (CCE).

D. Commitment

This refers to a faculty member's deep sense of responsibility to render service for the development of the students' well-being and for the advancement of his/her discipline.

E. Knowledge of Subject

This includes the faculty member's scholarship and expertise in his/her chosen field or discipline.

G. Teaching for Independent Learning

This pertains to the faculty member's ability to organize teaching-learning processes to enable students to maximize their learning potentials.

H. Management of Learning

This refers to the faculty member's ability to create and mange a conducive learning environment and at the same time guide, monitor and evaluate student learning.

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II. GENERAL GUIDELINES

A. In addition to the common criteria for evaluation (CCE), promotion to higher rank and sub-rank shall be subject to Qualitative Contribution Evaluation (QCE).

B. Continuous improvement toward excellence shall include well-defined and well-executed approach(es) aimed at enhancing the value of collegiate/university education to the clientele the SU/C pledges to serve. The improvements must be in all four (4) functional areas of the SU/C, namely: instruction, research, extension, and production.

C. For those seeking promotion to the higher sub-ranks of the Instructor and the Assistant Professor positions, the QC shall be in the Teaching Effectiveness.

III. SPECIFIC GUIDELINES

A. The Teaching Effectiveness of instructors and assistant professors is evaluated using the following assessment areas with the corresponding weighted points:

1. Commitment	0.20
2. Knowledge of Subject	0.20
3. Teaching for Independent Learning	0.30
4. Management of Learning	0.30

B. A common evaluation instrument is prepared by a joint committee of CHED, PASUC, and TESDA. The evaluation is done by the faculty concerned, his peers, his supervisor, and his student beneficiaries.

C. Each area of assessment has a number of criteria and allotted a total of 25 points. The total raw points for the assessment areas is 100. The raw points garnered in each of the four assessment areas is multiplied by the corresponding weight.

D. In rating using the criteria, the scale of 1 to 5 is used, with 5 as the highest.

E. The faculty shall be evaluated regularly and the average rating is obtained for the particular CCE implementation.

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F. The following are the minimum points required under the QCE so that a faculty with the appropriate CCE credits can be promoted.

SUB-RANK		MINIMUM POINTS
Instructor	II	80
	III	90
Assistant Professor	I	80
	II	85
	III	90
	IV	95

INSTRUMENT OF EVALUATION

I. COMMITMENT

Demonstrates sensitivity to students' ability to attend to and absorb content information.
Integrates sensitively his/her learning objectives with those of the students in a collaborative process.
Makes self available to students beyond official time slots.

II. KNOWLEDGE OF SUBJECT

Demonstrates mastery of the subject matter.
Draws and share information on the state on the art of theory and practice in his/her discipline.
Integrates subject to practical circumstances and learning intents/purposes of students.

III. TEACHING FOR INDEPENDENT LEARNING

Creates teaching strategies that allow students to practice using concepts they need to understand (interactive discussion).
Enhances student self-esteem.
Allows students to create their own course with objectives and realistically defined student-professor rules and make them accountable for their performance.
Allows students to think independently and make their own decisions and holding them accountable for their performance based largely on their success in executing decisions.



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IV. MANAGEMENT OF LEARNING

Creates opportunities for extensive contribution of students (e.g. breaks class into dyads, triads or buzz/task groups)
Assumes roles as facilitator, resource, coach, inquisitor, integrator, referee in drawing students to contribute to knowledge and understanding of the concepts at hand
Designs and implements learning conditions and experience that promote healthy exchange and/or confrontations.
Structures/re-structures learning and teaching-learning context to enhance attainment of collective learning objectives.

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ANNEX 2
(Qualitative Contribution Evaluation, QCE, for Associate Professors and Professors)

I. DEFINITION

A. Qualitative Contribution (QC)

This is the distinctive contribution by a faculty member seeking promotion to a higher rank or sub-rank and which generally accrues to the enhancement and sustenance of the overall image of the state universities and colleges in their constant endeavor towards excellence.

B. Qualitative Contribution Evaluation (QCE)

QCE is the process of determining the eligibility of a faculty candidate for the particular rank and sub-rank indicated by result of the application of the common criteria for evaluation (CCE).

C. Common Criteria for Evaluation (CCE)

The CCE is a set of factors of services and achievements which establish the relative performance of a faculty in the state university or college for the period of evaluation.

This refers to a faculty member's deep sense of responsibility to render service for the development of the students' well-being and for the advancement of his/her discipline.

D. Clientele Satisfaction (CS)

This is a strategic concept for the overall institutional image as the SUC seeks continuous improvement toward excellence. It is based on the belief that the quality of education will improve as the clientele (i.e., students, parents, community) assume more responsibility for the value of education they draw from the institution. This demands constant sensitivity to clientele requirements and measurement of the factors that drive clientele satisfaction. Equally, this demands awareness of the latest developments in education and rapid response to the clientele requirements thereby improving both the quality of education and the relationships with students, parents and the community.

E. Leadership (L)

Professor (including board members and administrators) must create clear and visible quality values within the educational system. Reinforcement of these values and

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expectations requires personal commitment and involvement. Professors in collaboration with administrators and instructors or board members, must create strategies, systems and methods for achieving educational excellence. These systems and methods guide activities and decisions of the college or university and encourage participation and creativity by all

G. Partnership Development (PD)

The college or university should seek to build internal and external partnerships that promote cooperation/collaboration serving mutual and larger community interests. These should consider longer-term objectives as well as short-term needs, thereby creating a basis for mutual investments. The building of partnerships should address means of regular communication, approaches to evaluating progress, means of modifying objectives, and methods to accommodate changing conditions.

H. Community Responsibility (CR)

Education quality objectives should reflect areas of community citizenship and responsibility. These include ethics in education, support for public safety, environmental safety, and sharing of quality-related information with business, industry and government agencies within the community and the country. Community responsibility also includes responsiveness to community needs and processes to develop and maintain public trust.

II. GENERAL GUIDELINES

A. In addition to the common criteria for evaluation (CCE), promotion to higher rank and sub-rank shall be subject to Qualitative Contribution Evaluation (QCE).

B. Continuous improvement toward excellence shall include well-defined and well-executed approach(es) aimed at enhancing the value of collegiate/university education to the clientele the SU/C pledges to serve. The improvements must be in all four (4) functional areas of the SU/C, namely: instruction, research, extension, and production.

C. For those seeking promotion to the Associate Professor rank, the QC shall be in any two functional areas chosen by the candidate prior to any assessment year.

D. For those seeking promotion to the Professor rank, the QC shall be in any three functional areas chosen by the candidate prior to any assessment year.

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III. SPECIFIC GUIDELINES

A. In each of the self-selected functional areas the candidate's qualitative contribution shall be assessed based on clientele satisfaction, leadership, partnership development, and community responsibility. The weights applicable to the different ranks are as follows:

RANK	INSTRUCTION	RESEARCH	EXTENSION	PRODUCTION
Asso. Professor	0.50	0.30	0.10	0.10
Professor	0.20	0.65	0.10	0.05

N.B.: For placement or entry performance for the last five years shall be considered, while for promotion only the performance during the period of evaluation shall be considered.

B. A common evaluation instrument is prepared by a joint committee of CHED and PASUC.. The evaluation is done by the ratee's client, by the direct supervisor, by the stakeholders in the completed projects, and by his external and internal communities.

C. Each area of assessment has a number of criteria and allotted a total of 25 points. The total raw points for the assessment areas is 100. The raw points garnered in each of the four assessment areas is multiplied by the corresponding weight.

D. In rating using the criteria, the scale of 1 to 5 is used, with 5 as the highest.

E. The faculty shall be evaluated regularly at the end of every academic year and the average rating is obtained for the particular CCE implementation.

F. The total weighted points (maximum being 100) shall have the equivalent points corresponding to the sub-ranks under each of the Associate Professor and Full Professor ranks as follows:

RANK	QCE Weighted Points	
	MINIMUM	MAXIMUM
Associate Professor		
1	76	80
2	80	85
3	86	90
4	91	95
5	96	100

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RANK	QCE Weighted Points	
	MINIMUM	MAXIMUM
Full Professor		
1	61	65
2	66	70
3	71	75
4	76	80
5	81	85
6	86	90
College Professor	91	95
University Professor	96	100

EVALUATION INSTRUMENT

I. Clientele Satisfaction (To be rated by the client(s))

The needs of the clientele are reflected in the plan
Processes and procedures adopted enable him to respond quickly to changing requirements of the clientele
Meets and discusses with clientele to assess quality of services provided
Involves clientele in planning processes for intended educational services
Adopts and implements a system that is supportive of realizing clientele satisfaction

II. Leadership (To be rated by the immediate supervisor)

Regularly communicates quality standards to staff colleagues, students, and parents
Participates in quality initiatives undertaken by the college/university
Provides /shares with colleagues, students, and parents information relative to the latest development in quality practices
Encourages participation of all in the decision making process
Develops new ways of responding to clientele request that improve response time and clientele satisfaction
Develops/promotes processes that prevent/resolve problems

III. Partnership Development (To be rated by the stakeholders in the completed projects/activities)

Involves students, colleagues, parents in planning, implementing and evaluating quality standards and plans
Regularly meets concerned sectors to discuss ways in which the departments and the colleges can create better learning and working environment
Establishes alliance with local residents, businesses and other government functionaries

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Develops community support system through the alliance for sustaining effective learning and working environment
Works with members of the faculty, staff, and community to identify and implement ways to improve quality of education and education and educational processes

IV. Community Responsibility (To be rated by parties from the external and internal communities)

Strives to create safe learning and working environment
Makes everyone aware of their responsibility to the community
Focuses on helping staff, students and colleagues understand community needs
Develops programs that support community activities
Supports community initiatives to improve environment
Adopts a strong sense of business ethics

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