AREA II

FACULTY

PARAMETER C:

FACULTY ADEQUACY AND LOADING

SYSTEM-INPUTS AND PROCESSES

S.1

S.1 Faculty-student ratio is in accordance with the program requirements and standards as follows:

S.1.1 lecture (1:40), maximum of 1:50 and
S.1.2 laboratory (1:25), maximum of 1:30

UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Director for Instruction Office

USM FACULTY : STUDENT RATIO				
FY	**Enrollees (A)**	**FACULTY (PERMANENT&COS) (B)**	**STUDENT (A/B)**	**FACULTY :STUDENT**
FY-2025	19329	589	33	1: 33
FY-2026	19068	605	32	1: 32
FY-2027	19517	527	37	1: 37

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Submitted by:

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FACULTY MANUAL

Chapter V

TEACHING LOAD, WORKING HOURS, DUTIES AND RESPONSIBILITIES

1. Teaching Load

The normal teaching load of each regular faculty in the tertiary level of the University shall be based on the number of preparations per week per semester, i.e. 21 units for one (1) preparation, 18 units for two (2) to four (4) preparations, and 15 units for five (5) or more preparations. In team teaching, the workload credits shall be divided proportionately among the concerned parties.

The basic function of a faculty member in the academe is instruction. Alt teaching personnel of the University may be required to perform additional functions such as: research, extension and resource generation activities.

The President may designate faculty member to render full-time services for any of the functional areas in research, extension, resource generation and in other projects/programs.

Beyond the normal workload or full-time equivalent (FTE) per week, a faculty may be granted an honorarium for overload of not more than three (3) units per semester or a total of six (6) per academic year, subject to the availability of funds, and may be paid at the end of the academic year.

Exchange professors/lecturers shall be governed by Memorandum of Agreements (MOAs) or contractual appointments as required by law and shall be paid by the hour according to existing policies and guidelines.

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 1 hour AT- 1.00 CH

b. For graduate/ undergraduate lab/shop course 1 hour AT- 0.75 CH

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

Officially approved research, extension, or production activities for which a faculty does not receive any honorarium shall be entitled to the following workload-credits or quasi-teaching assignments (QTA) equivalent:

a. One (1) program 9 units

b. One (1) project 6 units

c. One (1) study 3 units

Provided: that, where one faculty is designated to undertake research, extension, or production activities at the same time in one given period, his/her workload-credits shall not exceed an overall total of nine (9) units.

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 toad-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:

Equivalent shall be as follows:

a. Vice Presidents 15 units

b. College Deans, Directors, 12 units

c. Head of Non-Academic Units 9 units

d. Department Chairpersons,

Medical Technologist/ Nutritionist Dietitian 6 units

e. College Guidance Coordinator 6 units (per 500 students but not to exceed three (3) Guidance Coordinators per college; prorated, if less) f. Laboratory In-charge 3 units

Provided that, in case of multiple administrative designations, the faculty member concerned shall be granted load-credits in only one designation, whichever is the highest; and also provided, that the load-credits are only for administrative designations, including those for the quasi-teaching assignments (QTA) in research, extension, production, etc. if any, granted to a faculty, who is designated to the position of Vice- President, Dean, and Director, or to any similar position with an honorarium or RATA, shall be excluded in the computation of his/her overload pay.

The Prime Hourly Teaching Rate (PHTR) shall be computed on the basis of the following formula, as mandated by the Department of Budget and Management (DBM), unless provided otherwise: a, For Undergraduate Program:

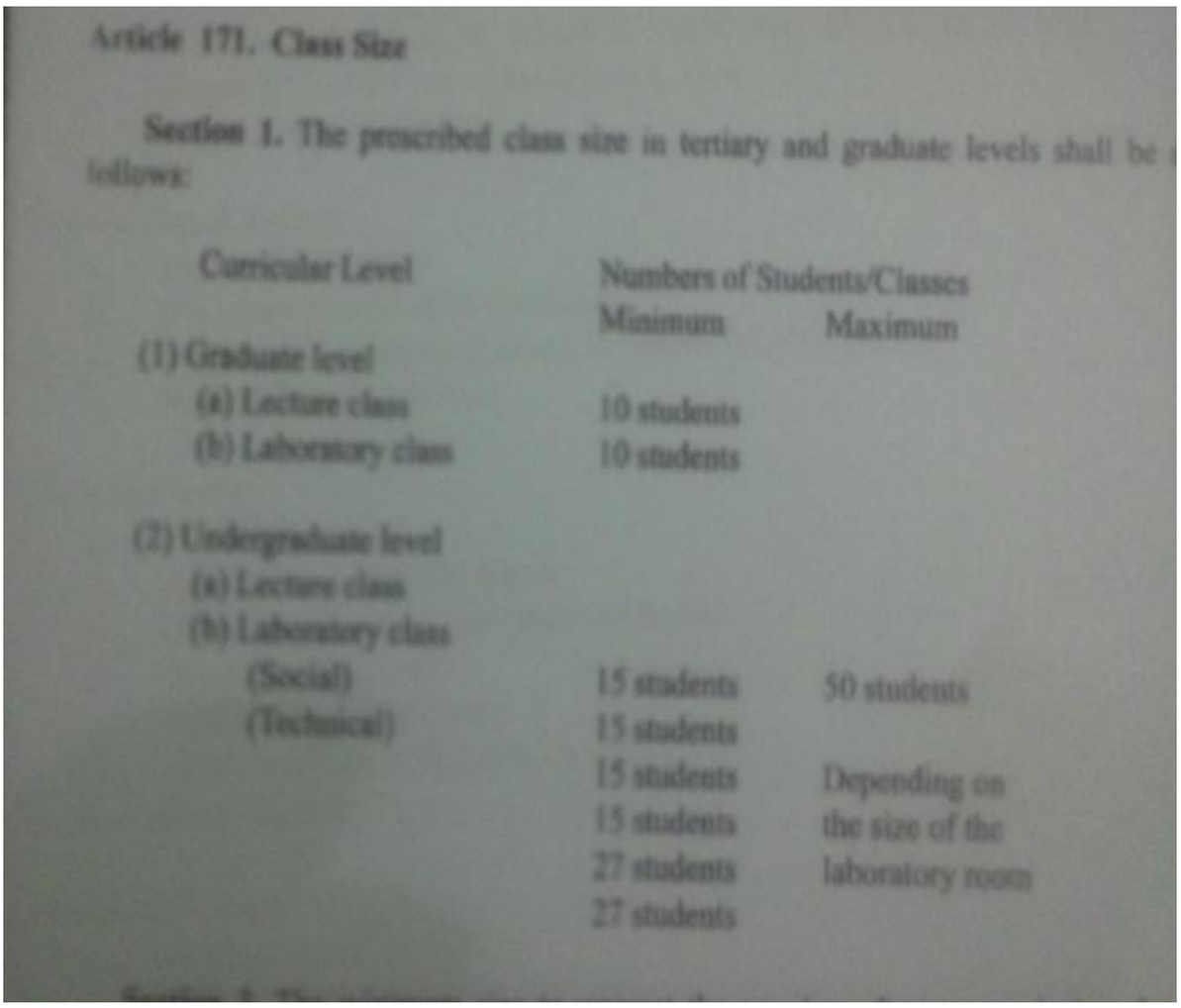
PHTR=O.000781 x Annual Rate (AR) b. For Graduate Program:

1.) For faculty with Master's degree PHTR=O.0014 x Annual Rate (AR)

2.) For faculty with Doctoral degree

PHTR=O.0015 x 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, the same shall be converted to equivalent service credits, based on existing guidelines.



Article 171. Class Size

Section 1. The prescribed class size in tertiary and graduate levels shall be as follows:

Curricular Level	Numbers of Students/Classes	
	Minimum	Maximum
(1) Graduate level		
(a) Lecture class	10 students	
(b) Laboratory class	10 students	
(2) Undergraduate level		
(a) Lecture class		
(b) Laboratory class		
(Social)	15 students	50 students
(Technical)	15 students	
	15 students	Depending on
	15 students	the size of the
	27 students	laboratory room
	27 students	