AREA II

FACULTY

PARAMETER C: FACULTY ADEQUACY AND LOADING

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S.5 Workload guidelines contain sufficient time for teaching and/or research, extension, production and other assigned tasks.

USM FACULTY MANUAL

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
College Deans, Directors	12 units
Head of Non-Academic Units	9 units
Medical Technologist/ Nutritionist Dietitian	6 units
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.