



Faculty Manual

Resolution Number 81, s.2016

d.1.2 For graduates other than Teacher Education the proposed appointee shall have at least earned 18 units in professional education subjects. Licensure Examination for teachers will be necessary only for Faculty members in the Teacher Education.

d.2 **Temporary Appointment** shall be issued to a person who does not meet the education, training or experience requirements of the position to which he/she is being appointed not exceeding one academic year.

1.2.2 Screening Procedure for Part-time Instructors

1.2.2.1 The College Dean/Director will identify the need for part-time instructors.

1.2.2.2 Applicants shall file their application letter to the Campus Director who shall forward the same to the Administrative Officer/HRMO for preparation of Matrix of Applicants (HR Form 3A).

1.2.2.3 The Campus Director shall chair the PSB (Campus Level). The PSB convenes and screen applicants in accordance to existing rules and regulations. The above-enumerated procedures shall be observed.

- e. Part time Instructors may be hired if they are qualified and the College has the felt need along their area of specialization.

1.2.3 Hiring Guidelines and Procedures

1.2.3.1 Pursuant to the University Merit System for Faculty and Civil Service Commission Memorandum Circular No. 10 series of 2012, the minimum educational qualification for faculty members for recruitment shall be a master's degree or its equivalent in the appropriate specific area of specialization.

1.2.3.2 For those who satisfy the above-mentioned qualifications, the following shall be the order of preference:

- ✚ Has achieved national/international prominence in the area of specialization.
- ✚ Has received scholarship grants, fellowships, travel grants, and the like which are related to his/her area of specialization.
- ✚ Graduated with academic honors such as summa cum laude, magna cum laude, or cum laude.
- ✚ Belongs to the top ten in the appropriate Board Examination.
- ✚ Has taught for minimum of two (2) years in the tertiary level.

1.2.3.3 Entry to faculty and academic staff positions shall be at an appropriate faculty rank based on the prevailing criteria for evaluation.

1.2.4 Levels of Appointment

1.2.4.1 Probationary/Contractual Status

- ✚ A faculty member who has been newly appointed for full-time work is given a probationary period of not more than four (4) consecutive semesters or two (2) years. At the end of which the appointee may either be retained or dropped based on performance evaluations.
- ✚ A faculty on contractual status is expected to consider the employment strictly temporary. In case of the College's non-renewal of contract, a notice of termination shall be served at least thirty (30) days before the last day of employment. In the absence of such notice of termination, it is understood that the contract of employment is automatically renewed.
- ✚ A temporary appointment shall be given to an individual who is employed due to exigencies of the service and shall be given three (3) years to meet the required minimum educational qualification. In case of failure, a more qualified applicant may replace the appointee.

1.2.4.2 Permanent

A permanent appointment shall be given to a faculty after the two-year probationary period. For non-MA faculty members who do not have the required educational qualification but are employed due to exigencies, the following criteria shall be followed:

- ✚ Very satisfactory teaching performance as evaluated by students, peers, the Department Head and the Dean;
- ✚ Positive attitudes and values reflecting the University's vision/mission statement, such as the sense of cooperation and responsibility in academic tasks;
- ✚ Completion of a Master's degree for those with an initial bachelor's degree;
- ✚ Compliance with regulations and academic responsibilities and requirements for attendance and punctuality in institutional activities, and prompt submission of grades and other reports; and
- ✚ Demonstration of research capability.

1.2.5 Discipline and Termination of Appointment

The service of a permanent faculty member may be terminated due to major offense and after due process has been undertaken.