

AGENDA B
(Addenda 2)
(Financial, Policy and Related Matters)

987th Meeting of the Board of Regents

24 April 1986, 8:00 a.m., Board of Regents Room, Quezon Hall, U.P.

- The President recommends approval of the following Unit
- A. Authority of the President vis-a-vis the Chancellors regarding contracts (Appendix "A"). UP System
- B. Proposed new rules to govern special detail, outside activities, leave without pay and sabbaticals. UP System
1. Special Detail
- a. Authorization and Conditions. - Special detail shall include participation in an official capacity in conferences, workshops, seminars, short-term courses and similar activities. It shall be subject to prior authorization and to such conditions as may be attached thereto and to applicable laws and regulations.
2. Outside Activities
- a. Coverage.-Outside activities of University personnel shall include: limited practice of profession, management of private enterprises, outside consultancy, secondment, teaching in other educational or training institutions with which the University has a Memorandum of Agreement, as well as research and other activities or projects under the auspices of outside agencies which are not considered integral functions of the University. Such activities shall not be considered part of the regular work load of the personnel concerned.
- b. Prior Authorization Required. - No member of the University personnel shall engage in outside activities without prior authorization from the Chancellor upon endorsement by the Dean, Director, or head of office concerned, subject to the exigencies of the service.
- c. Duration. - Except as otherwise provided in these rules, permission to engage in outside activities shall be for a period not exceeding one year, renewable for the same period at the discretion of the Chancellor upon recommendation of the Dean, Director or head of office concerned; provided, however, that such permission may be terminated or withdrawn at any time by the Chancellor.

I. The President recommends approval . . . (cont'd.)

B. Proposed new rules to govern special detail . . . (cont'd)

2. Outside Activities. . . (cont'd.)

g. Invitation to Speak in Other Educational Institutions. -

University personnel may, subject to the exigencies of the service, and with permission from the Dean of the college or head of office, accept speaking and similar engagements on official time.

h. Reports and Disclosure. - Any person authorized under these rules to be involved in outside activities shall make periodic reports on and full disclosure of such activities, through channels, to the Chancellor.

3. Leave without Pay

a. Leave Without Pay. - The Chancellor may, upon recommendation of the Dean or head of office, grant leave of absence without pay not to exceed one year at a time, provided it does not go beyond two consecutive years, the absence to be planned in advance so as not to interfere with the work schedule of the University. Within a reasonable time before the expiration of the leave duly taken, the University shall notify the employee of the expiration date and that failure to report shall be considered absence without leave.

b. Unexplained Absence of At Least Thirty Days.- University personnel absent without leave for at least thirty days shall be dropped from the rolls.

4. Sabbaticals

a. Sabbatical. - Subject to the exigencies of the service a sabbatical may be granted to a member of the faculty for rest, renewal or study for a period not exceeding one year, with full salary, under the following conditions:

- (1) That the faculty member has served the University not less than six consecutive years, at least as associate professor in the last two years; and
- (2) That in no case shall the sabbatical be granted within two years before the faculty member's compulsory retirement.

If the sabbatical is for study or research and the faculty member applies, in addition to the salary, for transportation costs, per diems and other forms of assistance, the following shall also be imposed:

- (1) That there is reasonable assurance on the basis of the faculty member's record, that the study or research will be accomplished; and,
- (2) That a full report of the study or research done shall be made at the end of the sabbatical.