

Foreword

The first *UP Diliman Faculty Manual* was published in 1989. Since then many rules and regulations have been amended and new ones instituted. These changes made it imperative to update the *Manual*.

The information contained in this revised version are based on the University Code, resolutions of the UP Board of Regents, decisions of the University Council and the Executive Committee of the University Council, Executive Orders and memoranda at the System and UP Diliman levels, and relevant documents from various units of the University and some government agencies.

This revised *Faculty Manual* adopts a reader-friendly format without sacrificing accuracy of content. Great care was taken to ensure faithfulness to the original documents. However, should there be any variance in the presented information and the original, the latter shall prevail. Some portions were quoted verbatim from the source materials such as some provisions of the Revised University Code of the UP System (i.e., Articles) the Implementing Rules and Regulations of the Anti-Sexual Harassment Act, and Rules and Regulations on Student Conduct and Discipline. Monetary values such as fees and grants were omitted on purpose so as not to date the *Manual*. Where the original documents used “he” or “him”, such were replaced with “s/he” or “her/him” to avoid gender bias.

It is hoped that faculty members, administrators, and staff will find the revised *Manual* useful. The information herein may change as the University responds to new conditions. Thus, they are advised to keep in touch with the appropriate offices for any updates.

Furthermore, authors of articles appearing in University publications shall be severally responsible for the opinions expressed therein. [Art. 249]

10.2.9 *Membership in Organizations and Associations*

a. Faculty organizations

An organization or association of faculty members, employees and laborers, when authorized, shall submit to the President for approval a copy of its constitution and by-laws and shall be subject to such other conditions as may be prescribed by the President. [Art. 270; amended at 830th BOR meeting, Feb. 22, 1973]

b. Professional associations [OVPA memo no. 31, Mar. 28, 2001]

As a general rule, members of the faculty as well as the administrative staff may join professional organizations. They shall be guided by the following:

- 1) Membership/application fees to these organizations shall not be charged against the funds of the office.
- 2) Office supplies, equipment and utilities shall not be used to promote the organization.
- 3) Attendance in meetings/conferences of these organizations especially during office hours should have the permission of head of office/immediate supervisor.
- 4) Attendance in conferences and travels/visits abroad should, as much as possible, be rotated among members of the same organization.
- 5) Due to budgetary constraints, the University cannot sponsor the attendance of its faculty and staff to conferences here and abroad.

10.2.10 *Foreign Travels*

No faculty member shall be allowed to travel for more than a month without prior clearance from academic responsibilities. [821st BOR, June 29, 1972]

Travel requiring Malacañang clearance should be requested as early as possible. Malacañang requires a lead time of ten (10)