

- Standard summer honoraria in case s/he is given teaching assignments during summer sessions

4) Conditions for appointments and renewal of appointments

The original appointment and renewal shall be subject to the following conditions:

- To qualify for original appointment as a Teaching Associate/Fellow in an institute/department, an applicant must have been evaluated to possess teaching potential and admitted to the MA/MS/Ph.D. program of that institute/department.

In the case of faculty members whose institutes/departments do not have graduate programs, they must be admitted into graduate programs in other units of the University that are within the priority fields of their home units.

- To qualify for the renewal of appointment, a Teaching Associate/Fellow must be in good standing as a master's/doctoral student and must have shown satisfactory teaching performance.
- The contractual appointment may be renewed from year to year subject to the conditions above and up to the maximum residence period allowed by the University for master's/doctoral students (i.e., 5 years for master's students; 6 years for Ph.D. students who already have a master's degree upon admission into the Ph.D. program; and 8 years for those who are doing the straight Ph.D. program).

**3.2 Non-teaching Staff** [*UP Position Description and Qualification Standards Manual for Research, Extension, and Professional Staff and Administrative Positions as adapted from Civil Service Commission's Prescribed Qualification Standards under MC no. 46, s. 1993*]

The academic non-teaching staff, referred to as Research, Extension, and Professional Staff (REPS), are as follows:

**a. University Research Service Group**

- University Research Associate (URA)
- University Researcher (UR)

This group, depending on the rank, assists in the preparation and evaluation of research proposals and instruments including the collection, compilation, analysis and interpretation of data, and the presentation of research results.

**b. University Extension Service Group**

- University Extension Associates
- University Extension Specialists

This group, depending on the rank, assists in the design and conduct of training and extension courses/programs as well as the preparation and dissemination of training and extension materials.

**c. Law Reform Group**

- Law Reform Associates
- Law Reform Specialists

This group, depending on the rank, assists in the conduct of legal studies and research concerned with law reform and the development of proposals for legislation and for administrative rule-making for the improvement of the legal system.

**d. Law Education Group**

This group is composed of Law Education Specialists who assist in the design, planning, and conduct of the various programs and seminars/institutes hosted by the UP Law Center as well as the establishment of linkages with other institutions for the teaching of elementary knowledge in law and the dissemination of studies, articles, and other works or writings on law.

**e. Science Education**

- Science Education Associates
- Science Education Specialists

This group, depending on the rank, assists in curriculum development and conceptualization of development projects in science and the evaluation of curricular program materials as well as the preparation and conduct of training programs or short-term courses on science and mathematics teaching.

f. **Guidance Service Group**

- Guidance Service Associates
- Guidance Service Specialists

This group, depending on the rank, deals with the counseling of students with unsatisfactory progress in schoolwork and in finding workable solutions to their problems; takes charge of the testing program of the college/institute; and conducts studies on student needs inventory, study habits, attitude inventory, etc.

g. **Library Service Group**

This group, composed of College Librarians, deals with cataloging and classifying of books and the indexing of periodicals according to generally accepted systems; advises students and faculty on materials available for subjects under research and conducts physical inventory of library stocks and records.

h. **Development Management Group**

This group, composed of Development Management Officers, assists in formulating development plans and programs, monitoring and evaluating development projects, and rendering technical assistance on policy/program formulation and organization and management to offices/agencies.

i. **Museum Research Service Group**

This group, composed of Museum Researchers, deals with collecting, identifying, classifying, accessioning, and cataloging botanical, zoological, anthropological, or paleontological specimens as well as conducting research on such specialized fields of work and the mounting, preserving, and proper display of collections.