

URGENT

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MEMORANDUM NO. OVCAA-BMP 16-205

TO : ALL DEANS, DIRECTORS, HEADS OF ACADEMIC UNITS



FROM : BENITO M. PACHECO, Ph.D. ✕
Vice-Chancellor for Academic Affairs

SUBJECT : Teaching and Learning Reminders at the Start of Semester

DATE : 8 August 2016

We welcome a new semester, a new school year, with much fewer freshmen this year (and next) but with an equal combination of other University duties to fulfill.

Regarding teaching, please share this memorandum reminder and discuss with all our faculty members, fulltime or parttime, preferably at your faculty assemblies. The reminders are directly related to our teaching of courses, at the same time reflecting our learnings from reported cases of "forgetfulness" on the part of some of us in the past. As the saying is paraphrased, ignorance of the rules of the University excuses no one, neither teacher nor student. Or, an ounce of prevention is worth a pound of cure... Or, we begin with the end in mind...

Teaching, as the faculty's primary responsibility, goes beyond classroom instruction and includes thesis/dissertation advising, mentoring, supervising students in various academic field activities, and degree program/registration advising.

Here are some reminders specific to the conduct of classes:

- 1) A course **syllabus** should be prepared, which should indicate the course's (1) number, title, and description as these are specified in official degree program curriculum, (2) learning objectives, (3) timetable, i.e., the activities per session, (4) methodology, (5) requirements and grading system, (6) reference materials, and (7) policies and guidelines for the students' compliance. Classes should be held as scheduled and in the venues indicated. Activities taking place outside the classroom (i.e., academic field activities), if any, should be clearly specified in the syllabus. The syllabus should be given and explained to the students **at the beginning of the semester/term (before the last day of change of matriculation)**. Additionally, faculty members should provide their department/institute and their unit library with a copy of all their course syllabi every semester.
- 2) **Dismissal of classes** should be at least 10 minutes before the end of the period, with the option to make it 15 minutes for students to get to their next class, and with accompanying reminder that classes should start on time.

- 3) **Request for permission to conduct academic field activity with students, addressed to the Dean through channels**, must include a description of the activity(ies) to be undertaken, the objectives of such activity(ies), the inclusive dates, and provisions to ensure the safety and security of the students. The AFAs must be clearly indicated in the course syllabus (see #1). AFAs should be clearly linked to the learning objectives of the course. Unless pre-approved by the University as requirement for the course or the degree program, student participation in AFAs should be optional; alternative activities should be provided to students who opt not to join the AFAs.
- 4) If and when inviting **outside speakers** to the class, the total number of lecture hours must not exceed nine (9) hours in a given semester. The faculty member must be present in all the lectures. This rule shall not apply to cases where, under a memorandum of agreement, part of the course is to be taught by a visiting professor.
- 5) Each member of the faculty shall be available for **consultation** for at least ten (10) hours a week during regular office hours. These hours and the place within the University should be announced to the students.
- 6) A faculty member may be allowed to go on **special detail** to attend conferences, seminars and the like, or serve as consultant or resource person, during a semester if the total amount of class missed is not more than twenty percent (20%) of the time for each course s/he is handling during that semester. As much as possible, local and international **travels** should not be scheduled during registration days, the first two (2) weeks of classes, and final examination days. Prior arrangements for the classes should be made and reported before such travels or special details.
- 7) **Teaching in other academic institutions** may be allowed, provided that the University has a memorandum of agreement/understanding with the university where the faculty member intends to teach, and provided that the teaching engagement does not interfere with, or compromise, the faculty's teaching and other duties in the University. Faculty on study load and faculty administrators may not teach outside UP, and, much less, may not hold administrative positions outside UP. Teaching hours for teaching outside UP, while properly allowable under the said conditions, should fall outside the unit's regular office hours. Teaching outside UP may not be used as a reason to beg off from any of the faculty duties in the University.
- 8) The **Faculty Service Record** (UP Form 67 - FSR) shall be submitted not later than one month after the start of classes for the regular semester, and one week after the start of classes for the midyear term. Every faculty member in residence (i.e., receiving pay from UP) is required to submit the FSR. Failure to submit the FSR may be considered by the OC as basis not to issue travel authority, university clearance, or endorsement (for an award, recognition, or promotion) to the concerned faculty member.
- 9) Submission of **report of grades** on time is one of the criteria for faculty reappointment, tenure and promotion. Teachers should also keep the supporting class records for five (5) years.
- 10) Have both **passion and compassion**.

Let's have another engaging and fulfilling semester!