

**V. POLICY MATTERS ... (cont'd)**

Matters recommended by the President ... (cont'd)

**L. Proposal to change the name of the Likhaan ... (cont'd)**

2. This person should be a regular faculty member, but need not be an Associate of the institute, nor even a creative writer. But he must have some familiarity with the concerns, interests and problems of Philippine literature.

3. He will get a credit load and an honorarium equal to that of other U.P. System Deputy Directors (e.g., the Deputy Director of the U.P. Press).

D. The Associates of the proposed Institute will be chosen by consensus of the present CWC Associates and recommended by the Director for appointment by the Chancellor, according to established criteria, as has been the practice since 1995.

E. For this proposal, no additional funding is requested.

**Board action: Approval**

**M. Proposed Package of Incentives for Faculty Administrators**

**Rationale**

Faculty administrators are regular, tenured members of the faculty who are appointed to administrative positions for a fixed term of office. They are given, in addition to their salary, entitlements such as honorarium, administrative load credit, representation and transportation allowances.

V. **POLICY MATTERS** ... (cont'd)

Matters recommended by the President ... (cont'd)

M. **Proposed Package of Incentives ... (cont'd)**

These, however, have been found to be inadequate considering the demands of administrative positions. Furthermore, during the period of appointment, the faculty administrators are hardly able to pursue research activities. Since the present promotion system assigns greater weights to scholarly activities like teaching, research and publications, faculty administrators face the prospect of lagging behind their colleagues.

Recognizing the invaluable role of faculty administrators in the attainment of the University's mission and realizing the need to entice more qualified members of the faculty to accept administrative assignments, the following package of incentives is proposed. This is in addition to a separate instrument for the promotion of faculty administrators.

1. ***For Deans and Vice-Chancellors/Associate Deans, UPCB, and Registrars:*** Research support for a paper or creative work in the form of one research (dissemination) grant during the term of the faculty administrator, to be provided by the CU.
2. ***For President, Chancellors/Dean, U.P. College Baguio, Vice Presidents, Assistant Vice Presidents, Secretary of the University, Assistant Secretary, University General Counsel:*** Research support for a paper or creative work in the form of a research (dissemination) grant every year during the term of the faculty administrator, to be provided by the System.

**V. POLICY MATTERS ... (cont'd)**

Matters recommended by the President ... (cont'd)

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**M. Proposed Package of Incentives ... (cont'd)**

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3. ***For President, Chancellors/Dean, U.P. College Baguio, Vice Presidents, Assistant Vice-Presidents, Secretary of the University, Assistant Secretary, Vice-Chancellors/Associate Deans of UPCB, University General Counsel:*** Financial assistance of up to P10,000.00 for the annual executive check-up at PGH, to be provided by the CU for campus level officials and by the System for system officials.
  
4. ***For faculty administrators with 12-unit administrative load credit applying for a professorial chair:*** Requirement of research track record in lieu of teaching performance for eligibility for the Chair except for GE Chairs; removal of requirement that faculty administrator must teach while occupying the Chair except for GE Chairs, provided requirements are met (read or publish the Chair lecture).

**Board action: Approval**

**N. Proposed time requirement for record-keeping of grades**

It is proposed that faculty members be required to keep class records for five (5) years after they teach the course and surrender these records to their Department Chair or Institute Director in the event of leave of absence, sabbatical or separation from the University within said time. Class records are defined as grade sheets and record books (signed hard copy).