

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

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

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**C. Proposal to expand the coverage ... (cont'd)**

participation is not limited to the President but an activity may involve participation of faculty, staff or students of the University.

It is therefore proposed that coverage of the International Linkages Fund be expanded to allow *not only University officials, but also other faculty, staff and students duly authorized by the President to represent the University in the associations' meetings and other activities to use the Fund, subject to availability of funds and approval of the President.*

**Board action: Approval**

**D. Internal Rules and Procedures Governing Teaching Outside UP**

1. Rules

Teaching in another university shall be governed by the following rules:

- a. The other university must be one recognized by UP by means of a memorandum of agreement.
- b. The faculty member may teach in that university only with specific authorization from the Office of the Chancellor.

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

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

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**D. Internal Rules and Procedures ... (cont'd)**

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- c. Such authorization shall require the prior concurrence of the Dean and Chair of department, institute director or division head concerned and the written consent of the faculty member or academic staff whose services are being requested.
- d. In evaluating the request for a faculty member to teach in another university, administrators shall consider the needs of the unit, the current level of the faculty member's responsibilities to the department and unit, and his/her overall load (teaching, research and, where applicable, extension).
- e. Department chairs/institute directors shall be furnished copies of all communications between UP (at the level of the Dean and the Chancellor) and the other university regarding their faculty member(s) whose services are being requested.
- f. The authorization, whether original or a renewal, shall be for a period not exceeding one (1) semester at a time, provided the length of service shall not go beyond the term of the Memorandum of Agreement.
- g. The request to teach in another university shall be made at least (90) days before the start of the semester when the teaching is to take place.

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

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

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**D. Internal Rules and Procedures ... (cont'd)**

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- h. The maximum permissible outside teaching load is six units a semester, provided the total faculty load (teaching, research and extension, if any), including courses to be taught outside UP, does not exceed 21 units a semester.
- i. Faculty members with study load, on fellowship or who are enrolled in graduate programs, including those preparing for comprehensive examinations or are at the thesis/dissertation stage, may not teach outside UP.
- j. Faculty members who submit grades late or are habitually absent for student consultation may not be allowed to teach outside UP.
- k. Faculty administrators may not teach outside U.P.
- l. Teaching hours in another university shall fall outside the unit's regular office hours, provided exceptions may be made by the Chancellor in meritorious cases.
- m. Faculty members and academic personnel teaching in another university may not in any manner and capacity assume any administrative function or position in the other university.

V. POLICY MATTERS FOR APPROVAL ... (cont'd)

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

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D. Internal Rules and Procedures ... (cont'd)

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- n. Teaching outside UP may not be used as a reason to beg off from committee or other assignments, attendance at meetings and more generally from responsibilities as UP faculty members or REPS. Neither may outside teaching commitments be used to justify failure or inability to undertake or complete research and other academic projects.
- o. A faculty member or staff who teaches in another university shall be liable to that university for any infraction of the latter's rules and regulations committed while teaching in the other university.
- p. A faculty member or staff who violates any of these rules shall be subject to disciplinary action.

2. Procedure

Requests (initial or renewal) by another university for the teaching services of UP faculty members or academic personnel shall be processed in the following manner:

- a. The President of the other university addresses his/her request for the services of UP faculty to the Chancellor, specifying, among others, the following:
  - Name and unit of all faculty members or academic personnel whose services are sought;

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

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

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**D. Internal Rules and Procedures ... (cont'd)**

- Nature of projected assignment or involvement, including course title and number of units;
- Projected service hours; and
- Approximate duration of assignment.

The request shall be submitted at least ninety (90) days in advance of the semester.

- b. The Chancellor refers the request to the unit concerned.
- c. The department Chair, institute Director or division head evaluates the request and (a) endorses it to the Dean together with the written consent of the faculty member concerned; or (b) finding that the services of the faculty member cannot be made available, communicates directly with the other university. In the latter case, the Chair need not forward the request to the Dean.
- d. The Dean either (a) endorses the request to the Chancellor, or (b) finding that the services of the faculty member cannot be made available, communicates directly with the other university. In the case of the latter, the Dean need not forward the request to the Chancellor. The Dean shall, however, inform the department chair and the faculty member concerned.

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

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

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**D. Internal Rules and Procedures ... (cont'd)**

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- e. The Chancellor approves or disapproves the Dean's recommendation and informs the other university as well as the Dean and department chair of his/her decision in writing.

All rules, issuances or decisions that are inconsistent with the above are hereby repealed or amended, as the case may be.

**Board action: Approval**

**VI. FINANCIAL MATTERS FOR APPROVAL OF THE BOARD**

Matters recommended by the President for **APPROVAL**, the action of the Board being indicated at the end of each item:

- A. Institution of laboratory fees for the following courses at the College of Arts and Sciences, U.P. Visayas, effective the Second Semester 2003-2004**

<b>Psychology 115</b>	<b>P 300.00</b>
<b>(Experimental Psychology)</b>	

Justification:

Since the B.A. (Psychology) program was implemented in 1989, no laboratory fee has been charged for students enrolling in a 5-unit course Psychology 115 (Experimental Psychology). The proposal to charge students with P300.00 laboratory fee is necessary in view of the completion of.