

V. Matters recommended by the President for approval ... (cont'd)

Q. General Administration - (cont'd)

1. Upgrading of the following administrative classes ... (cont'd)

With the proposed upgrading of the class Foreman and considering the fact that Mechanic, Heavy Equipment Operator and Electrician are already allocated at Range 4, Assistant Foreman should be upgraded to Ranges 4 and 5.

The above upgrading of classes will not entail additional funds. Employees holding these positions have already reached the maximum of their ranges.

Board action: Approval.

2. Allocation of an additional range for Messenger from Range 2 to Ranges 2 and 3.

The position of messenger which entails, in addition to delivering papers and messages, knowledge of procedures in processing of the papers, effective human relations and routine clerical work, may be classified into two (2) categories, as follows:

- a. Internal Messenger - responsible for performing messengerial work within the University.
- b. External Messenger - responsible for rendering messengerial services within and outside the University.

In this connection, Range 3 shall be allocated only to External Messenger, the performance of which involves greater risk, in that the incumbent has to travel to and from his work area, allowing himself to be exposed to road accidents and inclement weather.

Board action: Approval.

3. Authorization for the President or the Chancellor to allow faculty members, on recommendation of the dean of the unit and the head of the department concerned, to teach in universities or colleges outside the U.P. system, in the absence of an institution-to-institution agreement called for by the rules on faculty exchange under Section 26 of the Rules on Teaching Load, Community Service and Outside Activities approved by the Board; Provided, that this authorization shall be exercised only in exceptional cases and without prejudice to the satisfactory performance of the regular duties in the University of the faculty members concerned.

V. Matters recommended by the President for approval ... (cont'd)

Q. General Administration - (cont'd)

3. Authorization for the President or the Chancellor to allow faculty members ... (cont'd)

Note: The required institution-to institution agreement appears to be the major factor inhibiting faculty members from providing assistance to other universities. In a number of cases, the University cannot enter into such an agreement either because it is committed to an expansion of its own academic programs or because the agreement may not be to the mutual interest of the parties thereto.

Board action: Approval.

4. Recommendation that professorial chair titles should correspond with the basic faculty rank, as in the following example:

<u>Basic academic rank of</u> <u>appointee</u>	<u>Professorial chair title</u>
Associate Professor	Dean Conrado Benitez <u>Associate</u> Professor of Business Adminis- tration*

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\*from a donation of the U.P. Business Research Foundation, Inc. awarded to Prof. Remedios C. Balbin of the College of Business Administration.

Board action: Approval.

5. Amendments to the rules governing discipline of students as embodied in Executive Order No. 15, series of 1969, and as modified by the Guidelines for the U.P. under Martial Law. (Please see the recommendations to this effect contained in the Memorandum prepared by the University Legal Counsel dated 25 February 1974, copy attached as Appendix "Y", pages 142 to 155.)

The pertinent amendatory provision in the Guidelines reads as follows:

"4. Students facing charges on account of violation of existing laws of the land or of rules and regulations issued by the University or any of its units shall be dealt with expeditiously in consonance with justice and fairness. Investigations shall be completed within 10 days."