

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

X. General Administration - (cont'd)

8. Standardization of the practice on the use of faculty titles. . .
(cont'd)

Present faculty titles which do not conform herewith shall be changed accordingly, the changes to be effected by the Office of Academic Services.

Note: This is being submitted by the President after making a review of the use of faculty titles pursuant to the Board's resolution at its 838th meeting on 25 October 1973.

Board action: Approval.

9. Proposed rules on teaching load, community service and outside activities of University personnel, effective upon approval. (Appendix "U", pages 112 to 118.)

Briefly, the above consolidated proposals cover, among others, the following:

- a. Required teaching load of faculty members and the computation thereof, as well as overload teaching and credit for non-teaching activities (research work, creative writing, thesis advising, etc.) which the dean may assign under the conditions given. A schedule of credit for administrative work of the faculty is likewise indicated.
- b. Scope of community or similar services, the responsibility for which shall rest upon the heads of units, and the budget and other requirements for the conduct of community undertaking or projects.

Honoraria or allowances (not exceeding 50% of their basic salaries from the University) for University personnel appointed to projects are indicated, as well as honoraria for lecturers, resource persons or panelists (not to exceed ₱100 per lecture hour) which shall be determined by the heads of units subject to consideration of certain factors. The applicability of the University salary scale and the administration of funds are also discussed.

- c. Coverage of outside activities, the authorization required therefor, and the duration of the same.

In this connection, conditions under which special detail may be authorized are stated. Teaching outside the University

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

X. General Administration -

9. Proposed rules on teaching load, community service. . . (cont'd)

c. Coverage of outside activities. . . (cont'd)

shall be governed by the rules on faculty exchange and teaching load.

The President or the Chancellor may make proper exceptions from the rules on teaching load and community or similar services.

Board action: Approval.

10. In connection with the implementation of the annual physical and medical examination of faculty members, officers and employees of the University as provided under Article 214 of the Revised University Code, collection through payroll deduction of an annual fee of P30 from each University personnel.

10-a. For this purpose, establishment of a revolving fund under the administration of the University Health Service, to which all fees paid by personnel availing of the facilities and services of the Health Service shall accrue and against which all expenses for x-ray films, chemicals and other supplies and salaries or wages of additional personnel will be charged.

In the case of outlying units operating clinics of their own, the revolving fund shall be under the administration of the unit concerned to be used also for the same purpose. However, for units being serviced by government hospitals or private clinics as approved by University authorities, personnel of the unit concerned will pay direct to the servicing hospital or clinic under the present arrangement.

Note: The annual payment of P30 by each employee is believed reasonable, since a U.P. student pays the same amount. Moreover, since the annual physical and medical examination is a University policy for the benefit of the employees, its costs should be borne by the individual employees just like the expenses for ID.

Board action: Approval (10 and 10-a).

UNIVERSITY OF THE PHILIPPINES SYSTEM
Quezon City

OFFICE OF THE VICE-PRESIDENT
FOR ACADEMIC AFFAIRS

November 21, 1973

The President
University of the Philippines System
Diliman, Quezon City

S i r :

I have the honor to submit, for consideration of the Executive Committee, the proposed rules on teaching load, community service, and outside involvement of University personnel. In accordance with instructions of the Executive Committee and in view of the interrelationship between (1) faculty teaching load, (2) conduct of community services, and (3) outside involvement of university personnel, the ad hoc committees that originally prepared separate proposals on these three areas met jointly and decided to submit a consolidated proposal. This consolidated proposal which we are submitting was drafted by a smaller group consisting of Vice-President Ramon Portugal, Dean Irene Cortes, Dr. Melecio Magno, Prof. Asteya Santiago and the undersigned.

Very truly yours,

(SGD.) NATHANIEL B. TABLANTE
Vice-President for Academic Affairs

PROPOSED RULES ON TEACHING LOAD, COMMUNITY SERVICE,
AND OUTSIDE ACTIVITIES FOR UNIVERSITY PERSONNEL

PART I. TEACHING LOAD

SECTION 1. Required Teaching Load. - A normal teaching load of 12 units per semester or its equivalent in colleges or units observing the trimester or other systems shall be required of each faculty member; Provided, however, that no member of the faculty shall teach less than six (6) units per semester, Provided, further, that the President or Chancellor may reduce the teaching load to not less than three (3) units per semester, of any faculty member who is actively engaged in research, community service, and/or other authorized activities; and Provided, finally, that no faculty member shall be allowed a total teaching load of more than 18 units per semester including authorized teaching outside the University of the Philippines System.

SEC. 2. Computation of Teaching Load. -

a. **Undergraduate Courses.** - In the computation of teaching load, at least 16 hours, evenly distributed throughout the term, devoted to lecture, discussion, or recitation, or to any combination of these, or at least 32 hours supervision or laboratory work, field work, or related student activity, shall be credited as one (1) unit of teaching load; Provided, that in exceptional cases, the President or Chancellor, in his discretion, may consider at least 24 hours of laboratory or similar work as the equivalent of one (1) unit of teaching load.

b. **Graduate Courses.** - Graduate courses shall be given one and one-half times as much credit as that of undergraduate courses.

c. **High School Courses.** - High School courses shall be given nine-tenths as much credit as that of undergraduate courses.

SEC. 3. Overload Teaching. - Teaching in excess of the normal load of 12 units shall be entitled to an honorarium subject to existing rules and policies; Provided, that at least the minimum teaching load required under Section 1 shall have first been complied with. Honoraria for research, creative work, or community service shall be given in accordance with pertinent rules, regulations and policy.

SEC. 4. Credit for Non-Teaching Activities.- The normal teaching load requirement may be partially satisfied by research, authorized graduate studies, creative writing or other productive scholarship, community service, or by administrative work; Provided, that priority shall be given to teaching; Provided further, that the total maximum credit for the aforementioned non-teaching activities shall not exceed six (6) units, unless otherwise authorized by the President or Chancellor.

SEC. 5. Assignment of Credit. - The Dean may assign credit for non-teaching activities under the following conditions:

a. The maximum credit for research work, creative writing, any other form of productive scholarship, or community service shall be six (6) units;

b. The maximum credit for authorized graduate studies shall not be more than six (6) units; Provided, that this shall not be used as a basis for claiming honorarium for overload teaching; Provided further, that the faculty member's teaching load shall be reduced by the same number of units, but not more than six (6), that he is enrolled for study; and Provided finally, that a faculty member working on his master's thesis or doctoral dissertation shall be granted study leave with pay of normally one-half calendar year for a master's thesis and one calendar year for a doctoral dissertation, or be on half load (six units) for not more than one and one-half calendar year for a thesis and not more than three calendar years for a dissertation, whichever arrangement may best promote the interest of scholarship as well as meet the exigencies of the service.

SEC. 6. Credit for Administrative Work. - Notwithstanding the provision on total maximum credit for non-teaching activities, the following schedule of credits shall apply to administrative work performed by members of the faculty:

1. Deans and faculty members with university-wide administrative duties 6 - 9 units
2. Associate Deans, Assistant Deans and Secretaries of colleges and schools, Directors of Sub-units or programs, Chairmen of divisions or departments, school principals, or their equivalents 2 - 6 units
3. Faculty members with regular administrative duties not included above 1 - 3 units

SEC. 7. Thesis Advising. - Faculty members who are assigned as advisers of student theses shall not be entitled to reduction of teaching load due to such thesis advising, but shall be given honoraria in accordance with University rules and regulations.

SEC. 8. Enforcement. - The President, the Chancellors, the Vice-President for Academic Affairs, deans and chairmen of departments or divisions shall enforce the rules governing teaching load. The Dean shall submit to the President or Chancellor for his approval all the names of faculty members for whom non-teaching credit is allowed.

SEC. 9. Non-Applicability of Rules. - Part-time resident staff of clinical departments shall not be covered by the foregoing rules on teaching load.

SEC. 10. Exemptions from Rules on Teaching Load. - Whenever conditions in a certain college, school, department or office are such that any of the foregoing rules on teaching load are inapplicable, the President or Chancellor may make proper exceptions.

PART II. COMMUNITY OR SIMILAR SERVICES

SEC. 11. Scope. - Community and similar services by the various units of the University, in support of its primary functions of teaching and research, shall include the conduct of short-term non-degree courses, refresher or review classes, seminars, conferences, special training or continuing education programs. These activities may be initiated by the unit or undertaken at the request of person or agencies, whether foreign or domestic, governmental, for conducting research, training, policy or other studies.

Any such activity shall be subject to prior authorization by the University.

SEC. 12. Responsibility of Heads of Units. - Heads of units of the University shall have primary responsibility for the planning and conduct of non-degree courses or special training programs and contract for professional and technical services.

SEC. 13. Budget and Other Requirements. - Proposals for the conduct of community or similar services in response to the request of other agencies, and contracts for professional and technical services shall include, among other requirements, a budget indicating the major items of expenditures which shall form part of the contract or memorandum of agreement, and a staffing pattern indicating the number of and positions required, as well as the corresponding honoraria or salary rates and/or allowances, which shall, in no case, indicate names of particular persons.

SEC. 14. Administrative Overhead Expenses. - Provision shall be made in the budget for the payment to the University of administrative overhead expense, in an amount equivalent to 15% of the total cost of the project excluding expenses for board and lodging of the project staff members and participants; provided, however, that all contracts between the University and any government department, office or agency involving community or similar service projects shall be exempted from this requirement if the undertaking concerns a priority program of the government and has the official indorsement of the Office of the President of the Philippines.

SEC. 15. Appointments. - Appointments, as well as the corresponding honoraria, salary rates, or allowances of personnel, shall be in accordance with University policies, rules and procedures.

SEC. 16. Honoraria for University Personnel. - University personnel appointed to a project shall be entitled to honoraria or allowances, Provided their services to the project shall be rendered outside their regular office hours in their respective units or offices, or their equivalent.

The total honoraria or allowances that such personnel may receive from several projects shall not exceed 50% of their basic salaries from the University.

SEC. 17. Honoraria for lecturers. - Payment of honoraria for special lecturers, resource persons or panelists shall be determined by the heads of units depending on such factors as official status, rank, academic degrees, professional, technical or other qualifications, Provided that the rate shall not exceed ₱100 per lecture hour. Certification by the heads of units of service rendered by such persons shall serve as basis for the payment of honoraria.

SEC. 18. Applicability of University Salary Scale. - Employees or personnel in the project shall be subject to the University salary scale and classification plan, Provided that the hiring rate for contractual employees shall not exceed the third step of the particular range. However, in cases where University employees are detailed to the project, they shall continue to enjoy leave privileges as well as compulsory GSIS membership and may receive compensation from the project fund up to 50% more than their current salaries.

SEC. 19. Administration of Funds. - The sponsoring agency shall turn over the funds for the project to the University. The administration and disbursements of funds shall be in accordance with University policies and procedures as well as the usual accounting and auditing rules and regulations.

SEC. 20. Periodic Reports. - It shall be incumbent upon the heads of units to make periodic reports to the President or the Chancellor with regard to community or similar services undertaken while the project is in progress, and a terminal report upon completion of the project.

SEC. 21. Exceptions. - The President may authorize exceptions to the above mentioned rules.

PART III. OUTSIDE ACTIVITIES

SEC. 22. Coverage. - Outside activities of University personnel include limited practice of profession, outside consultancy, special detail to government and other agencies, teaching in other educational or training institutions, and other activities or projects which are not considered integral functions of the University of the Philippines System.

Outside activities shall not be considered as part of the regular workload of the personnel concerned.

SEC. 23. Authorization Required. - To engage in outside activities prior authorization shall be secured from the President or Chancellor upon endorsement by the dean, director, or head of office concerned.

SEC. 24. Duration. - Except as otherwise provided in these rules, permission to engage in outside activities shall be for a period not exceeding one year, renewable for the same period at the discretion of the President or Chancellor upon the recommendation of the dean, director or head of office concerned; provided, however, that such permission may be terminated or withdrawn at any time by the President or the Chancellor.

SEC. 25. Special Detail. - Upon the request of another agency or entity, government or private, and when the needs of the University so permit, University personnel may be authorized to go on special detail with the requesting agency, subject to the following conditions:

a. No special detail shall be authorized for a period of more than one year, provided that any special detail for more than thirty (30) days shall be submitted to the President of the Philippines for approval as required by law;

b. Renewals of a special detail for an aggregate period of more than one year shall be granted only in exceptional cases as determined by the President or the Chancellor; provided that in no case shall a special detail, including renewals thereof, be for more than two consecutive years unless specifically authorized by the Board of Regents;

c. Any University personnel who has been on special detail shall not be granted permission to another special detail unless he has served the University on a full-time basis for at least the same period as his last special detail, and unless specifically authorized by the Board of Regents.

SEC. 26. Outside Teaching. - Teaching outside the University shall be governed by the rules on faculty exchange which require an institution-to-institution agreement, as well as the rules on teaching load.

SEC. 27. Reports. - Any one who is authorized under these rules to be involved in outside activities shall make periodic reports on such activities to the President or the Chancellor.

SEC. 28. Use of University Facilities. - Equipment and other facilities of the University shall not be used in carrying out outside activities except with written authorization from the dean or director or head of office concerned, issued pursuant to university rules governing the use of physical resources, including the imposition of reasonable fees or charges for such use.

SEC. 29. Sanctions. - University personnel who violate any provision of the above rules, as well as duly approved supplemental regulations, shall be subject to disciplinary action by the University authorities.

PART IV. COMMON PROVISIONS

SEC. 30. Effectivity. - These rules shall take effect upon approval by the Board of Regents.

SEC. 31. Repealing Clause. - All University rules, regulations, orders, and decisions, inconsistent with any of the above provisions are hereby amended or repealed.