

UNIVERSITY OF THE PHILIPPINES
Quezon City

UNIV. of the Philippines
Record ADM.
Edventina Ordo

August 31, 1970

ENCODED

OFFICE OF THE PRESIDENT

EXECUTIVE ORDER NO. 9

TO All Deans, Directors, and Heads of the
Various Units of the University

SUBJECT : Constitution of Academic Personnel Committees

In order to foster greater involvement of the faculty and other academic personnel in appointments, promotions, and other personnel matters that directly affect them, academic personnel committees at the departmental and college levels are hereby constituted in the various units of the University. These committees shall form part of the academic personnel system of the University which also includes the Academic Personnel Board created by the Board of Regents in its 789th meeting on November 25, 1969.

A. Composition

1. The Departmental Academic Personnel Committee shall be composed of the department head as chairman, and two or four faculty representatives as members, who shall be elected at large by the regular full-time faculty of the department; Provided, However, That the following guidelines shall be observed:

- a. All full-time faculty members of the department shall be ranked from the most senior to the most junior faculty member (e.g. professor IV to I, associate professor IV to I, assistant professor IV to I, and instructor IV to I). In case there are two or more faculty members in the same rank and step, priority in ranking shall be based on the dates of their appointment to the step; for faculty members appointed to the same step at the same time, priority shall be based on the dates of their appointment to the rank. For those who were appointed at the same time to the same rank and step, the one with the longer length of service as faculty member

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in the University shall be ranked higher in the list. For purposes of this Order, the upper half of the ranking list shall be considered the senior level and the lower half, the junior level. Copies of the list shall be furnished the Vice-President for Academic Affairs and the Dean, and shall be made available to individual faculty members of the department.

- b. A Department with at least nine but not more than fourteen full-time faculty members shall have two faculty representatives in the Departmental Academic Personnel Committee, one from the senior level and one from the junior level.
- c. A Department with at least fifteen full-time faculty members shall have four faculty representatives in the Departmental Academic Personnel Committee, two from the senior level and two from the junior level.
- d. A Department with less than nine full-time faculty members shall be merged by the Dean with one or more Departments within the College for purposes of this Order; Provided, That the Chairman of the Department with the bigger or biggest number of faculty members shall serve as chairman of the Committee; and Provided, Further, That each merged Department shall have at least one representative, elected by the faculty of that Department, in the Committee.
- e. A Department with at least six part-time faculty members and lecturers, or a combination of both, shall have a representative of part-time faculty members and/or lecturers in the Departmental Academic Personnel Committee. The representatives shall be elected at large by the part-time faculty members and/or lecturers of the Department, and shall attend Committee deliberations only when part-time faculty members and/or lecturers are involved; Provided, That the same rule shall apply in the case of academic non-teaching personnel in the Department.
- f. The University Elementary School shall also have a Academic Personnel Committee with the Principal as Chairman and four teachers as members to be elected at large by the teaching staff.

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- √ 2. The College Academic Personnel Committee shall be composed of the Dean, as Chairman, and the Chairmen of the various Department Academic Personnel Committees of the College, as members; Provided, That the Academic Personnel Committee of a college or unit without departments or an academic non-degree granting unit shall be formed in a manner similar to the Departmental Academic Personnel Committee as outlined herein; and Provided, Further, That the President of the Student Body Organization of the College shall sit with the Committee in the setting up of guidelines on faculty recruitment. In the case of an academic non-degree granting unit, the ranking for purposes of this Order shall be based on rank or position classification as well as on seniority. In this case, seniority shall mean; first, length of service in the rank or position; second, length of service in the unit; and last, length of service in the University.

B. Powers and Functions

1. The Departmental Academic Personnel Committee shall assist in the review of the recommendations initiated by the Department chairman with regard to recruitment, selection, performance evaluation, tenure, staff development and promotion of the academic personnel of the department in accordance with the general guidelines formulated by the University Academic Personnel Board and the implementing details laid down by the College Academic Personnel Committee. Disagreement between the Department chairman and the members of the Departmental Academic Personnel Committee on specific recommendations, shall be placed on record and shall be forwarded to the College Academic Personnel Committee for appropriate action. Personnel actions regarding the Departmental Committee members shall be made by the Department chairman, while personnel actions concerning the Department chairman shall be made by the Dean.
2. The College Academic Personnel Committee shall perform the following:
 - a. To assist the Dean in setting up the details for the implementation of policies, rules, standards or general guidelines as formulated by the University Academic Personnel Board;
 - b. To review the recommendations submitted by the Departmental Academic Personnel Committee with regard to recruitment, selection, performance evaluation, tenure, staff development, and promotion of the academic personnel of the College;

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- c. To establish departmental priorities in the allocation of available funds for promotion;
- d. To act on cases of disagreement between the Chairman and the members of the Departmental Academic Personnel Committee, particularly on personnel matters covered by this Order;
- e. To act on complaints against personnel actions by the Department Chairman and/or the Departmental Academic Personnel Committee.

C. Tenure

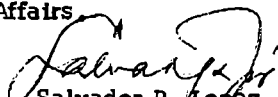
Members of the Departmental Academic Personnel Committees shall have a tenure of two years; Provided, However, That for the first set of elective representatives, one half of the membership shall have a term of two years and the other half a term of one year as determined by the departmental faculty; Provided, Further, That the representatives of the part-time faculty members and lecturers or the academic non-teaching personnel shall have a tenure of one year.

D. Relationship with the University Academic Personnel Board

The University Academic Personnel Board shall assist the President in the review of the recommendations of the College Academic Personnel Committees. It shall also act on cases of disagreement between the Dean and the College Academic Personnel Committee. The University Academic Personnel Board shall formulate policies, rules, and standards with respect to the selection, compensation, and promotion of the academic staffs. It shall assist the President in the review of recommendations on academic promotions and on other matters affecting faculty status and welfare.

All Deans, Directors, and Heads of Academic Units of the University are enjoined to constitute in the manner herein described their respective Academic Personnel Committees as soon as possible but not later than September 15, 1970.

For purposes of coordination and integration, the list of members as well as the recommendations of the Academic Personnel Committee, both college and departmental, shall be submitted to the Office of the Vice-President for Academic Affairs.


Salvador P. Lopez
President

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