

The Vice-Chancellor for Academic Affairs of the U.P. Open University explained that it would have no need for the services of Professor Ymson after 31 December 1995.

Board action: Approval of the appointment of Prof. Grace C. Ymson as Affiliate Associate Professor, U.P. Open University, effective 9 May 1995 until 31 December 1995 only.

V. POLICY MATTERS FOR APPROVAL BY THE BOARD

The following matters were submitted for APPROVAL by the Board, its action being indicated at the end of each item:

- ^ A. Proposal to institutionalize and expand the system of Teaching Associates/Fellows (Please see Appendix A for the proposal.)

Board action: Approval, effective as of the Second Semester of Academic Year 1995-1996, such that these rules shall apply to Teaching Associates and Teaching Fellows who have been newly-appointed, or reappointed (as distinguished from one whose appointment is renewed) as of the Second Semester of Academic Year 1995-1996; provided that those who were already in the service as Teaching Fellows or Teaching Associates prior to the start of the Second Semester of Academic Year 1995-1996 shall continue to be governed by the rules applicable to them (i.e., prior to the approval of these new rules).

^ It shall be understood that these new rules supersede the existing rules, subject to the proviso specified in the preceding paragraph.

## PROPOSAL TO INSTITUTIONALIZE AND EXPAND THE SYSTEM OF TEACHING ASSOCIATES/FELLOWS

### A. Background

1. The School of Economics began implementing a system of Teaching Fellows sometime in 1975 as a strategy for "tapping potential faculty members." The teaching fellowship was to be awarded "only to those who are recognized as potential Ph.D. material." At present, a Teaching Fellow has a teaching load of three (3) units, a study load of nine (9) units, and the following benefits: a salary of P4,560 a month for M.A. Candidates or P5,000 a month for Ph.D. candidates, a book allowance of P1,440 a semester, and free tuition privileges.
2. The Board of Regents approved the establishment of a system of Teaching Associates first at the National Institute of Physics, College of Science, on 22 January 1985 and then at the National Institute of Geological Sciences on 25 June 1987 "to replace positions of Instructors of the Institute". Teaching Associates were to be assigned six (6) units of teaching load and up to nine (9) units of graduate course work."

Since then, Teaching Associates have also been appointed in the Institute of Chemistry and the Institute of English and Comparative Literature, College of Arts and Letters.

At present, Teaching Associates receive a monthly compensations of P5,791 which is equivalent to the salary of Instructor 1 (SSL Grade 14-1 based on NCC No. 74 dated 2 January 1995), a book allowance of P1,000 a semester and, and free tuition privileges

3. UP Los Banos has also adopted the system of hiring teaching associates/ teaching fellows.

### B. Proposed Institutionalization of Teaching Associates/Teaching Fellows

This proposal aims to institutionalize and expand the system of teaching associates/ fellows in order to accelerate the recruitment of highly-qualified faculty and further encourage the development of existing faculty.

The proposal was introduced at the 130th Meeting of the President's Advisory Council (PAC) on 9 August 1995 and referred to the Autonomous Units (AUs) for their consideration. The comments of the AUs were discussed and intergrated by the PAC at its 132nd meeting on 19 October 1995.

The PAC endorses the proposal, summarized below, for consideration and approval by the Board of Regents.

1. The term "Teaching Associates" shall be used for M.A./M.S. students who are assigned to teach 6 to 9 units of undergraduate courses in the Departments where they are enrolled in as graduate students. Teaching Associates shall be required to enroll in six to nine (9) units of graduate course work or six (6) units of thesis work in addition to their teaching assignment.
2. The term "Teaching Fellow" shall be used for Ph.D. students who are assigned to teach 6 to 9 units of undergraduate courses in the Departments where they are enrolled in as graduate students. Teaching Fellows shall be required to enroll in six to nine (9) units of graduate course work or twelve (12) units of dissertation work.
3. Faculty members whose departments do not have M.A./M.S./Ph.D. programs may be appointed as Teaching Associates/Fellows provided they enroll in graduate programs in accordance with their home department's priority fields of study and subject to the recommendation of their Department Chairperson and approval by the Dean.

Teaching Associates/Fellows belonging to this category shall be required to carry a teaching load of 6 to 9 units in their home departments.

Teaching Associates shall be required to enroll in six (6) to nine (9) units of graduate course work or six (6) units of thesis work (towards an M.A./M.S. degree) in addition to their teaching assignment in their home department.

Teaching Fellows shall be required to enroll in six (6) to nine (9) units of graduate course work or twelve (12) units of dissertation work (towards the Ph. D. degree) in addition to their teaching assignment in their home department.

#### **4. Proposed Employment Status, Duties and Responsibilities of Teaching Associates/Teaching Fellows**

##### **4.1 Employment Status:**

It is proposed that Teaching Associates/Teaching Fellows be appointed on a contractual yearly basis such that in return for part-time teaching services they shall be given full-time graduate study privileges. Hence, Teaching Associates /Teaching Fellows are to be categorized according to their employment status as contractual employees of the University who are non-regular faculty members and Teaching Associates/ Teaching Fellows.

##### **4.2 Duties and Responsibilities:**

A Teaching Associate/Teaching Fellow shall be required to handle a teaching load of at least six (6) units and at most nine (9) units a semester and to carry a semestral study load of six (6) to nine (9) units of graduate course work or twelve (12) units of dissertation work. The teaching duties of a Teaching Associate/Teaching Fellow may cover any of the following:

- (a) Teaching an undergraduate lecture course that may be assigned by the institute director or department chair;
- (b) Handling laboratory, recitation, and discussion classes that may be assigned by the institute director or department chair;
- (c) Assisting a regular faculty member of the institute/department in the supervision of undergraduate field work courses or special projects;
- (d) Carrying out all other teaching duties and responsibilities related to the aforementioned functions.

In case a Teaching Associate/Teaching Fellow is officially sent abroad for training or dissertation research, (as part of a "sandwich" M.A./M.S./Ph. D. program) his/her teaching obligations may be waived. The actual part-time teaching services of a Teaching Associate/Teaching Fellow within a year shall be counted as equivalent to T/24 of a year of government service, where T is the total teaching credits of the Teaching Associate/Teaching Fellow for the year, excluding summer credits.

#### 4.3. Proposed Compensation, Benefits and Privileges of Teaching Associates/Teaching Fellows

Teaching Associates/Fellows shall be entitled to the following compensation, benefits and privileges:

- 4.3.1. A salary of P6,583 /mo. or P78,996/year if the Teaching Associate/Fellow possesses only a bachelor's degree in the discipline of the institute/department; or a salary P7,370/month or P88,440/year if the Teaching Fellow possesses a master's degree in the discipline of the institute/department;
- 4.3.2 A book allowance of P3,000 a semester;
- 4.3.3 A waiver of tuition and miscellaneous fees except student fees;
- 4.3.4 A thesis/ dissertation grant of at least P10,000 but not more than P50,000 to be paid in accordance with University regulations;
- 4.3.5 The standard summer honoraria, based on their equivalent faculty rank, in case they are given teaching assignments during summer sessions.

#### 4.4. Proposed conditions for appointment and renewal of appointment of Teaching Associates/Teaching Fellows

The original appointment and renewal of appointment of Teaching Associates /Teaching Fellows shall be subject to the following conditions:

4.4.1 To qualify for original appointment as a Teaching Associate/Teaching Fellow in an institute/department, an applicant must have been admitted to the M.A./M.S. or Ph.D. Program of that institute/department and evaluated to possess a good teaching potential. .

• In the case of faculty members whose institute/department does not have a graduate program, they must be admitted to a graduate program in the University in accordance with their home department's priority field. ( Please refer to item B.3 of this proposal)

4.4.2 To qualify for the renewal of his/her appointment, a Teaching Associate/Fellow must (a) be in good standing as a master's/ doctoral student and (b) have shown a satisfactory teaching performance.

4.4.3 The contractual appointment of a Teaching Associate/Fellow may be renewed from year to year subject to the conditions in item 4.4.2 and up to the maximum residence period allowed by the University for master's/doctoral students, i.e. 5 years for master's students; 6 years for Ph.D. students who already have a master's degree upon admission to the Ph.D. program; and 8 years for those who are doing the straight Ph.D. program.

## **5. Effectivity/Implementation**

The Institutionalized system of Teaching Associates/Fellows shall become effective upon approval by the Board of Regents .