

I. MATTERS ARISING FROM THE MINUTES ... (cont'd)

A. 1335th BOR Meeting, 31 May 2018 (cont'd)

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3. Status report on the matter of overload pay of faculty members

- 3.1 At this point, President Concepcion called on Vice President for Academic Affairs, Ma. Cynthia Rose Bautista, to give a status report on the matter of overload pay of faculty members.
- 3.2 Vice President Bautista explained that issues on overload pay of faculty members started during the time of UP Diliman Chancellor Caesar Saloma, who laid down the policy that while permission may be granted to open small classes (i.e., 10 students or below for undergraduate classes, and 5 students or below for graduate classes), faculty members who will handle said classes are not to be given overload pay. The intent of the policy is to discourage the opening of small classes and consequent overloading of units by faculty, due to efficiency and budget constraints. A faculty member is considered “overloaded” when the faculty member handles more than twelve units per semester.
- 3.3 In a dialogue between the UP Diliman administration and the two departments involved, it was decided that, effective AY2019-2020, the Office of the Vice Chancellor for Academic Affairs (OVCAA) will recommend approval of the payment of overload credits for small classes, provided that that the requesting units justify and explain that they have explored all administrative solutions to avoid offering small classes, recognizing that it is not normal and efficient to do so. Small classes are inextricably linked to degree programs that have fewer students.
- 3.4 Vice President Bautista added that there are different issues in other UP campuses, particularly the case of faculty members who have several administrative load credits (ALCs) while at the same time handling small classes. All these are now being reviewed and harmonized.
- 3.5 Regent Go inquired if just allowing the policy on overload to stand is an administrative solution to avoid the problem at hand. Vice President Bautista explained however that there are degree programs that are necessary but do not always have the required number of students per class. These are the specialized courses like the humanities and the social science courses that have smaller enrollment.
- 3.6 President Concepcion further clarified that for regular classes being offered by colleges for their respective degree programs, the class has to be offered even if there is only one student enrolled in that class, and the faculty handling it will be entitled to the credit the course requires. However, for classes being requested by students to be opened in order for them to graduate on time, the minimum number of students required to open a class should be met. If the enrolment is less than 10 students for undergraduate classes, or less than 5 students for graduate classes, then the class will either not be opened, or, where a class has been opened but does not meet the required number of enrollees, it will be dissolved.

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- 3.7 Regent Guillermo shared Vice President Bautista's point that there are really highly specialized areas of study in the University that have relatively smaller number of enrolment. Disciplines related to culture, literature, and poetry, for instance, are not necessarily marketable courses but are very important for the nation. In the case of the College of Social Sciences and Philosophy (CSSP) and the College of Arts and Letters (CAL), the problem is that they are offering highly specialized courses but at the same time they are also service colleges. Therefore, a senior faculty who has full teaching load of regular subjects is also required to teach very specialized areas of study to the MA and PhD students.
- 3.8 President Concepcion said that this is the reason why UP Diliman is now recommending approval of overload pay even for small classes because the faculty should be paid for services duly rendered. Vice President Bautista said that there are nuances to this such as a strong justification from the units for opening small classes as explained by the Faculty Regent. There may be courses that may not be as needed and that may have alternatives and so it is up to the department to manage and work out the problem. The general policy remains that small classes are not allowed, except for special cases where they are necessary.
- 3.9 In response to Chair De Vera, Vice President Bautista said that the reason of UP Diliman for changing the policy on overload, other than cost implications, was to shift away from too many overloads, and to get the faculty into research rather than overload teaching.
- 3.10 To the query of Regent Go, Vice President Bautista replied that the ideal situation is that a faculty should not carry twelve (12) units of purely teaching load because they also do research and/or administrative work. One way of handling underloading is, if a faculty is underloaded for a particular semester, then s/he can make up for it in the next semester or during the midyear. Another way is to give additional assignments or administrative work.
- 3.11 In response to Regent Farolan's query on whether the same issue prevails in other CUs, Vice President Bautista stated that she called a meeting with the Registrars of other CUs and she found that each Registrar had his or her own way of handling similar problems. That is why they are now harmonizing policies and procedures in their ongoing study.

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3.12 Vice President Bautista stressed that the matter for approval by the Board is the change in policy on overload such that effective AY 2019-2020, faculty members who are handling small classes will get overload pay, provided that there is a strong justification from their respective units that they have exhausted all possible administrative solutions to the issue of small classes.

3.13 The motion to approve the foregoing change in policy on overload being duly made and seconded, and there being no objections, the Board approved the same.

3.14 Regent Pedrano moved that the approved change in policy on overload be applied across CUs and not only in UP Diliman. Regent Farolan seconded the motion. There being no objections, the same was approved.

Board Action: The Board APPROVED the change in policy on overload such that effective AY 2019-2020, faculty members in all CUs who are handling small classes will get overload pay, provided, that there is a strong justification from their respective units that they have exhausted all possible administrative solutions to the issue of small classes.

4. On the review of Tenure Rules

4.1 For the information of the new members of the Board, Vice President Bautista briefly explained the minimum qualifications for tenure of faculty set by the University.

4.2 However, the Board has been receiving a number of waivers of the tenure rules almost every Board meeting, usually because they have not met the requirement to publish an article in a refereed journal or academic publication. Consequently, the Board ordered the Office of the Vice President for Academic Affairs (OVPA) to review the tenure rules of the University, expressing its preference not to approve requests beyond a first waiver.