

casual, or substitute faculty (see item D). In the case of instructors at the thesis stage of their master's degrees, the period may be extended for another year but not to exceed two years, provided the instructor is properly informed of this condition. At the end of the probationary period, either the appointment of the Instructor is not renewed, or the Instructor is appointed to the rank of Assistant Professor, not necessarily with tenure. As Assistant Professor, the faculty member is evaluated for the purpose of renewal and tenure.

- 4.2. For the rank of Assistant Professor, the probationary period is three years
- 4.3. The Associate Professor may be given tenure within two years from the date of appointment
- 4.4. The Professor may be given tenure within the year from the date of appointment as Professor
5. The actual length of the probation may be shortened by taking into account the following factors:
  - 5.1. Outstanding performance as teacher and scholar in the initial years of appointment
  - 5.2. Prior service at an academic institution at the rank of Assistant Professor or higher
6. Within the probationary period, the faculty member is appointed yearly. If the faculty member's appointment is not renewed or tenure is not granted, the faculty member shall be informed in writing at least sixty days prior to the expiry of his/her appointment by the Dean.
7. After the first year, if the faculty member does not perform up to par and shows no promise of improvement, his/her appointment shall not be renewed. However, if the faculty member shows potential for improvement, he/she shall prepare a one-year improvement plan, guided by the standard set in table 1 (item E6), and shall discuss it with the Chair and the department's Academic Personnel Committee (or equivalent body). The improvement plan shall be submitted to the Dean for approval. An improvement plan may also be prepared by substitute and casual faculty who show potential.
8. The reasons for devising an individual improvement plan are as follows.
  - 8.1. The tenure-track faculty member commits himself/herself (in writing) to improving his/her teaching and other performance. The department shall hold the faculty member to this commitment.

- 8.2. Members of the department/division Academic Personnel Committee (APC) change as they are elected. To ensure consistency in the details of the plan and avoid misunderstanding, it is best to put the improvement plan in writing.
  - 8.3. The discussions that precede the approval of the plan help ensure that the requirements are fair and reasonable.
  - 8.4. A formal plan will serve as a clear guide and basis for monitoring the progress toward tenure of the faculty.
9. At the end of the year of the plan, the Chair and department APC (or equivalent body) shall either recommend continuation of the plan for another year or modify it. However, if the faculty member's performance is unsatisfactory, his/her appointment shall not be renewed. In no instance shall the improvement plan be used as a reason to renew the appointment of a faculty member who shows little or no promise or potential for growth.
10. Units may adopt stricter probationary policies,<sup>3</sup> provided these are approved by the College, the Chancellor, the President, and the Board of Regents.

#### **D. Non-Tenure Track Positions**

1. A non-tenure track position is a full or part-time faculty position with a certain rank which does not lead to tenure. Non-tenure track positions are the following: substitute faculty, casual faculty, adjunct faculty, affiliate faculty, clinical faculty, lecturer, senior lecturer, professorial lecturer, visiting professor, teaching assistant, and teaching associate. REPS (Research and Extension Personnel) faculty are a special case (see item D15).
2. A non-tenure track faculty member has the same rights and responsibilities as tenured faculty except on the matter of tenure. However, lecturers and part-time faculty are not assigned committee work or required to attend meetings.
3. A substitute faculty member is one who occupies the item of a faculty member on leave without pay or who is seconded to another agency of government. The appointment of substitute faculty is for one semester or academic year and ends upon the return to duty of the faculty member who holds the item, as specified in the substitute faculty member's notice of appointment. Substitute faculty carry full-time load.

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<sup>3</sup> For example, in its 1026th meeting on 23 November 1989, the BOR approved the recommendation of the School of Economics, UP Diliman, that the maximum period of temporary appointment as Assistant Professor of Economics be six years, provided the School continues to hire faculty members with PhD degrees.

**F Evidence of Merit**

- 1 During the probationary period, the tenure-track faculty member must be able to show why he/she deserves to be reappointed as faculty or to receive tenure.
- 2 Units are encouraged to adopt the practice of having tenure-track faculty apply for tenure just as temporary faculty have to apply for reappointment. By asking tenure-track faculty to apply for tenure, the department sends a clear signal that: (a) tenure is not automatically granted, and (b) the burden of proof of merit rests on the faculty member who applies for tenure.
- 3 The faculty member's record of teaching, research, and service is reviewed by peers (by tenured faculty, in the case of the award of tenure). The tenure-track faculty member is entitled to a fair evaluation of his/her record but may not presume an entitlement to renewal of appointment or tenure simply by virtue of being on tenure track. Tenure decisions are individually determined in light of the University's minimum standards and those of the unit where the faculty member serves.
- 4 A faculty member who wishes to appeal the non-renewal of his/her appointment or the non-award of tenure must present proof that: (a) a violation of academic freedom contributed to the decision of the recommending or approving authority, i.e., that other than academic grounds were used to arrive at the decision; or (b) that insufficient consideration was given to the merit of his/her application. Academic grounds include professional ethics, intellectual honesty, and other values central to academic life.
- 5 Two rights are at stake in the event described above: the right of tenured colleagues to make a qualitative judgment on the candidate's performance and record, and the right of temporary faculty to expect fairness, both in the process by which the tenure decision is reached and in the substance of that decision. The appeal procedure should take into account both these rights.
- 6 Non-renewal is different from termination or dismissal of faculty. In the first, the burden of proof lies with the tenure-track faculty to show why he/she ought to be reappointed. In the second, the burden shifts to the University to show why, if at all, the faculty member should be dismissed.
- 7 Tenure does not insulate the faculty member from a fair and periodic review of his/her academic performance.
- 8 A bad tenure decision impedes institutional excellence. Units must therefore treat tenure decisions seriously; the future reputation of the unit rests on the quality of its academic staff.