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UNIVERSITY OF THE PHILIPPINES SYSTEM  
Quezon City

Excerpt from the Minutes of the 1053rd Meeting of the Board of Regents held on August 27, 1992.

- 5. Proposed Rules for U.P. Faculty Receiving Full or Partial Load Reductions for their Study Loads (see Appendix C).

Board action: Approval.

CERTIFIED CORRECT:

*Olivia C. Caoili*  
 OLIVIA C. CAOILI  
 Secretary of the University  
 and of the  
 Board of Regents

September 22, 1992

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|--|--------------|----------------|
| cc: <del>The Vice-President for Academic Affairs</del> | <i>garry</i> | <u>9/23</u>    |
| <del>The Vice-President for Planning and Finance</del> | <i>garry</i> | <u>9/23</u>    |
| <del>The Chancellor, UP Diliman</del>                  | <i>garry</i> | <u>9/23</u>    |
| <del>The Chancellor, UP Manila</del>                   | <i>garry</i> | <u>9/23/92</u> |
| <del>The Chancellor, UP Los Baños</del>                | <i>garry</i> | <u>9/24/92</u> |
| <del>The Chancellor, UP Visayas</del>                  | <i>garry</i> | <u>9/24/92</u> |
| <del>The Vice-Chan. for Academic Affairs, UPD</del>    | <i>garry</i> | <u>9/23/92</u> |
| <del>The Assistant for Academic Affairs, UPM</del>     | <i>garry</i> | <u>9/23/92</u> |
| <del>The Vice-Chan. for Academic Affairs, UPLE</del>   | <i>garry</i> | <u>9/23/92</u> |
| <del>The Vice-Chan. for Academic Affairs, UPV</del>    | <i>garry</i> | <u>9/23/92</u> |
| <del>The Director, HRDO, UPD</del>                     | <i>garry</i> | <u>9/23</u>    |

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	The Vice-President for Planning and Finance	_____	_____
	The Chancellor, UP Diliman	_____	_____
	The Chancellor, UP Manila	_____	_____
	The Chancellor, UP Los Baños	_____	_____
	The Chancellor, UP Visayas	_____	_____
	The Vice-Chan. for Academic Affairs, UPD	_____	_____
	The Assistant for Academic Affairs, UPM	_____	_____
	The Vice-Chan. for Academic Affairs, UPLB	_____	_____
	The Vice-Chan. for Academic Affairs, UPV	_____	_____
	The Director, HRDO, UPD	_____	_____

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FOR APPROVAL BY THE BOARD OF REGENTS (27 August 1992)

PROPOSED RULES FOR U.P. FACULTY RECEIVING FULL OR PARTIAL  
LOAD REDUCTIONS FOR THEIR STUDY LOADS

These are rules which cover U.P. faculty members who receive full or partial load reductions for their study loads, whether they are enrolled locally or abroad.

As a University policy, U.P. faculty members are encouraged to pursue advanced graduate studies in fields which are within the academic priorities of their department, college and university. However, the grant of full or partial load reductions is subject to conditions designed to help faculty students complete their studies in the soonest time possible while ensuring, at the same time, the university's continued ability to meet teaching, research and academic administration demands.

FACULTY FELLOWSHIPS AND FULL STUDY LEAVES FOR THE FACULTY

There are several ways in which a regular full-time faculty member may be granted complete deloading from regular faculty duties, receive full salary and other benefits of regular faculty, enroll full-time as a graduate student and still be considered a regular member of the U.P. faculty:

- i. FACULTY FELLOWSHIP
- ii. FULL STUDY LEAVE WITH PAY
- iii. FULL STUDY LEAVE WITHOUT PAY

To avail himself/herself of any of these study leaves, a U.P. faculty member must meet all the following conditions:

- a. The faculty member must have proven teaching ability and commitment to serve as a U.P. faculty member, a good undergraduate record or (if any) good graduate academic record, positive evidence of interest in further academic and professional development, good physical health and the potential to complete advanced graduate studies and research.
- b. The faculty member must be tenured or being considered for tenure, must have served at least one (1) year as a regular U.P. faculty member and, at the start of the award, must be occupying his/her own faculty item (i.e. must not be a faculty substitute or contractual faculty).
- c. The graduate program he/she will enroll in must be one of the academic priorities of his/her department, college and constituent university.

The choice of degree program and the college of enrollment must be approved by the department Academic Personnel Committee or APC (if any), the department chairman (if any), the college APC or Executive Committee, the Dean, the constituent university (CU) Academic Personnel and Fellowships Committee (APFC), and the Chancellor.

- d. The faculty member must study full-time, carry the normal graduate load for the program, and not engage in any other employment or practice of profession during the fellowship or full study leave (with or without pay).
- e. The faculty member must sign a return service contract with the University and a corresponding suretyship agreement. The number of years of service which must be

returned shall depend on the type of study leave and expenses incurred by the University.

No U.P. faculty member shall be allowed to go on any of the above study leaves unless all these conditions are met.

#### PRIVILEGES OF FACULTY FELLOWS AND THOSE ON FULL STUDY LEAVES:

##### FACULTY FELLOWS (LOCAL OR ABROAD):

Full deloading from regular faculty duties, full faculty salary and other benefits for regular faculty in the active service (including eligibility for promotions), rights to some suitable faculty office or desk space (for local fellows, to the extent available) -- plus other entitlements such as tuition assistance (for those studying outside U.P.), book allowance, thesis or dissertation allowance, travel assistance or additional living subsidies AT RATES TO BE SET BY THE UNIVERSITY THROUGH THE PRESIDENT.

Finally, provision of a substitute faculty item or sufficient funds for the hiring of a substitute in the faculty fellow's department or college. During the period of the award, the faculty fellow shall retain his/her own faculty item.

##### FULL STUDY LEAVE WITH PAY:

Full deloading from regular faculty duties, full faculty salary and other benefits for regular faculty in the active service (including eligibility for promotions), rights to some suitable faculty office or desk space (for local fellows, to the extent available) but no further entitlements. Tuition assistance (if studying outside U.P.), thesis or dissertation allowance may be granted subject to the recommendation of the CU APFC, the availability of funds and approval by the Chancellor. (During the leave with pay, the faculty member of course retains his/her faculty item).

##### FULL STUDY LEAVE WITHOUT PAY:

Complete deloading from regular faculty duties subject to normal academic progress but no other entitlements.

#### OBLIGATIONS OF AND OTHER CONDITIONS ON FACULTY FELLOWS AND THOSE ON FULL STUDY LEAVES:

##### LOCAL FACULTY FELLOWS AND FACULTY MEMBERS ON FULL STUDY LEAVE WITH PAY:

In general, faculty fellows and those on full study leave with pay are subject to the same conditions or obligations. The obligations or conditions 1-6 below apply to faculty fellows (local or abroad) and faculty members on full study leave with pay (local or abroad). In No. 1-6 below, the term "fellow" shall be taken to mean also those on full study leave with pay.

1. Before the start of the fellowship or full study leave with pay, the fellow must execute a return service contract with the University and the corresponding suretyship agreement. For local fellows and those on full study leave in the country, the contract shall stipulate (among other things) a return service of one year (12 months) for every year spent

or fraction thereof on fellowship or full study leave. For fellows abroad, the return service shall be at the rate of two years (24 months) return service for every year or fraction thereof spent on fellowship or full study leave.

In case the fellow does not fulfill the service requirements, then he/she must reimburse to the University all expenses incurred plus an equity charge of 50% (fifty percent) of the total amount expended and interest at the prevailing legal rate at the time of the breach or revocation of the contract.

U.P. faculty and staff are prohibited from signing any suretyship agreement except in instances where the faculty or staff are relatives of the faculty student.

2. The fellow must commit himself/herself to complete, in the soonest time possible, the graduate program for which the fellowship or full leave was granted. The fellow must commit himself/herself to study full-time (i.e. carry at least the normal load) and not engage in any other employment or practice of profession during the period of the award.
3. The fellow must submit at the end of each semester a true copy of grades and a progress report duly certified by the fellow's faculty adviser. The report must be submitted to the fellow's chairman, the dean and the CU APFC.
4. Faculty members pursuing a masters degree may enjoy a fellowship or full study leave with pay for at most two years (24 months). Faculty members pursuing a doctoral degree may enjoy a fellowship or full study leave with pay for at most two years (24 months) after a masters degree or its equivalent has been earned.

In very exceptional cases and on the recommendation of the CU APFC, a Chancellor may authorize an extra semester for those pursuing a masters degree or an extra year for those pursuing a doctoral degree.

5. Faculty fellowships and full study leaves with pay (local or abroad) shall be reserved for faculty members with at least one year of service, who are tenured or being considered for tenure, are occupying a faculty item and are not mere substitutes for regular faculty incumbents, do not hold ranks higher than Assistant Professor, and are not more than (forty) 40 years old. In exceptional cases, the conditions on maximum rank or age may be waived subject to the recommendation of the Chancellor and approval by the President.
6. Faculty fellows or those on leave with pay, specially those enrolled abroad or who, at some point during the leave, go abroad as part of their study program, may be further subject to other requirements imposed by the National Government (e.g. NEDA, DFA, etc.). It shall be the duty of the Vice-Chancellor for Academic Affairs to keep abreast of these rules, keep the CU faculty informed and enforce the rules.
7. **FACULTY FELLOWSHIPS (LOCAL OR ABROAD)**  
Faculty fellowships (local or abroad) shall be awarded on a year-by-year basis, depending on the academic performance of the fellow.
8. **FULL STUDY LEAVES WITH PAY (LOCAL OR ABROAD)**

When a faculty member is awarded a faculty fellowship or goes on study leave without pay, his/her department gets the right to hire a substitute. Thus, the total teaching capacity of the department or college is not impaired. This is not the case when a department or college allows a faculty member to go on full study leave with pay because there are no funds to hire a substitute.

- 8.1 In recommending a full study leave with pay, the rest of the department and/or college faculty commits itself to take over the teaching load and other duties to be left behind by the faculty going on full study leave.
- 8.2 The decision to allow a faculty member to go on full study leave with pay should be a collective faculty decision. Before a chairman or dean recommends full study leave with pay, the rest of the department should be informed in writing (by the chairman or dean) and there should be at least a consensus among the faculty on their commitment to shoulder the additional load.
- 8.3 Full study leaves with pay (local or abroad) shall be awarded only on a semester-by-semester basis, depending on the academic performance of the faculty student-- and the need by the department or college for his/her regular faculty services.

#### OBLIGATIONS OF FACULTY ON FULL STUDY LEAVE WITHOUT PAY:

Those on full study leave without pay (local or abroad) are subject to the same requirements as LOCAL faculty fellows. This means, among other things, a return service rate of one year service for every year or fraction thereof on leave -- whether the faculty student is enrolled here or abroad. The same limits imposed on total number of years imposed on faculty fellows shall be imposed on those on full study leave without pay.

#### RULES ON PARTIAL STUDY LOAD REDUCTIONS:

These rules cover faculty members who are allowed some partial deloading from regular faculty duties for their study load.

1. The grant of partial deloading or study load credits (SLC) means reduced teaching capacity for the faculty student, the department and the college. The grant of study load credits implies more load on the rest of the faculty. Thus, the grant of study load credits (just as the grant of full study leaves), should be a collective faculty decision subject to consultation with the entire department or college faculty.
2. To qualify for partial deloading or study load credits (SLC), a faculty member must be a full-time faculty member (regular incumbent or substitute) enrolled in a graduate program which is one of the academic priorities of the department and college.
3. Study load credits of 3 (three) units or less are subject to the recommendations of the department Chairman, approval by the Dean and reporting to the Chancellor immediately after the last day of registration. No faculty member in his/her first semester of teaching shall be granted more than 3

units of SLC or be allowed to enroll in more than 6 units of graduate courses.

4. Study load credits of 4 - 6 (six) units shall be subject to consultation (by the department chairman or dean) with the department or college faculty, the recommendation of the department Chairman and the Dean and approval by the Chancellor.
5. Study load credits of 7 (seven) units or more shall be subject to the same procedure and requirements as full study leaves with pay.
6. The total load per semester (teaching load plus study load) of a faculty member receiving study load credits shall be subject to limits to be determined by the President.
7. A faculty member receiving study load credits cannot be given administrative or research duties, regardless of whether or not he/she is given reduced load credits for these. A faculty member given SLC is supposed to be concentrating on teaching and studying, not research or administration.
8. Study load credits shall be awarded on a semester-by-semester basis, and shall be renewed subject to satisfactory academic performance of the faculty student -- and the need of the department or college for his/her regular faculty services.

#### ADDITIONAL BENEFITS AND CONDITIONS

It is understood that the University, through the President, may grant additional or increase present benefits, set other requirements or obligations on faculty students receiving full or partial deloading from regular faculty duties, whether or not with pay, enrolled in U.P. or elsewhere, provided that the affected faculty members are informed and additional obligations (if any) are applied prospectively.

DATE OF EFFECTIVITY: 1 September 1992

FILE: FELLOWS/ 27 AUGUST 1992

Action of the Board of Regents

APPROVAL

1053rd Meeting Aug. 27, 1992

For the Secretary