

ADMINISTRATIVE ISSUANCES

EXECUTIVE ORDERS

Executive Order No. 6 (as amended by Executive Order No. 9, dated August 31, 1970): 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 established in the various units of the University. These committees shall constitute an integral part of the academic personnel system of the University which also includes the Academic Personnel Board created by the Board of Regents at 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 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 of 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 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 of 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 representative 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 an Academic Personnel Committee with the Principal as Chairman and four teachers as members to be elected at large by the teaching staff.

2. A *College Academic Personnel Committee* shall be composed of the Dean as Chairman, and the Chairmen of the various Departmental 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 a 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 list 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 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;

c. To establish departmental priorities in the allocation of available funds for promotion;

d. To act on cases of disagreements 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 recommendation on academic promotions and on matters affecting faculty status and welfare.

All Deans, Directors, and Heads of Academic Units of the University are therefore 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.

August 5, 1970

(Sgd.) SALVADOR P. LOPEZ
President

Executive Order No. 7: Implementing Details for the Transfer of the Supervision of Student Residence Halls, the University Food Service, and the Student Loan Board from the Office of the Business Executive to the Office of Student Affairs

The Board of Regents in its 796th meeting of July 9, 1970, approved the transfer of Student Residence Halls, the University Food Service, and the Student Loan Board from the Office of the Business Executive to the Office of the Dean of Students, effective July 1, 1970. Pursuant to this Board action, the following implementing details are promulgated:

1. The Student Loan Board shall be transferred from the Office of the Business Executive to the Office of Student Affairs. It shall be composed of the Dean of Students as *ex-officio* Chairman, the Assistant Dean of Students in-charge of the scholarship and financial assistance program as *ex-officio* secretary-member, and three other members to be appointed by the President.

2. All student residence halls including the International Center, the Ipil, the Narra, the Yakal, the Molave, the Kamia, the

Ilang-Ilang, and the Sampaguita, and the University Food Service which includes the cafeterias, dining halls, kitchens, sandwich stands, and drive-in, shall be placed under the Auxiliary Service, Office of the Student Affairs. The Auxiliary Service shall provide the students of the University with such essential facilities and services as shall be conducive to and promote their welfare and well-being as students. It shall operate under the guiding principle that these services shall be rendered in the interest of student welfare, that only reasonable cost shall be charged the students, and that no profit shall inure to the benefit of the University.

3. The following personnel together with their desks, office equipment, and records shall be transferred to the Auxiliary Service, Office of Student Affairs:

- a. Mr. Dominador G. Torres, hereafter designated as Director of the Auxiliary Service, Office of Student Affairs;
- b. Lolita B. Baldoria, Administrative Assistant;
- c. Josefina de Vera, Research Assistant;
- d. Felimon Guevara, Clerk-typist;
- e. Paulino Fernando, Plumber; and
- f. Diosdado Madrazo, Electrician.

4. The remaining units under the defunct Office of Auxiliary Enterprises, namely the Staff Housing and Business Concessions Unit, the University Book Center, the Piggery Project, and the ESSO Servicenter, shall be placed directly under the Business Executive.

5. Mrs. Josefina J. Licuanan together with her item, shall be transferred to the Office of the Business Executive as Assistant to the Business Executive while a new item of Disbursing Officer shall be provided in the budget of the Food Service.

6. The collection procedure whereby a representative of the Cashier goes around daily to get the collections of the cash clerks of the residence halls and the Food Service shall be maintained.

7. The following personnel shall remain with the Staff Housing and Business Concessions Unit:

- a. Emiliano Servida, Staff Housing and Business Concessions;
- b. Manuel Pagarigan, Clerk-Collector;
- c. Nicanor Casareo, Clerk-Collector;
- d. Artemio Mangubat, Overseer;
- e. Jesus Cantada, Overseer;
- f. Andres Wico, Electrician-Meter Reader;
- g. Avelino Biñag, Carpenter; and
- h. Flaviano Candado, Custodial Worker.

8. The following personnel together with their items shall be transferred to the Physical Plant Office and shall constitute the Auxiliary Maintenance Group which shall be used primarily for the repairs and maintenance of residence halls, staff houses, and business concessions:

- a. Renato de la Cruz, Plumber;
- b. Servando Hernandez, Carpenter;
- c. Fernando Toledo, Carpenter;
- d. Ernesto Gabriel, Carpenter;
- e. Emiliano Cabang, Carpenter;
- f. Arcadio Sapatua, Carpenter;
- g. Domingo Frianeza, Painter;
- h. Alfredo Frianeza, Painter;
- i. Francisco Landrito, Laborer; and
- j. Francisco Turok, Laborer.

In consideration for such transfer, the Physical Plant Office will not charge the Auxiliary Service and the Office of the Busi-