



Dean's Message

Every year, the UP College of Medicine recruits around 25 new faculty to join the different departments. Currently, we can boast of 752 faculty members, 8 are assistant professors (1%), 173 are associate professors (23%) , 28 professors (11%), 421 clinical faculty (55%) and 62 non-regular faculty (8%).

For the past 18 years since the last edition of the faculty manual, there had been new policies set by the Board of Regents, by UP Manila and by the College. This manual is meant to update every faculty of these developments. In so doing can we establish a harmonious operations by adhering to university rules and regulations.

The compilation of this manual went through a tedious and consultative process. The Faculty committee in charge, headed by Dr. Jaime F. Esquivel and ably assisted by Dr. Angela S. Aguilar, distributed survey forms, consulted every department and presented to the Dean's Management Team and the Dean's Advisory Committee.

Last April 2018, it was approved by the College Council after submission to the Vice Chancellor for Academic Affairs and UPM Chief of Legal Office for final perusal.

I am grateful to the Faculty Committee, our administrative staff and to Dr. Madeleine W. Sumpaico, Associate Dean for Faculty and Students for this much needed manual.

A handwritten signature in cursive script, appearing to read 'Agnes D. Mejia'.

Agnes D. Mejia. MD
Professor and Dean
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LIST OF ABBREVIATIONS

APB	Academic Personnel Board
APFC	Academic Personnel & Fellowship Committee
BOR	Board of Regents
CAPC	College Academic Personnel Committee
CPP	Compendium of Policies & Practices
CSC	Civil Service Commission
CU	Constituent University
DAPC	Department Academic Personnel Committee
DMT	Dean's Management Team
ECC	Employees Compensation Commission
eHOPE	Enhanced Hospitalization Programme
GAA	General Appropriations Act
GSIS	Government Service Insurance System
HRDO	Human Resource Development Office
IFDP	Integrated Faculty Development Program
LU	Learning Unit
MA	Master of Arts
MD	Doctor of Medicine
MEU	Medical Information Unit
MOA	Memorandum of Agreement
MS	Master of Science
OVPA	Office of the Vice President for Academic Affairs
PAC	President's Advisory Council
PDS	Personal Data Sheet
PhD	Doctor of Philosophy
PS	Personnel Services
PHIC	Philippine Health Insurance Corporation
PHW	Public Health Worker
PSA	Philippine Statistics Authority
RVU	Relative Value Unit
SRP	Service Recognition Pay
TIN	Tax Identification Number
UPCM	UP College of Medicine

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PART I : FACULTY MANUAL

CHAPTER I

THE UP COLLEGE OF MEDICINE (UPCM) FACULTY

SECTION 1 COMPOSITION

- 1.1 The faculty of the UPCM shall consist of regular, clinical, and non-regular members
 - 1.1.1 The regular members shall consist of faculty members receiving salary from the University. They may be either full-time or part-time.

They shall include the following: (UP Code Art. 90)
 - 1.1.1.1 Assistant Professor
 - 1.1.1.2 Associate Professor
 - 1.1.1.3 Professor
 - 1.1.2 The clinical faculty are faculty who are without plantilla items.
(UP Code Art. 90: 869th BOR, Feb. 26, 1986)
 - 1.1.3 The non-regular teaching staff are as follows:
 - 1.1.3.1 Lecturer
 - 1.1.3.2 Senior Lecturer
 - 1.1.3.3 Professorial Lecturer
 - 1.1.3.4 Visiting Professor
 - 1.1.3.5 Exchange Professor
 - 1.1.3.6 Affiliate Faculty
 - 1.1.3.7 Adjunct Professor
 - 1.1.3.8 Professor Emeritus
(President's Advisory Council January 17, 1995)
(BOR 845th, BOR 937th, BOR 1017th, Execom Meeting Aug 8, 2011, UP Code Art 212)

CHAPTER II

FACULTY APPOINTMENT

SECTION 1 GENERAL PRINCIPLES

- 1.1 An appointment to the faculty shall be made in accordance with the University Code. (UP Code Art. 60G, 339, 343)
- 1.2 The College Council shall determine the minimum requirements of eligibility into the faculty
- 1.3 The department shall determine its faculty staffing needs in accordance with its short and long-term development plans subject to the approval of the Dean.
- 1.4 The department shall determine additional qualifications required of applicants into its faculty (academic and clinical).
- 1.5 Appointments to academic and clinical faculty positions shall be made anytime as necessary.
- 1.6 In meritorious cases, an academic faculty member may be recommended for a concomitant academic appointment in another department of the College.
(Cross-appointment) Faculty Committee, July 28, 1986
- 1.7 Alumni of the UP College of Medicine who reside and teach in other countries and who have distinguished themselves in their specialty may be appointed as clinical faculty.
(Faculty Committee, May 9, 1986)
- 1.8 An applicant who is a relative of a University employee shall neither be favored nor discriminated upon in the deliberation of their qualifications.
(College Council, December 5, 1990)
- 1.9 An applicant to a faculty position shall not be prejudiced due to his/her religious and ideological beliefs or social standing.
(UP Code Art. 159)

SECTION 2 ELIGIBILITY AND ENTRY RANK

- 2.1 An applicant to the faculty of the College, whether regular, clinical or non-regular should possess the following qualifications:
 - 2.1.1 Those with Residency and Fellowship qualifications must be Board certified by their respective recognized specialty and sub-specialty societies or had completed a recognized subspecialty training program.
 - 2.1.2 Any additional graduate degree or post-graduate training required for the position as determined by the department
 - 2.1.3 A satisfactory academic performance in the undergraduate, graduate, and postgraduate courses as required by the department
 - 2.1.4 Integrity and good moral character
- 2.2 An applicant to the faculty shall be exempt from any Civil Service examination(s) as a requisite to appointment. (UP Code Art. 160)
- 2.3 Non-eligibility
 - 2.3.1 A person who holds an elective political office shall not be eligible for appointment as a regular member of the faculty during the term of office. (Phil. Const. Art. IX-B Section 6; UP Code Art.166)
 - 2.3.2 A person who has been defeated as a candidate in any elective political office shall not be eligible for appointment or reinstatement as a regular member of the faculty within one year after defeat. (Phil. Const. Art. IX-BV Sec. 5; UP Code Art.167)

2.3.3 A person who resigns during the three-month period before any election, whether national or local, to promote the candidacy of another shall not be eligible for re-appointment during the six-month period following such election.
(Civil Service Code)

2.4. Entry Rank Requirements

Table 1 Entry Rank Requirements

BASIC DEPARTMENT						
Asst. Prof	MD/ MS/MA					
Assoc. Prof 1	MD	Residency* / MS				Publication
	MS/MA				PhD	Publication
Assoc. Prof 2	MD	Residency	Fellowship** /MS			Publication
	MD				PhD	Publication
Assoc. Prof 3	MD	Residency	Fellowship	MS		Publication
Assoc. Prof 4	MD	Residency	Fellowship		PhD	Publication
Assoc. Prof 5	MD	Residency	Fellowship	MS	PhD	Publication
CLINICAL DEPARTMENT						
Asst. Prof.	MD/ MS/MA					
Assoc. Prof 1	MD	Residency				Publication
Assoc. Prof 2	MD	Residency	Fellowship/ MS			Publication
Assoc. Prof 3	MD	Residency	Fellowship	MS		Publication
	MD	Residency			PhD	Publication
Assoc. Prof 4	MD	Residency	Fellowship		PhD	Publication
Assoc. Prof 5	MD	Residency	Fellowship	MS	PhD	Publication

* Credentialed in a Medical Specialty

**Credentialed or recognized in a Medical Specialty

- For appointment to a regular faculty position, a Clinical Faculty with at least 6 years of meritorious service will be given a higher entry rank by 1 step.

- For Associate Professors and Up
Authorship of a refereed journal article (local or international) or academic publication by a recognized academic publisher or literary publisher in the case of literary work; or in the field of visual arts, creative work that was exhibited and juried, or a similar requirement in music and other performing arts.

CHAPTER III

REGULAR FACULTY

SECTION 1. APPOINTMENT OF REGULAR FACULTY

- 1.1 An Appointment to a faculty position shall be made in accordance with such rules or procedures as may be prescribed by the University and the College.
- 1.2 An applicant may be appointed initially to any rank based on qualifications.
- 1.3 An applicant with an MD and/or PhD degree shall be appointed to a position not lower than assistant professor in rank.
- 1.4 An applicant who is working in another government institution may be appointed on a part-time basis in the College provided that a written permission from the head of the other government institution is presented.
- 1.5 An applicant who is teaching in a private medical school may be appointed on a part-time basis in the College provided that such applicant teaches in not more than one private medical school.
- 1.6 A faculty member with a temporary appointment who is recommended to a permanent status shall have satisfied/completed all of the following criteria.
(College Council, June 6, 2008)
 1. Satisfactory or better teaching performance
 2. Sole or lead authorship of a refereed journal article (local or international) or academic publication by a recognized academic publisher

3. Completion of the Integrated Faculty Development Program (IFDP) or equivalent;
 - a. Values, Ethics, Gender Sensitivity
 - b. Needs Based Instructional Design & Situational Analysis
 - c. Microteaching, Facilitating and Listening
 - d. Evaluation & Community Diagnosis
 - e. Innovative Approach
 - f. Leadership & Management
 - g. Research Methodology

Any equivalent academic activity endorsed by the Medical Education Unit (MEU) and approved by the Dean may take the place of one or several of the five workshops.

Example: a graduate degree

4. Maximum period of temporary appointment prior to "tenure or out" is, as follows:

Table 2

RANK	STATUS	
	PT	FT
Assistant Professor	4 years	3 years
Associate Professor	4 years	2 years
Professor	2 years	1 year

SECTION 2 DUTIES AND OBLIGATIONS OF THE REGULAR FACULTY

2.1 Assistant Professor

2.1.1 The quality of work in graduate studies must be above average; capacity to sustain intellectual growth must be evident.

2.1.2 Must maintain better than satisfactory teaching evaluation based on student and/or faculty peer feedback, teaching portfolio and other evidence.

- 2.1.3 Must engage in research or creative work at least as member of a research or creative project team
- 2.1.4 Must publish or produce creative work of the quality and quantity necessary to satisfy the standards for tenure and promotion and in the required capacity (as lead author or co-author or co-creator of creative work).
- 2.1.5 Must show commitment to the department, college and university by continued participation in unit activities.

2.2. Associate Professor

- 2.2.1 Must maintain an excellent teaching record
- 2.2.2 Must sustain intellectual productivity by continued publication in reputable refereed academic or literary venues or the equivalent creative work in the visual and performing arts.
- 2.2.3. Must be actively involved in thesis/dissertation advising.
- 2.2.4. Must mentor younger faculty in both teaching and research.
- 2.2.5. Must develop a culture of research, not only by advising graduate students and mentoring younger faculty, but also bringing them into research projects and helping them to publish.
- 2.2.6. Must demonstrate commitment to the University by membership and participation in Department/College/ University Committees when and where possible.
- 2.2.7. Must actively engage in extension work.

2.3. Professor

- 2.3.1. Must have a PhD or equivalent terminal degree.
- 2.3.2. Must maintain an excellent teaching record, as evidenced by innovative approaches to teaching the discipline and a generally accepted reputation for stimulating student interest in learning.

- 2.3.3. Must maintain an active publishing career or the equivalent measure of creative output in the arts; must strive for research or creative output.
- 2.3.4. Must develop a culture of excellence in teaching, research and service by being a role model and mentor, and by prodding the unit to continuously strive for higher levels of achievement.
- 2.3.5. Must exercise leadership in the profession and bring honor to the university.
- 2.3.6. Must maintain active involvement in the department/ college/ university committees.
- 2.3.7. Must take active part in extension work or perform well as an administrator.
 ("Shaping Our Institutional Future; A statement on Faculty Tenure, Rank and Promotion" OVPAA 2004)
 (CPP-APFC p 6-7)

SECTION 3 RIGHTS & PRIVILEGES OF THE REGULAR FACULTY

- 3.1 In the performance of their duties as prescribed by the University Rules and regulations, the faculty shall enjoy the right of academic freedom which is the right to "investigate, teach and disseminate the subject of his/her specialization and to express his/her opinion on public issues".
 (UP Code Art. 482; Faculty Manual 2003, p.36 Section 4.0)
- 3.2 The faculty shall enjoy security of tenure upon attaining a permanent status and may not be dismissed from office except for cause and after due process.
 (UP Manual Series 2: Shaping our Institutional Future: A Statement on Faculty Tenure, Rank & Promotion)
- 3.3 The faculty shall enjoy the rights and privileges of a member of the College Council and the University Council upon attaining the rank of assistant professor.
 (UP Code Art. 60)

- 3.4 The faculty shall have the right to participate in democratic processes in the College and the University.
- 3.5 The faculty shall have priority opportunities for continuing education and intellectual advancement offered by the University.
- 3.6 The faculty shall enjoy fringe benefits in the form of GSIS membership, retirement gratuities, educational benefits for direct dependents and other benefits that may be offered by the University.

CHAPTER IV

CLINICAL FACULTY

SECTION 1 APPOINTMENT OF CLINICAL FACULTY

(869th BOR, 26 Feb 1976)

- 1.1. Eligibility to a clinical faculty position shall be the same as those required of an applicant to a regular faculty position.
- 1.2 An applicant to a clinical faculty position may be recommended by a department to any clinical rank (Clinical Assistant Professor, Clinical Associate Professor, Clinical Professor) commensurate with the qualifications of the applicant.
- 1.3 Clinical ranks shall not be further divided into steps.
- 1.4 Faculty without plantilla items, i.e, Clinical Associate Professor (CAP) are entitled to receive an honorarium. (1320th BOR, 25 August 2016)
- 1.5 A clinical faculty member shall have a term of one year without prejudice to re-appointment. The number of re-appointments shall not result in any right to tenure.

SECTION 2 DUTIES AND OBLIGATIONS OF THE CLINICAL FACULTY

- 2.1 A clinical faculty member shall perform the duties and responsibilities of the position to be determined by the department prior to the appointment and concurred in by the applicant.
- 2.2 A clinical faculty shall not have any administrative responsibility.

SECTION 3 RIGHTS & PRIVILEGES OF THE CLINICAL FACULTY

- 3.1 A clinical faculty member shall be given an appointment as Attending Physician of the Philippine General Hospital.
- 3.2 A clinical faculty enjoy all opportunities for continuing education and intellectual advancement offered by the University provided that these shall not entail any expense on the part of the University and provided further that a regular faculty member shall have the priority in these opportunities.
- 3.3 A clinical faculty shall be given the privilege of using the facilities of the hospital including private wards, operating rooms, special facilities of departments and others, according to priorities set by the medical complex and/or the departments.

For the basic science faculty without cross appointment in the clinical departments, they shall be given admitting privileges as attending Physician in the PGH.
(College Council Meeting, September 19, 2017)

- 3.4 A clinical faculty may receive priority in case of application to an academic faculty position at the discretion of the department.
- 3.5 A clinical faculty may hold simultaneous clinical or academic faculty positions in only one other medical school.
- 3.6 A clinical faculty shall not enjoy fringe benefits in the form of GSIS membership, retirement gratuities.
- 3.7 A clinical faculty shall have the privilege to vote in democratic consultations of the Department, the College and the University.

CHAPTER V

NON-REGULAR FACULTY

SECTION 1 APPOINTMENT OF NON REGULAR FACULTY

- 1.1 The qualification requirements for Lecturer shall be the same as those prescribed for Instructor; for Senior Lecturer, the same as those prescribed for Assistant Professor; and for Professorial Lecturer, the same as those prescribed at least Associate Professor, in the regular class of faculty. (845th BOR, April 30, 1974)

SECTION 2 DUTIES AND OBLIGATIONS OF THE NON-REGULAR FACULTY

- 2.1 The "Lecturer" designation is given to a non-regular member of the teaching staff who is on a temporary status and paid on an hourly basis. Depending on his or her qualification, a rank of "Lecturer", "Senior Lecturer" or "Professorial Lecturer"

- 2.2 The "Visiting Professor" designation is given to a faculty member who is:
- a. currently affiliated with or retired from foreign or leading Philippine universities and other academic institutions;
 - b. currently employed or retired expert consultants from foreign and local industries, government agencies and private foundations.
 - c. foreign and local collaborators and consultants who are already involved in UP, local and foreign-funded research and creative work of our faculty, researchers and creative artists.

Visiting Professors should be included in the roster of academic staff of the host unit.

The terms of employment will depend on the memorandum of agreement executed by the University with the mother institution of the individual concerned or upon the terms of the invitation. Compensation will be on case-to-case basis. Request for funding however, should be made in advance by the requesting unit for purposes of allocation of funds.

(1275th BOR 24 November 2011; 1282nd BOR 20 September 2012; Memorandum No. OVPAA-2012-65)

- 2.3 The "Adjunct Professor" designation shall be given to a recognized expert in his/her field who is not employed by the University and is willing to teach and/or conduct research in the University without compensation.

An adjunct professor who wants to become a regular faculty member of the University must go through the usual screening process and qualification standards for appointing a regular faculty.

In case the individual is sponsored by a company or an institution, the company or institution shall have the following obligations:

1. Assign the adjunct professor at least one day a week or its equivalent in the College on official time to teach, do research and provide consultation to students.
2. Ensure that the adjunct professor diligently performs his/her duties as teaching staff of the College by minimizing assignments that would cause absences or interfere with the performance of his/her academic duties.
3. Provide compensation for the adjunct professor.
4. Subsidize training materials and course handouts of the adjunct professor.

The University of the Philippines shall have the following commitments:

1. Provide the appropriate university appointment without compensation to the adjunct professor.
 2. Provide secretarial and other support services to the adjunct professor.
- 2.4 The "Exchange Professor" is a professor of another university with approximately equal rank as a UP Professor or Associate Professor who has been permitted to exchange his/her position with that of his/her UP counterpart for a period of 1 year or less (UP Code 1961, Art. 168)
- 2.4.1 An appointment to an exchange professor position shall require the following:
 - 2.4.1.1 The faculty members from collaborating Universities shall hold approximately equal rank (UPD Faculty Manual 2003; UP Code 1961 Art 168) which shall not be lower than an associate professor.

- 2.4.1.2 The department shall recommend the appointee to the BOR through proper channels. (UPD Faculty Manual 2003)
- 2.4.1.3 The appointment shall require the approval of the BOR. (UPD Faculty Manual 2003)
- 2.5 The "Affiliate Faculty" designation is given by a U.P. Unit to a faculty member from another UP unit and who has been invited to teach in accordance with present teaching policies. (123rd PAC Meeting, Jan. 17, 1995)
- 2.6 A retired faculty member with the rank of at least Professor 9 may be appointed "Professor Emeritus", if he/she has rendered at least 15 years of active and faithful service to the university and has achieved marked distinction as a productive scholar, artist, scientist, or educator or is widely acknowledged as an effective and dedicated teacher. A special committee, appointed by the President, will be responsible for nominating retired professors for an emeritus appointment, the nomination to be submitted to the President of the University, who in his/her discretion, may endorse the matter to the Board of Regents for approval; provided that this procedure shall be without prejudice to any nomination which may be submitted by the faculty of a unit. The faculty of a college may nominate, but such nomination shall not be required for final appointment as emeritus professor.

The rank "Professor Emeritus" is a title for life. In other words, once a faculty is appointed as such, his/her appointment need not be renewed.

However, university administration determines when and under what conditions a Professor Emeritus may be given by the Dean, subject to the approval of the Chancellor, an official assignment including teaching and research. (UP Code 2006, Art.212).

A Professor Emeritus and retired professors may be given a teaching, mentoring, research, creative work & administrative work in the University. (BOR 1321st Meeting, Oct. 28, 2016)

CHAPTER VI

PROCEDURE OF APPOINTMENT

1. An application for academic or clinical position shall be addressed to the Department Chairman who shall forward it to the Department Academic Personnel Committee (DAPC) for evaluation.
2. The application, if meritorious, shall be transmitted by the DAPC through the Department Chairman to the Dean together with: (APB July 12, 1990)
 - 2.1 The DAPC's justification for the recommendation.
 - 2.2 A list of the specific duties and obligations required of the applicant to the position, including teaching research, and service requirements.
 - 2.3 A signed consent (conforme) by the applicant to perform the specific duties and obligations of the position.
3. The Dean shall transmit the application and necessary documents to the College Academic Personnel Committee (CAPC) for evaluation.
4. The CAPC shall make its recommendation to the Dean.

5. The application, if meritorious, shall be transmitted by the Dean, together with the accompanying documents, to the Academic Personnel and Fellowship Committee (APFC) for evaluation and final action.
6. The following supporting papers shall be attached to the recommendation for original appointment:
 - 6.1 Recommendation Letter
 - 6.2 Basic Paper/Green color w/ TIN
 - 6.3 Personal Data Sheet (PDS) with ID pictures
 - 6.4 Info sheet for academic employees (Form 442) w/ ID pictures
 - 6.5 Application letter of recommendee
 - 6.6 Faculty Loading Matrix
 - 6.7 UPCM Form 2 – Commitment
 - 6.8 UPCM Form 4 – Evaluation Summary
 - 6.9 CONFORME – Teaching Duties & Assignments
 - 6.10 Research Agenda/proposal
 - 6.11 Summary Profile of Nominee
 - 6.12 Certified True Copy of the following;
 - a) Diploma: BS/MD/PhD
 - b) Transcript of Records
 - c) Residency (+Service Record as Medical Officer if taken in UP-PGH)
 - d) Fellowship
 - e) Specialty Board
 - f) NBI – recent /valid
 - g) Birth Certificate & Marriage Contract: PSA Copy
 - h) Medical Certificate (once endorsed by UPCM APC)
 - i) Others: to be requested at appropriate time/case, if any

CHAPTER VII

CONCOMITANT APPOINTMENT IN TWO DEPARTMENTS (CROSS APPOINTMENTS)

1. In special cases, a faculty member with an academic appointment in one department may concomitantly be appointed (cross appointed) in another department provided that: (Faculty Committee, July 28, 1986)
 - 1.1 The other department justifies the need for the appointment.
 - 1.2 The applicant satisfies the minimum requirements of eligibility in the other department.
 - 1.3 The first department is amenable to the cross-appointment.
2. The applicant shall be appointed to a clinical and not to an academic position in the other department.
3. The applicant shall be appointed to an equal or lower rank in the other department.
4. The applicant shall not receive an additional compensation in the other department.
5. The applicant may only be appointed as part-time in the other department.
6. The title of the specialty to which the applicant shall be appointed in the other department shall be one officially recognized by the University. Newly created titles shall require the approval of the Board of Regents.
7. A faculty member with a clinical appointment may not avail of the privilege of cross-appointment in another clinical department. In case the faculty member wishes to apply in the second department, the concerned faculty shall resign from the first department.

CHAPTER VIII

TEACHING IN OTHER UNIVERSITIES

1. Current faculty of the University are allowed to teach in other private university or college (UPCM College Circular No. 2001-A21) / other educational or training institutions as well as research and other activities both local and foreign (UP Manila Memorandum 4 April 2001)/ other medical schools (UPCM Memorandum No. 2016-A02) provided that UP has an existing Memorandum of Agreement with the particular university or college that is approved by the Chancellor. (Teaching Outside UP - 1168th BOR Feb 27, 2003)

1.1 Teaching Hours Allowed Outside of the UPCM

Full Time	48 lecture hours
Part-Time Regular	64 lecture hours
Clinical Faculty	96 lecture hours

Lecture Hours is inclusive to plenary lectures, SGDs and Preceptorials.

- 1.2 Laboratory teaching are not allowed outside of the UPCM due to preparations for a lab work and lab exams take too much time and the work demands close supervision of students which translates to more work hours.
- 1.3 At no time should the number of hours teaching in another school exceed the number of hours teaching in the UPCM.
- 1.4 Members of Dean's Management Team (DMT), Department Chairs, Assistant Chairs, and Learning Unit (LU) Course Coordinators are not allowed to teach in other medical schools. This is because they require fulltime commitment, loyalty to the institution, observance of confidentiality and respect for the intellectual property of the College.

- 1.5 All College of Medicine Faculty teaching in other medical schools should not take on any administrative position in other schools.
- 1.6 The MOA will indicate that the faculty can teach during office house provided that they observe allowable teaching hours.
- 1.7 Payments for Lectures in other schools should not be reflected as compensation but as honoraria. The faculty should not be in the regular payroll list of the other school.
- 1.8 Other provisions of the MOA should include the ff.
 - 1.8.1. Withdrawal of UPCM Faculty from regular teaching load from the other school with a timeframe.
 - 1.8.2. School should provide a development program for their own faculty who will eventually take over from the UPCM the teaching of courses.

After the expiry date of the UPCM commitment, the faculty may still be invited to lecture but only as a guest lecturer for very specific topics within the faculty's expertise. Honorarium may still be accepted.

CHAPTER IX

LEAVES, SABBATICAL, SECONDMENT

SECTION 1 LEAVES AND SABBATICAL

A regular faculty member shall be entitled to any of the different leaves, subject to the provisions of the UP Code, Articles 471 to 477.

An Associate Professor or higher may avail of a sabbatical, subject to the provisions of the UP-Code Article 478.

SECTION 2 SECONDMENT

- 2.1 A regular faculty member may be detailed by secondment to, and upon request by another agency, either government or private, local or international, subject to the rules and regulations promulgated by the Board of Regents at its 987th meeting on April 24, 1986.

CHAPTER X ACADEMIC PERSONNEL COMMITTEE

SECTION 1 COLLEGE ACADEMIC PERSONNEL COMMITTEE

1.1. Composition

- 1.1.1 The College Academic Personnel Committee (CAPC) shall be composed of the Dean as Chair of the DAPC and the Dean's Management Team plus 3 Department chairs on a rotating basis. The Chair of the Committee on Faculty shall be a member and act in an ex-officio capacity.

1.2. Functions

The CAPC shall have the following functions:

- 1.2.1 To assist the Dean in setting up details for the implementation of policies, rules, standards, or general guidelines as formulated by the University Academic Personnel Board;
- 1.2.2 To review the recommendations submitted by the Department Academic Personnel Committee (DAPC) with regard to recruitment, selection, performance evaluation, tenure, staff development, professorial chairs, and promotion of the academic personnel of the college;

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

1.2.4 To act on cases of disagreements between the Chair and the members of the DAPC, particularly on personnel matters; and

1.2.5 To act on complaints against personnel actions by the Department Chair and/or the DAPC (Faculty Manual 2003 p 59 5.1.4 b.)

1.3 Procedure

1.3.1 The College APC shall transmit its recommendations on new appointments and promotions, to the Dean.

SECTION 2 DEPARTMENT ACADEMIC PERSONNEL COMMITTEE

2.1 Composition

2.1.1 At least 3 and up to 5 members

2.1.2 The chair of the department acts as the chair of the DAPC

2.1.3 The chair appoints the members

2.1.4 The members should have held an academic appointment for at least 3 years.

2.1.5 Tenure: The members of the DAPC shall have a term which shall be co-terminus with the Department chair.

2.2 Functions

2.2.1 The Department Academic Personnel Committee (DAPC) shall assist in the review of the recommendations initiated by the Department Chair with regard to recruitment, selection, performance evaluation, tenure, staff development, professorial chairs, 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 Board.

2.3 Procedure

2.3.1 Decisions of the Department APC shall be based on the majority vote of all the members of the Committee.

2.3.2 The Department APC shall transmit its recommendations on new appointments and promotions to the College APC.

2.3.3 Disagreement between the Department Chair and members of the Department Academic Personnel Committee on specific recommendations shall be placed on record and shall be forwarded to the College Academic Personnel Committee for action.

SECTION 3 EXCLUSIONS

3.1 A member of the Department APC or the College APC who is a relative of an applicant to the second degree of consanguinity shall inhibit itself from the deliberation of and voting on an applicant.

3.2 A faculty member who is a member of the College Committee on Faculty or any other policy making body of the Colleges which is involved with appointments or promotions of faculty members shall not be a member of either the Department or the College APC's.

CHAPTER XI

FACULTY DEVELOPMENT

SECTION 1 OBJECTIVES OF THE FACULTY DEVELOPMENT PROGRAM

(Faculty Committee, July 12, 1990)

- 1.1 To provide the proper environment to produce competent and humane faculty members imbued with the spirit of service and dedication in attaining the goals of the College of Medicine and the University of the Philippines.
- 1.2 To improve the teaching and communication skills of faculty members.
- 1.3 To provide for the optimum development and expertise in specific disciplines.
- 1.4 To encourage basic and applied research.
- 1.5 To develop the leadership potentials of the faculty in medicine and in the community.
- 1.6 To encourage the pursuit of knowledge in Medicine, in the Humanities and in the other disciplines.
- 1.7 To provide the atmosphere that shall inspire loyalty to the College and the University.

SECTION 2 TYPES OF PROGRAMS

- 2.1. The Training and Enhancement Program should depend on the specific needs of the department, the college and the country.
- 2.2 Research Programs

Research programs shall include training skills and improving the research environment.

2.2.1 Training for research

2.2.1.1 Local programs include research workshops, seminars and formal courses offered by the Department of Clinical Epidemiology of the College of Medicine, the College of Public Health and other units of the University.

2.2.1.2 Foreign programs include grants for research training and research work.

2.2.2 A sound research environment shall be encouraged by providing sufficient funds, updating equipment, improving laboratory facilities, expanding library resources and upgrading research staff and personnel.

SECTION 3 ELIGIBILITY

- 3.1 The minimum requirements for eligibility to the program shall be recommended by the department and approved by the Office of the Dean.
- 3.2 Clinical faculty members shall not be excluded from availing of training programs. However, preference shall be given to faculty members with permanent appointments.

SECTION 4 OBLIGATIONS OF RECIPIENTS

- 4.1 Recipients of fellowships and scholarships shall be required to render the corresponding years of service to the College after their training in accordance with existing rules and regulations.
- 4.2 Recipients of fellowships and scholarships who are unable to render the required service after the completion of training shall be required to reimburse the University in accordance with existing rules and regulations.

CHAPTER XII

FACULTY WELFARE

SECTION 1 STATEMENT OF PRINCIPLES

The faculty cognizant of the dedication of its members to the College, recognizes the need to provide for the welfare of its members.

SECTION 2 LEAVE AND STUDY BENEFITS

(UP Manila - HRDO)

The faculty member shall be entitled to the following benefits:

2.1 Special Detail

Special detail shall include participation in an official capacity in conferences, workshops, seminars, short term courses and similar activities subject to prior authorization and to such conditions as may be attached thereto and to applicable laws and regulations.

2.2 Study Leave (with or without pay)

Subject to the exigencies of the service, faculty members may be granted study leave with or without pay.

2.2.1 Qualifications

To avail of full study leave with or without pay, a faculty member must have:

- a) Proven teaching ability and commitment to serve as UP faculty member
- b) A good undergraduate record or (if any) good graduate academic record
- c) Positive evidence of interest in further academic and professional development
- d) Good physical health
- e) The potential to complete advanced graduate studies & research

2.2.2. Privileges

- a) Full de-loading from regular faculty duties
- b) Full faculty salary and other benefits for regular faculty in the active service
- c) 100% waiver of tuition, laboratory and miscellaneous fees (except Student Fund fees) in the University courses provided study load is approved by the faculty member's graduate advisor and department chair

2.2.3 Obligations and other conditions

The faculty member must execute a return service contract with the University and the corresponding surety agreement.

2.2.4 Duration

- a) Master's Degree: at most two and a half years (30 months)
- b) Doctoral degree:
 - 1) up to 4 years (48 months) after a master's degree
 - 2) up to 5 years (60 months) for straight Ph.D program

2.3 Study privileges

2.3.1 U.P. Personnel

University personnel (full-time or part-time) may enroll in university courses to obtain advanced degrees relevant to their field or discipline and shall be entitled to 100% waiver of tuition (maximum 9 units), laboratory and miscellaneous fees (except Student Fund fees) subject to the following conditions:

- a) Prior to enrollment, approval of their immediate supervisor head of unit and Chancellor have been obtained. For Faculty members, the tenured faculty of the college, as a body, shall decide which fields are deemed relevant, taking into account new developments in the discipline and the growing multi-disciplinary nature of certain fields of knowledge.
- b) The total teaching and study load shall not exceed 18 units per semester unless with prior approval by the Chancellor.
- c) The appointment shall be at least co-extensive with the semester or term of enrollment.
- d) The renewal of this privilege for the succeeding semester shall be subject to satisfactory scholastic performance in the previous semester.
- e) The faculty shall submit a true copy of grades to the dean or head of unit and to HRDO as pre-requisite for renewal or or extension of the privilege.

2.3.2 Non-earning dependents

Non-earning dependents of UP Personnel (permanent or, if temporary, with at least five (5) years of aggregate service in the UP System shall be entitled to 100% waiver of tuition (full-time) / 50% waiver of tuition (part-time) and miscellaneous fees (except Student Fund fees). This includes Clinical Faculty.

As a general rule, the privilege shall apply only to dependents of personnel in actual service to the University and shall not apply when personnel are on leave without pay or on secondment without pay except if the UP personnel is on:

- a) secondment to another government agency
- b) secondment outside the country on an academic assignment; or
- c) sick leave with or without pay

2.3.3 Return Service Obligation

2.3.3.1 Study Leave/ Special Detail/ Fellowships (Local **with or without** pay, and foreign **without** pay)

1 Year of Service for every year spent on study leave or a fraction thereof.

2.3.3.2 Study Leave/ Special Detail/ Fellowships (Foreign **with** pay)

1 month on study leave = 6 months return service

2 – 5 months on study leave = 1-year return service

6 mo. – 1 year on study leave = 2 years return service

2.4 Sabbatical

A sabbatical is a privilege given to a faculty member that exempts him/her from performing regular duties. This privilege may be granted to faculty members to encourage study, investigation and research; and to improve their competency to better serve the University.

Subject to the exigencies of the service, a sabbatical may be granted for a period not exceeding one (1) year, with full salary.

- a) The faculty member has served the University not less than six (6) consecutive years immediately prior to the sabbatical at least as associate professor in the last two (2) years;
- b) In no case shall the sabbatical be granted within two (2) years before the faculty member's 65th birthday.
- c) For more effective planning of class schedules, the application for sabbatical should be filed with the immediate heads of units at least one (1) semester before the intended effectivity of the sabbatical.
- d) The faculty member shall report back for service to the University immediately after the sabbatical. Report back for service is understood to mean resumption of teaching duties or assumption of administrative assignment for at least two (2) years).

2.5 Teacher's Leave

Teacher's Leave shall be granted to full or part-time regular members of the faculty who do not normally provide administrative functions. It shall consist of vacation and sick leaves, neither of which are cumulative.

2.5.1 Summer Vacation Leave (30 days)

- 2.5.1.1. It shall consist of 1 month in each academic year in addition to the usual Christmas vacation.

2.5.1.2. Leave shall be applied for and may be taken only during the regular vacation periods of the University, which is from the day after the commencement to the day before the first day of registration for the first semester.

2.5.2 Sick Leave (15 days)

2.5.2.1. It shall consist of not more than 15 days, excluding Saturdays, Sundays and holidays in any 1 academic year

2.5.2.2. Sick leave shall be granted only on account of sickness on the part of the person concerned or any member of the immediate family. In no case shall sick leave be used as a reason for seeking employment anywhere.

2.5.3 Christmas Vacation

2.6 The faculty may consult the UP Manila HRDO for the procedures in applying for a leave benefit.

SECTION 3 BENEFIT PACKAGE OF UP MANILA FACULTY (UP Manila – HRDO)

The faculty, through an implementing organization shall strive to realize additional benefits to include:

3.1. Monetary (for regular faculty with item)

3.1.1 Salary (Basic Pay)

3.1.2 Allowances

3.1.2.1. Personal Economic Relief Allowance
Php 500.00/mo.

3.1.2.2. Additional Compensation
Php. 1,500.00/mo.

- 3.1.2.3. Subsistence Allowance
Php. 1,500.00/mo.
Reduce by Php. 50.00 per leave incurred
- 3.1.2.4. Hazard Pay
Php. 2,473.00/mo.
For Salary Grades 1 to 19 (taxable)
- 3.1.2.5. Clothing Allowance
Php. 5,000.00/mo.
- 3.1.2.6. Additional Compensation Allowance
Php. 1,000.00/mo.
- 3.1.3 Incentives / Bonuses
 - 3.1.3.1 Mid-Year Bonus
Full Basic Pay
 - 3.1.3.2 Year-End Bonus
Full Basic Pay
 - 3.1.3.3 Cash Gift
Php. 5,000.00
 - 3.1.3.4. Loyalty Pay
Php. 10,000.00 – first 10 years of service
Php. 5,000.00 – every 5 years thereafter
 - 3.1.3.5. Longevity Pay
Additional 1 Step rank up for every 3 years
of service under the same service.
 - 3.1.3.6. Production Incentive Bonus
Php. 2,500.00
 - 3.1.3.7. Incentive Grant
Php. 5,000.00

3.1.3.8. Additional Christmas Bonus
Php. 5,000.00

3.1.3.9. Additional Cash Gift
Php. 5,000.00

3.1.4 National Government (GSIS, Pag-ibig, PHIC, ECC)

3.1.4.1. GSIS (RA 8291)

Compulsory Life Insurance

- a) Loans (Salary, Policy, Emergency, Educational, Housing)
- b) Annual Dividend
- c) Maturity
- d) Disability & Sickness Income
- e) Cash Surrender Value
- f) Unemployment
- g) Separation
- h) Survivorship & Death
- i) Funeral
- j) Retirement
 - 1) 5 years guaranteed (lump sum) and monthly pension thereafter.
 - 2) Cash payment equivalent to 18 months pension and pension right after retirement.

Optional Insurances

- a) Unlimited Optional Life Insurance
- b) College Education Assurance Plan
- c) Hospitalization Insurance Plan
- d) Sales/Mortgage Redemption Insurance
- e) Group Term Insurance

3.1.4.2 PAG-IBIG Fund

Loans

- a) Emergency
- b) Provident
- c) Appliance/ Furniture
- d) Multi-Purpose
- e) House & Lot/ Lot Purchase

Claims

- a) Membership Maturity
- b) Total Disability/ Insanity
- c) Separation from the service for health reasons
- d) Permanent departure from the Country
- e) Retirement
- f) Death

3.1.4.3 Philippine Insurance Corp.

Benefits for Members and Dependents

- a) Room & Board
- b) Drugs & Medicine
- c) X-ray, Labs, etc.
- d) Professional Fees
- e) Operating Room

3.1.4.4 Employees Compensation Commission

Any work-connected sickness, injury or death are compensable under ECP

- a) Lost Income Benefit
- b) Medical Benefits
- c) Rehabilitation Service
- d) Death Benefits

3.1.5 Provident Fund (optional) for full-time and part-time employees

- a) Equity Loan
- b) Multi-Purpose Loan
- c) Bridge "Pantawid" Loan
- d) Death Assistance Benefit
- e) (LocalLife Insurance = Php. 100,000.00)
- f) Retirement/ Resignation Benefits

3.1.6 Enhanced Hospitalization Programme (eHOPE) (1322nd BOR meeting, Nov. 24, 2016)

3.1.6.1 Amount of EHOPE Benefits

The eHOPE provides financial assistance for hospitalization expenses incurred during confinement up to an accumulated maximum amount of P80,000 per year. The eHOPE shall also provide financial assistance for medicine related to the covered confinement and prescribed upon discharge of the employee in the maximum of aggregate amount of P10,000 per year.

3.1.6.2 Covered hospitalization expenses

The following hospitalization expenses incurred during confinement shall be covered under eHOPE.

- a) Medical/diagnostic procedures such as ultrasound, MRI, x-ray, CT Scan, biopsy, mammography, echocardiography, angiogram, blood chemistry and other laboratory examinations.
- b) Prescribed drugs and medicines in accordance with the Generics Act of 1988 (RA6675).
- c) Professional fees of Philhealth-accredited physicians and specialists up to amounts based on the Relative Value Unit (RVU) set by Philhealth for specific medical cases.
- d) Expenses for room and board for the duration of the confinement.

Excluded from coverage under eHOPE are:

- (a) hospitalization expenses for confinement related to cosmetic surgery;
- b) self inflicted injury and illness;

- (c) annual medical/physical examination which are covered by specific CU policies.

3.1.6.3 Eligible employees

Eligible employees for financial assistance under eHOPE shall be the following:

- a) Regular Permanent Faculty members, full time or part-time.
- b) Full-time faculty members who are not tenured provided they have rendered at least 1 year of continuous service in the University.
- c) Permanent REPS and administrative staff.
- d) UP contractuals & casuals (including faculty, REPS & administrative staff) who have rendered at least 1 year of continuous service to the University, have an employer-employee relations with the University, and whose salaries are paid out of the Personnel Services (PS) allocations to UP in the General Appropriations Act (GAA).

3.1.7 Service Recognition Pay (SRP) (1277th BOR, January 2012)

Entitlement

- a) All regular fulltime administrative staff and REPS in the plantilla who will be covered by the compulsory retirement age of 65 are entitled to this benefit
- b) Regular fulltime administrative staff and REPS who avail of optional retirement due to severe illness as defined by PhilHealth.
- c) Eligibility extends in case of death of regular fulltime administrative staff and REPS, who are otherwise eligible for retirement.

Exclusions

- a) Regular part-time and Non-regular (contractual, casual, project and job order) employees are not covered.

- b) For employees on fulltime study leave without pay pursuant to existing rules; or those on vacation and sick leave without pay, the duration of the period without pay will not be counted in the computation of the SRP.

3.2 Non-Monetary (for all faculty)

3.2.1. CIVIL SERVICE COMMISSION (CSC)

Maternity Leave

- a) Every woman in government service, who has rendered an aggregate of two or more years of service shall, in addition to the vacation and sick leave granted to her, be entitled to maternity leave of 60 calendar days with full pay.
- b) Maternity Leave of those who have rendered 1 year or more but less than 2 years of service shall be computed in proportion to their length of service, provided that those who have served for more than a year shall be entitled to 60 days maternity leave with half pay.
- c) It is understood that enjoyment of maternity leave cannot be deferred but should be enjoyed within the actual period of delivery in a continuous and uninterrupted manner not exceeding 60 calendar days.
- d) Every woman, married or unmarried, may be granted maternity leave more than once a year. Maternity leave shall be granted to female employees in every instance of pregnancy irrespective of its frequency.
- e) Maternity leave shall also be enjoyed by the adoptive parents if the adoptee is below 7 years of age as of the date the child is placed with the adoptive parents through the Pre-Adoptive Placement Authority issued by the DSWD.

- f) Under UP guidelines, faculty members shall be entitled to maternity leave of 6 months, 2 months before and 4 months after delivery.

Paternity Leave

- a) Paternity Leave is a privilege granted to a married male employee allowing him to not report for work for 7 days while continuing to earn the compensation therefore, on the condition that his legitimate spouse has delivered a child or suffered a miscarriage, for purposes of enabling him to effectively lend support to his wife in her period of recovery and/or in the nursing of the newly born.
- b) This is true for the first 4 deliveries of the legitimate spouse with whom he is cohabitating.
- c) Paternity Leave shall also be enjoyed by the adoptive parents if the adoptee is below 7 years of age as of the date the child is placed with the adoptive parents through the Pre-Adoptive Placement Authority issued by the DSWD.

Rehabilitation Leave for job-related injuries

- a) Employees who have sustained injuries while in the performance of their official duties may be entitled to the rehabilitation privilege. Injury shall mean any of the ff.: laceration, cuts, wound, contusions, fractures, or other physical injury as a result of a fall or slippage. Personnel who sustained injuries due to negligence or those under the influence of prohibited drugs or alcohol or those with willful intention to injure themselves are NOT entitled to the privilege.

- b) Injuries from accidents that occurred while the employees were going to work and going home from work are not considered sustained while in the performance of duties.

Solo Parents' Welfare Act of 2000 (RA 8972)

It is the policy of the state to promote the family as the foundation of the nation, strengthen its solidarity and ensure its total development. Towards this end, it shall develop a comprehensive program of services for solo parents and their children.

- a) Solo parent – Any individual who falls under any of the following:
- 1) A woman who gives birth as a result of rape and other crimes against chastity, even without a final conviction of the offender: Provided, that the mother keeps and raises the child;
 - 2) Parents left solo or alone with the responsibility of parenthood due to:
 - i) Death of spouse
 - ii) Detained spouse or serving sentence for criminal conviction for at least 1 year.
 - iii) Physical and medical incapacity of the spouse as certified by public medical practitioner.
 - iv) Legal separation or de facto separation from spouse for at least 1 year.
 - v) Declaration of nullity or annulment of marriage.
 - vi) Abandonment of spouse for at least 1 year.

- vii) Unmarried status and has preferred to keep and rear his/her child instead of giving him/her up to a welfare institution.
 - 3) Any other person who solely provides parental care and support to a child or children.
 - 4) Any family member who assumes the responsibility of head of the family as a result of the death, abandonment, disappearance or prolonged absence of the parents or solo parent.
- b) Benefits:

- 1) Livelihood Development Services
- 2) Counseling Services
- 3) Flexible Work Schedule
- 4) No Work Discrimination
- 5) Parental Leave – 7 workdays per year
- 6) Education benefits
- 7) Housing benefits
- 8) Medical Assistance

Ten-day leave under RA 9262 (Anti-Violence Against Women and their Children Act of 2004)

Violence against women and their children shall refer to any act or a series of acts committed by any person against a woman who is his wife, or against a woman with whom the person has or had a sexual or dating relationship, or with whom he has a common child whether legitimate or illegitimate, within or without the family abode, which result in physical, sexual, psychological harm or suffering or economic abuse including threats or such acts, battery, assault, coercion, harassment, or arbitrary deprivation of liberty.

The ff. shall be entitled to a paid leave of absence not exceeding 10 days:

- a) Any woman employee in the government service regardless of employment status, who is a victim of violence.
- b) Any woman employee whose child is a victim of violence and whose age is below 18 or above 18 but unable to take care of his/herself.

3.2.2 UP Manila

- a) One grade increase for compulsory retirees under the Magna Carta for Health Workers (RA 7305)
- b) Facilities and services
 - 1) Library
 - 2) Health (employees clinic)
 - 3) Creche
 - 4) Housing
- c) Hospital benefits

3.2.3 PGH Health Incentive (PGH-HI) Program

Medical Specialist (full-time & part-time) and Clinical Faculty are qualified to avail of this program.
(GL-PGH 05-FSO-02)

3.3 The faculty may consult the UP Manila HRDO for the procedures in applying for a benefit package.

SECTION 4 FACULTY ASSOCIATION

- 4.1 The Faculty Association shall be organized to implement and coordinate the welfare projects of the College faculty.
- 4.2 The Association shall promulgate its own Constitution and By-laws.
- 4.3 The Association shall coordinate its activities with the Office of the Dean and the Office of the Director, Philippine General Hospital.

CHAPTER XIII
FACULTY FELLOWSHIPS, GRANTS AND AWARDS

(UP Code Art. 459-470
BOR 959th May 26, 1983
993rd Nov. 28, 1986
1005th Sept. 24, 1987
OVPAA Aug. 10, 1988
APB Oct. 8, 1984
Oct. 20, 1984
Dec. 2, 1985)

SECTION 1 OBJECTIVES

The College, aware of the need to recognize dedication, achievement and potential of faculty members, shall provide incentives in the form of fellowships, grants and awards.

SECTION 2 TYPES OF FACULTY FELLOWSHIPS AND GRANTS

The different faculty fellowships and grants are the following:

- 2.1 Faculty Grant
- 2.2 Study fellowship
- 2.3 Research fellowship
- 2.4 Travel grant
- 2.5 Grants for conferences, seminars and workshops

SECTION 3 TYPES OF FACULTY AWARDS OR RECOGNITION

- 3.1 The different faculty awards of recognition are:
 - 3.1.1 Outstanding Teacher
 - 3.1.2 Outstanding Researcher
 - 3.1.3 Service award
 - 3.1.4 Presidential Award
 - 3.1.5 Professor Emeritus
- 3.2 The criteria for selection of these awards shall be formulated by committees created for the purpose.

SECTION 4 FACULTY GRANT AWARDS

- 4.1 Aside from the Professorial Chair, Faculty Grant Awards are also given as recognition for outstanding achievement usually to faculty of lower rank.
- 4.2 The Chancellor shall approve the Faculty Grant Award subject to the selection process provided that a faculty member who is granted a Professorial Chair, may not be selected at the same time for a Faculty Grant Award.
- 4.3 Any regular faculty with outstanding academic, teaching and research credentials may be considered for the award.
- 4.4 Faculty members on sabbatical, or those on leave for more than 3 months or on secondment or detail with another agency may not be selected for the award.
- 4.5 The amount of the award shall be specified.
- 4.6 Award dates shall be on the 1st of January or July. (1179th BOR, Feb 26, 2004)

SECTION 5 STUDY FELLOWSHIP

- 5.1 A study fellowship is an award given to a deserving faculty member for further training and/or studies. It may include any of the following: matriculation fees, books, stipend, travel expenses and other allowances.
- 5.2 A study fellowship shall be within the University or in other training institutions, local or foreign.
- 5.3 Criteria for Selection
 - 5.3.1 The grantee shall be a regular faculty member of any rank, regardless of tenure.
 - 5.3.2 The grantee shall be selected based on the needs and priority programs of the Department or College
 - 5.3.3 The graduate program that he/she will enroll in must be one of the academic priorities of his/her department, college, and Constituent University (CU) as indicated in their faculty development program. The choice of degree program and the college of enrolment must be approved by all of the following:
 - a) Department APC (if any)
 - b) College APC or Executive Committee
 - c) Dean
 - d) CU Academic Personnel and Fellowship Committee (APFC)
 - e) Chancellor
- 5.4 Duties and Responsibilities
 - 5.4.1 The grantee shall sign the prescribed study fellowship contract and abide by its provisions.
 - 5.4.1.1 Before the start of the full study leave with pay or fellowship, the grantee must execute a return service contract with the University and the corresponding surety agreement.

- 5.4.1.2 In case the Fellow does not fulfil the return service requirements, then he/she must reimburse the following to the University:
- a) All expenses incurred, plus
 - b) An equity charge of 50% of the total amount expended, and
 - c) Interest at the prevailing legal rate at the time of the breach or revocation of the contract.

A member of the UP faculty or staff may act as guarantor in the surety agreement only if he/she is a relative of the faculty Fellow.

- 5.4.2 Submit at the end of each semester a true copy of grades and a progress report duly certified by the Fellow's faculty adviser to the Chair, Dean and Academic Personnel and Fellowship Committee.

- 5.4.3 The grantee shall confine his/her training/studies within the scope of the fellowship during the period in accordance with existing University regulations and must commit to the following regulations.

5.4.3.1 Complete in the soonest time possible, the graduate program for which the fellowship was granted;

5.4.3.2 Study full time (i.e., [carry at least the normal load] enroll in 12 units)

5.4.3.3 Not engage in any other employment or practice of profession during the period of the award
[1159th BOR meeting, Mar. 21, 2002]

5.5 Term

- 5.5.1 The study fellowship shall be for a period of prescribed by the degree granting institution without prejudice to renewal.

- 5.6 Procedure of Selection
 - 5.6.1 A nomination for a study fellowship shall be made by the Department APC and endorsed by the Department Chairman.
 - 5.6.2 The nomination and supporting documents shall be transmitted to the College APC which shall, after deliberation, transmit its recommendation to the Dean.
 - 5.6.3 The Dean shall transmit his/her recommendation to the Office of the Chancellor for final approval.

SECTION 6 RESEARCH FELLOWSHIP

- 6.1 A research fellowship is an award given to a regular faculty member in recognition of research achievement and to stimulate continuing investigation of significant fields of knowledge. (UP Code 468)
- 6.2 Criteria for Selection
 - 6.2.1 The grantee must have demonstrated a capacity for research as evidenced by projects completed and published.
 - 6.2.2 The grantee must be engaged in continuing research in his/her field of expertise.
 - 6.2.3 The grantee shall be a regular faculty for at least two years regardless of tenure.
- 6.3 Duties and Responsibilities
 - 6.3.1 The grantee shall undertake research during the period of the award.
 - 6.3.2 He/she shall submit an annual report and a final report of the research project.
 - 6.3.3 The rule on minimum teaching load shall not apply in the case of a regular faculty member appointed as a research fellow.

6.4 Term

6.4.1 The period of a research fellowship shall be determined by the nature of the research project, subject to regular evaluation by competent authority.

SECTION 7 TRAVEL GRANT

7.1 A travel grant is a grant awarded to a deserving faculty member in the form of transportation expenses in connection with sabbatical leaves, foreign fellowships, presentation of scientific papers abroad, and other related activities.

SECTION 8 GRANTS FOR CONFERENCES, SEMINARS, WORKSHOPS

8.1 Attendance of regular faculty members in conferences, seminars or workshops, both local or abroad, may be subsidized from grants allotted for the purpose.

SECTION 9 SOURCES OF FUNDS

9.1 Funds for grants and fellowships shall be obtained from University funds, donations and endowment of private individuals, business corporations, alumni and foreign governments.

CHAPTER XIV

PROFESSORIAL CHAIRS

(UP Code Art. 445-454
BOR 950th May 26, 1983
993rd Nov. 28, 1986
1005th Sept. 24, 1987
OVPA Aug. 10, 1988
APB April 2, 1986)

SECTION 1 DEFINITION

A Professorial Chair is an award given to a faculty member in recognition of achievement in the academe. It shall be supported by special endowments.

SECTION 2 CRITERIA FOR SELECTION

A nominee to a professorial chair shall possess the following:

- 2.1 The nominee shall be a tenured faculty member with the rank of Assistant Professor or higher.
- 2.2 The nominee shall have served the University as a regular faculty member for at least five years.
- 2.3 The nominee shall have taught at least one regular course in the College in the immediately preceding year.
- 2.4 The nominee shall possess a high degree of teaching competence based on the following considerations:
 - 2.4.1 Mastery of the field of specialty
 - 2.4.2 Teaching ability
 - 2.4.3 Ability to develop in his students an inquiring and analytic mind.

- 2.5 The nominee shall have been actively engaged in research, creative or scholarly work which shall have resulted in publications.
- 2.6 The nominee shall possess intellectual integrity and good moral character.
- 2.7 The nominee shall exhibit loyalty to the College and the University.
- 2.8 No limit shall be placed on the number of times a faculty member may receive the Award, the sole basis of the Award being merit, provided only one (1) Award is given at a time to a faculty member.

SECTION 3 RESTRICTIONS

- 3.1 A holder of a professorial chair shall not be concurrently awarded a second chair during the term of his professorial chair appointment.
- 3.2 A holder of a professorial chair shall not teach in another medical school.

SECTION 4 PROCEDURE OF SELECTION

- 4.1 The Dean shall announce to the faculty three (3) months before January 1 or July 1 the number of slots available for the Award at the Constituent Unit and System level.
- 4.2 A nomination to a professorial chair shall be initiated by the Department Academic Personnel Committee with strict adherence to the criteria as set forth in Section 2.
- 4.3 The nomination papers shall be transmitted to the College Academic Personnel Committee which shall, after due deliberation, submit its recommendation to the Dean.
- 4.4 The Dean shall transmit his/her recommendation to the Chancellor.

SECTION 5 DUTIES AND RESPONSIBILITIES OF A PROFESSORIAL CHAIR HOLDER

- 5.1 The chair holder shall: be required to deliver a scholarly lecture in the field of his competence to his peers within a year following his appointment; or
- 5.2 Submit a copy of his work of which he/she is the sole or senior author for publication in a reputable scientific journal.

SECTION 6 TERM

- 6.1 An appointment to a professorial chair shall be for a term of one year without prejudice to reappointment.
- 6.2 The term of the appointment shall commence on the first of January or July of each year.
- 6.3 An appointment to a professorial chair shall be automatically terminated under the following circumstances.
 - 6.3.1 Resignation, retirement or termination of the professorial chair holder from the College during the term of the appointment.
 - 6.3.2 Any form of leave, fellowship, special detail or secondment. The appointment shall be terminated from the first day of the leave.
 - 6.3.3 Failure of the professorial chair holder to comply with the duties and responsibilities of the position.

SECTION 7 HONORARIUM

- 7.1 The award of professorial chair shall carry an annual honorarium as determined by the Board of Regents.
- 7.2 The honorarium shall be awarded over and above the regular salary of the holder from the University.
- 7.3 Changes in the honorarium shall be subject to the approval of the Board of Regents.

SECTION 8 SOURCES OF FUNDS

- 8.1 Professorial chairs shall be supported by donations, endowment and other sources.
- 8.2 Donations and endowments for professorial chairs shall be subject to acceptance by the Board of Regents.
- 8.3 No donation or endowment for a professorial chair imposing any condition inimical to the objectives of the University or College shall be accepted.

SECTION 9 ACKNOWLEDGEMENT OF PROFESSORIAL CHAIRS DONORS

Professorial Chair holders are encouraged to send letters of acknowledgement to their respective donors, possibly with some feedback as how the professorial chair has contributed to their professional growth, and that of specific fields of study.

SECTION 10 NOMENCLATURE

- 10.1 A professorial chair shall carry a title according to the following:
 - 10.1.1 Field of specialty for which it is established.
 - 10.1.2 Name of the donor or recommended by the donor provided the donation meets the minimum amount as required by the Board of Regents.
 - 10.1.3 In honor of an outstanding or retired member of the College faculty. This shall be initiated by the College Academic Personnel Committee.
 - 10.1.4 Important events in the history of the University or College.
- 10.2 All titles to professorial chair shall require the approval of the Board of Regents.

CHAPTER XV

FACULTY PROMOTION

(UP System Manual Series 2: Shaping Our Institutional Future
pp. 20 - 26)

SECTION 1 OBJECTIVES

Promotion offers an opportunity for the faculty to demonstrate and gain recognition for their achievements over a period of time. As with tenure, promotion is based on demonstrable academic grounds. Within the framework provided by the principles and guidelines in this statement, units are advised to specify their promotion requirements (in writing) for the guidance of the faculty.

SECTION 2 PRINCIPLES

- 2.1 Promotion is recognition of the faculty member's accomplishments, growth, and development as a teacher and scholar, and service to the University and the general public. It involves an assessment of the faculty's success and continuing competence in the performance of their academic duties. Promotion also presents the challenge of further accomplishments.
- 2.2 Promotion affirms the primacy of academic excellence in support of the University's mission. Academic freedom guarantees that academic quality is the basis of academic personnel decisions. Promotion implies selectivity and choice; it is awarded for demonstrable scholarly and professional merit, not for seniority, length of service, or humanitarian considerations.

- 2.3 The evaluation of merit involves the application of academic and professional judgment by peers, which takes place within a framework of collegiality, shared responsibility, accountability, and authority along various levels of review, among the faculty, and between faculty and administrators. Faculty members share in the exercise by providing solid evidence of merit and by acting as peer reviewers.
- 2.4 The breadth and variety of academic and professional fields in the University make the development of detailed promotion criteria, equally applicable to all fields, inappropriate. However, the overriding values and standards are the same: demonstrable academic achievement in teaching, scholarly or creative work, service, and professional growth.
- 2.5 Individual colleges and departments may impose more stringent standards so long as these are consistent with the intent and framework of system-wide standards and are applied consistently within the unit. Stricter or additional requirements must be approved by the College faculty.
- 2.6 Promotion to a higher rank occurs only three times in a faculty's career, from Instructor to Assistant Professor, from Assistant to Associate Professor, and from Associate to Full Professor. Hence, rank promotions require the highest standards of performance. In no case shall faculty cross rank solely on the basis of performance as an administrator.

2.6.1 Automatic Promotion for Ph.D (990th BOR Meeting, Aug. 28, 1986; amended at 1147th BOR meeting, Dec. 21, 2000)

A faculty member who obtains from a reputable institution a Ph.D or its equivalent in a field relevant to the unit to which the faculty member belongs shall be given automatic promotion in accordance with the rules and regulations promulgated by the Board of Regents;

- *Provided*, That such promotion shall take effect upon completion of the Ph.D. or its equivalent;
- *Provided, moreover*, That the rank attained through merit increase/promotions earned by a faculty member pursuing a Ph.D. program while simultaneously teaching or performing other functions in the University shall be taken as basis for the automatic promotion.

Automatic promotions will be made effective on the date of report for duty, provided that there is a certification from appropriate officials of the University concerned that all the requirements for the doctoral degree have been met. (825th BOR meeting, Oct. 26, 1972)

2.6.2. Salary Step Increment for Completion of a Post Graduate Degree (DBM & DOH Joint Circular No. 1, S. 2012, Nov. 29, 2012: Rules & Regularations on the Grant of Compensation-related Magna Carta Benefits to Public Health Workers (PHWs)

2.6.2.1 In line with Section 34b of R.A. No. 7305, a PHW who holds a position in the agency plantilla of regular positions and who completes a masteral

or doctoral degree related to the performance of the duties and responsibilities his/her position after at least 2 years or more of service as PHW, may be entitled to 1 salary step increase to be integrated into the basic salary, in recognition of his/her efforts towards professional advancement.

2.6.2.2. The grant of such 1 year salary step increment shall not be more often than every 2 years.

2.7 All faculty members are expected to perform the minimum duties and expectations contained in this statement and other University rules. The extent to which these expectations are surpassed shall be the basis of upward movement within a rank or promotion to a higher rank.

2.8 As the faculty and the University develop, the standards of performance should change. If a faculty member's accomplishments do not keep pace with current standards, the individual may not be promoted. It is not appropriate to argue that faculty be promoted because they meet the performance standards previously in effect, by which some of their colleagues were measured and promoted. Scholarly development means adherence to ever higher standards of performance.

- 2.9 The career path of a faculty member begins with hiring. Appointment at the instructor level shall be reserved for those who are judged to have potential for development and the future award of tenure; and for other ranks, those who have demonstrated competence and whose track records indicate a high likelihood of continued excellence. Promotion standards in this statement are consistent with those for faculty recruitment and tenure.
- 2.10 A cap on promotion and priority categories for promotion may be imposed by the constituent university and/or the System, owing to budget constraints. It is incumbent on the individual units to prioritize their recommendations.

SECTION 3 GENERAL EVALUATION CRITERIA AND INDICATORS

- 3.1 Faculty shall be evaluated on the following categories: teaching, scholarly or creative work, service to the University and the public, and professional growth.
- 3.2 The weights for each category are differentiated according to the nature of the unit. Graduate units (i.e., without undergraduate programs) are expected to place at least equal emphasis on teaching and scholarly work, while purely undergraduate units may give greater value to teaching.

Table 3 Evaluation Categories for Faculty Promotion and Corresponding Weights

Evaluation Category	Weights	
	Purely Graduate/ Mixed Units	Purely Undergraduate Units
Teaching	30 – 40%	40 – 50%
Scholarly/creative work	30 – 40%	30 – 40%
Services	10 – 15%	10 – 15%
Professional Growth	10 – 15%	10 – 15%

- 3.3 Within the range specified in table 3, individual units may decide on the mix of weights to be applied, unless the constituent university adopts a uniform system.
- 3.4 The aspects to be assessed, indicators, items, and activities to be evaluated for each category are generally worded so that academic units can further define them.
- 3.5 Units shall endeavor to assess not only quantity, but more importantly, quality and significance of contributions. However, units may impose quantitative requirements as part of the operational basis of their evaluation.
- 3.6 Faculty members are evaluated based on accomplishments reckoned from the date of the University's last promotion.
- 3.7 The parameters provided in the Standards for the Evaluation of Tenure Track Faculty are also useful as a guide in evaluating the performance of faculty being considered for promotion.

SECTION 4 TEACHING

- 4.1 Good teaching—the kind that instills a desire for learning and encourages creative and critical thought—is expected of all faculty members, tenured and non-tenured alike. Teaching ability and performance, and conscientiousness in undertaking teaching duties may be measured in terms of the following:
 - 4.1.1 Mastery and command of subject matter
 - 4.1.2 Ability to convey subject matter clearly to students
 - 4.1.3 Ability to translate material into a form that is organized, comprehensible, appropriate and interesting to students
 - 4.1.4 Accessibility to students for consultation
 - 4.1.5 Constant review and improvement of the syllabus and teaching materials
 - 4.1.6 Application of strategies that invite learning initiatives by the student

- 4.2 Effective teaching may be gauged through student evaluation, peer evaluation, and the faculty member's teaching portfolio.
- 4.3 Items to be considered in the teaching portfolio or other activities evaluated under the teaching category include, but are not limited to, the following:
 - 4.3.1 Production and Publication of teaching materials like textbooks, course (student and teaching) modules, laboratory manuals
 - 4.3.2 Use of updated, research-based syllabi, course materials, and teaching innovations
 - 4.3.3 Performance as research supervisor, thesis and dissertation adviser
 - 4.3.4 Teaching load, class size, number of preparations
 - 4.3.5 In no case shall teachers who are habitually absent or late, and who frequently submit grades late, be promoted

SECTION 5 SCHOLARLY OR CREATIVE WORK

- 5.1 Scholarly research or creative work is expected of all faculty members, especially for ranks higher than Instructor. The vitality of the faculty, both collectively and individually, depends greatly upon ongoing research and creative accomplishments. Research and creative work enrich the discipline and enhance teaching.
- 5.2 Published research in reputable refereed journals, academic books or other prestigious publications, and creative work that has been made available to peers for independent assessment, such as well-acclaimed juried or invited exhibitions or performances for the visual and performing arts, are the main indicators of accomplishment in this category. As such, they are given the heaviest weight.

- 5.3 Vanity (self-published or self-produced) publications, exhibitions, or performances and unpublished papers that have never been read in conferences shall not be given credit.
- 5.4 Other scholarly outputs that may be given credit include, but are not limited to: technological innovations, varieties/strains, patents, software and computer programs; significant policy papers, media productions, recordings, editing of published books and journals; and presentation of scholarly/technical papers and research findings in conferences and other academic fora. All these must be considered by peers to be of academic worth.
- 5.5 Publications and presentations in popular venues or works outside the discipline (e.g., articles in newsletters or bulletins, advocacy papers) shall not be considered part of research but may be considered under the category of service.
- 5.6 Faculty members must submit documented evidence of publication and other creative output for evaluation by peers.

SECTION 6 SERVICE TO THE UNIVERSITY AND THE LARGER COMMUNITY

- 6.1 Extension service is valued because it enriches teaching and research, disseminates knowledge to the larger community, and is directed at the improvement of the general well-being of society.
- 6.2 Service to the University is measured in part by one's involvement in department/ College/University activities and committees (e.g., degree of participation, effectiveness).
- 6.3 Faculty members who hold administrative positions, especially heads of units, carry important and demanding responsibilities in serving the University. Acknowledging that heavy administrative workload might limit teaching and scholarly output, there will be a separate set of guidelines for faculty administrators.

- 6.4 Contributions to community service in the public sector or civil society or as a public intellectual are an important part of extension work.
- 6.5 Items or activities that may be examined and given credit in this category are the following:
 - 6.5.1 Service rendered as coordinator, trainer, resource speaker, organizer of training programs, conferences, symposiums, and workshops related to one's discipline
 - 6.5.2 Technical assistance to government and other agencies
 - 6.5.3 Training programs for other universities and educational institutions; local communities and non-government organizations
 - 6.5.4 Service publications (popular training manuals, monographs, bulletins, etc.)
 - 6.5.5 Popular presentations and popularized lectures on topics within the discipline
 - 6.5.6 Contributions as public intellectual to the intelligent discussion of issues of national or global concern

SECTION 7 PROFESSIONAL GROWTH

- 7.1 A faculty member must also show evidence of professional growth, both as a professional educator and an academic belonging to a particular discipline or field. Accomplishments in this category form part of the criteria for promotion.
- 7.2 The items and activities to be considered and evaluated in this category include the following:
 - 7.2.1 Additional formal training in the discipline (academic studies or specialty training, as in the case of medical doctors)
 - 7.2.2 Professional recognition (awards in recognition of research/teaching/service)

- 7.2.3 Attendance in local and international symposia, conferences within one's discipline
- 7.2.4 Leadership positions in academic or professional organizations and societies here and abroad
- 7.2.5 Membership in international organizations of an academic nature
- 7.2.6 Membership in editorial or advisory boards of journals
- 7.2.7 Membership in technical panels
- 7.2.8 Research fellowship or visiting professor appointment in a reputable foreign university
- 7.2.9 Invitation to review or referee published articles, research output/creative work within the discipline
- 7.2.10 Invitation to sit in other review bodies (such as those that award grants or awards)

SECTION 8 EVALUATION PROCEDURE

8.1 Review Levels

- 8.1.1 Recommendations for promotion begin at the department level, through the Chair and Department Academic Personnel Committee and are forwarded to the Dean for evaluation and endorsement by the Dean and College APC.
- 8.1.2 A counterpart committee at the constituent university level (Academic Personnel and Fellowships Committee or University Academic Personnel Board), chaired by the Vice Chancellor for Academic Affairs, reviews College recommendations for promotion.
- 8.1.3 Promotions up to the rank of Assistant Professor are decided by the Chancellor. Recommendations for higher rank promotions are endorsed by the Chancellor to the System Committee for Promotions chaired by the Vice President for Academic Affairs. The System committee endorses its recommendations to the President.

- 8.1.4 Final approval of recommendations for promotion to or at the rank of Associate Professor and Professor comes from the Board of Regents, upon the recommendation of the President.
- 8.2 If the faculty member is an affiliate faculty member in another constituent university during the period of evaluation, both the home and the second unit shall evaluate the faculty member.
 - 8.2.1 The home unit shall evaluate the affiliate faculty member for teaching and/or scholarly or creative work if he/she teaches there and/or has done work on the discipline.
 - 8.2.2 The second unit shall evaluate the affiliate faculty member for teaching and scholarly performance if he/she teaches in the second unit or has done research on a subject related to the nature and scope of the second unit.
 - 8.2.3 The recommendation for promotion may emanate from either unit, provided the affiliate faculty member's record is evaluated by both the primary and secondary units. The recommending unit shall send the documents to the Vice President for Academic Affairs, who shall then refer the recommendation to the other unit for evaluation.
 - 8.2.4 After evaluating the affiliate faculty member's record, both units shall forward their recommendation to a joint committee chaired by the Vice President for Academic Affairs and consisting of the Vice Chancellors for Academic Affairs of the two units concerned.
 - 8.2.5 The System committee shall send its recommendation to the President, for approval by the Board of Regents.

- 8.3 A faculty member who finds that his/her accomplishments were not adequately considered by the review bodies may appeal to the next higher body.
- 8.3.1 In making and considering the appeal, the following shall be considered: bias or unfairness in the review process (the level of review must be identified), and insufficient consideration of the faculty member's accomplishments compared to others in the same rank and discipline/field.
- 8.3.2 Corrective promotion in relation to past promotions may not be the subject of appeal unless from the outset, the promotion was announced as corrective promotion. In this case, the University shall determine the cut-off date for past promotions and include it in the announcement of corrective promotion.

CHAPTER XVI

DRESS CODE

All members of the faculty should, during official work hours, be attired in a manner befitting the faculty's professional stature.

PART II: APPENDICES

We shall adopt:

- 1) The University of the Philippines Code of the Ethics

[http://www.ovcaa.upd.edu.ph/files/web/
Code_of_Ethics_for_Faculty_Members.pdf](http://www.ovcaa.upd.edu.ph/files/web/Code_of_Ethics_for_Faculty_Members.pdf)
(Faculty Manual 2003 pp. 139 – 141)

(Approved at 63rd University Council Meeting on 8 December 1998 and noted at the 1128th meeting of the UP Board of Regents on 28 January 1999.)

With faith in humankind and the quest for knowledge and with commitment to the best in our profession as educators in order to liberate the human spirit, we the members of the faculty of the University of the Philippines hereby, pledge to:

- I. Uphold the honor of the University of the Philippines, first and foremost;
- II. Pursue excellence in instruction, research and extension, and work continuously towards advancing our knowledge and skills to a level comparable with the best in the world;
- III. Promote a strong sense of nationalism and enduring concern for social justice, gender equality, cultural values, community welfare, and protection of the environment;
- IV. Keep academic freedom inviolate in the performance of our roles and responsibilities as teachers and scholars with integrity, honesty, creativity, propriety, fairness and devotion;
- V. Instill in our students the passion for learning, the discipline attendant to the pursuit of excellence, intellectual honesty, and respect for the humane;
- VI. Relate with our colleagues in the spirit of cooperation, camaraderie, and professionalism;
- VII. Maintain honesty and fairness in our dealings with colleagues, students and entities outside of the University;
- VIII. Reject activities and interests that interfere with our responsibilities as faculty members and conflict with the interests of the University;
- IX. Participate actively in the effective governance and institutional development of the University; and
- X. Abide by the laws of the land and provisions of the Charter of the University and the University Code, as well as the lawful rules and regulations of the duly constituted authorities of the University System.

- 2) RA 6713 Code of Conduct and Ethical Standards for Public Officials and Employees.

http://www.dilg.gov.ph/PDF_File/issuances/republic_acts/RA_6713.PDF

- 3) UP Anti-Sexual Harassment Code

<https://www.up.edu.ph/index.php/up-anti-sexual-harassment-code/>

- 4) RA 10173: Data Privacy Act 2012

<https://privacy.gov.ph/data-privacy-act/>

- 5) RA 8293: Intellectual Property Code of the Philippines

<http://www.chanrobles.com/legal7intellectualpropertycodeofthephilippines.html#.WsTb84huZPY>

LIST OF REFERENCES:

- 1) UP Manual Series 2: Shaping our Institutional Future
- 2) UP System Code 1961
- 3) UP System Code 2006
- 4) UPD Faculty Manual 2003
- 5) UPD Faculty Manual 2005
- 6) Memo No. 2016-A02: UPCM Teaching in Other Medical Schools
- 7) Compendium of Policies & Practices for the Guidance of the Academic Personnel & Fellowship Committee (APFC) October 2011
- 8) Board of Regents Resolutions & Circulars