



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

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S.2. There is a provision for incentives of overload teaching in accordance with the CMO of the program and/or Institutional guidelines.

Documents attached:

- ARTICLE 17
- FACULTY MANUAL



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LIFTED FROM UNIVERSITY CODE

ARTICLE 17: THE ACADEMIC PERSONNEL

Section 11: Working Hours

Full-time members of the faculty shall be required to render 25 hours a week on campus. However, the President may, under certain conditions, require them to render more than 25 hours but not exceeding 40 hours a week.

Each member of the faculty shall be available for consultation at least five hours a week during regular office hours. The Department Chair, in consultation with the faculty member, shall determine at the beginning of every semester the specific time of the day when the consultation hours shall be.

Faculty members with administrative assignments or designations, hence with reduced teaching loads, shall be required to render 40 hours a week service.

LIFTED FROM UNIVERSITY POLICIES AND GUIDELINES OVPAA P. 22-23

Regular Faculty Working Hours

The weekly working hours (normal load) of regular faculty members shall consist of:

	For Undergraduate School	For Graduate School
Required teaching (regular load)	15 hours	9 hours
Required quasi-teaching (advising, etc.)	<u>10 hours</u>	<u>10 hours</u>
Total	25 hours	19 hours

The President may, under certain conditions, require regular faculty members to render more than twenty five (25) hours but not exceeding forty (40) hours a week.

Additional part-time teaching (with additional compensation) not to exceed twelve (12) hours per week may be assigned in the undergraduate level, but not in the graduate school.

Based on the above, each unit of graduate school teaching load shall be equivalent to 1 2/3 units of teaching load in the undergraduate level. Thus, every three units in the graduate school is equivalent to five units in the undergraduate level. This is computed by either of the following methods:

Method 1: 3 units x 1 2/3 = 5 units



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Method 2: $3 \text{ units} \div 0.6 = 5 \text{ units}$

Example:

If a faculty member is given a teaching load of six (6) units in the graduate school and another six (6) units in the undergraduate level, his total equivalent load would be as follows:

	Actual Load	Equivalent Load
Graduate School	6 units	10 units
Undergraduate	<u>6 units</u>	<u>6 units</u>
Total	12 units	16 units

The sixteen (16) units in the example shall thus be considered to consist of:

Regular Load	15 units
Part-time Load	<u>1 unit</u>
Total Load	16 Units

Part-time Faculty Working Hours

Part-time faculty members shall be given teaching assignments of twelve (12) hours or less per week depending upon the availability of subjects, and provided that in no case shall assignments for graduate school subjects exceed nine (9) hours per week. Appointment as a part-time faculty member shall be on a semestral basis.



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LIFTED FROM UNIVERSITY CODE BOOK 2-CONDITIONS OF EMPLOYMENT

SECTION 4. Compensation

Regular and non-regular members of faculty shall receive compensation in accordance with the salary scale approved by the Board of Regents and/or in accordance with existing laws, rules and regulations.

Non-regular faculty members shall be paid for each hour of actual service and for such other compensable services in accordance with existing laws and policies approved by the Board of Regents.

Regular and non-regular faculty members may be allowed to teach and/or study after their office hours in the university; Provided, that the maximum load in semestral courses shall be twelve hours, except in such cases where the President for good reason allows an increased load. Request for permission to teach and/or study should, however, be secured at least one week before the start of the school term, in accordance with existing rules and regulations.



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FACULTY MANUAL

Prepared by
PUP Department of Research, Planning & Development



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7. ACADEMIC PRACTICES

7.1 Teaching Load

7.1.1 Teaching Load may either be regular, reduced load or extra load.

7.1.1.1 Regular Load

7.1.1.1.1 A teaching load of 15 hours a week shall be required for a full-time faculty member.

7.1.1.2 Reduced Load

7.1.1.2.1 The teaching load prescribed above may, however, be reduced in case a member of the faculty is assigned either to undertake research, creative writing or related activities; to perform administrative function or committee work, in which case, the Dean or Director may recommend the appropriate reduction in teaching load based on University policies.

7.1.1.3 Extra Load

In order to allow every faculty member a fair and equitable chance of enjoying the privilege of getting assignments for extra-load teaching, the following factors are given primary considerations:

7.1.1.3.1 Teaching Efficiency

Based on the latest Performance Evaluation System (PES) for Academic Area and Student Evaluation Ratings, the distribution of extra teaching loads to faculty members shall be as follows:

PES Rating	Maximum Extra Teaching Load
Outstanding	9 - 12 hours a week
Very Satisfactory	3 - 9 hours a week
Satisfactory	0 - 3 hours a week

7.1.1.4 Part-Time in Other Institutions

Regular faculty members who wish to teach part-time in other educational institutions may be permitted, provided they have not been given the maximum part-time load in the



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University, and provided further, that such assignment shall not be prejudicial to the performance of their regular duties in the University.

They are also required to file an official request through channels. Those who are already teaching in other schools are required to file a certification indicating among other things, the number of hours and schedule of classes they teach.

7.1.1.5 Substitution

Under special circumstance, a faculty member may be required to take over a subject or subjects of another who may not be able to handle the class for the rest of the semester. Such subject(s) shall not be construed as part of extra load, but should be counted above and beyond the extra load.

7.1.1.6 Computation of Teaching Load

7.1.1.6.1 For the purpose of computation, one hour of non-laboratory work or the equivalent number of non-laboratory work shall be considered as equivalent to one hour of teaching load; Provided, that the President, in his discretion, may consider other equivalents.

7.1.1.6.2 Graduate courses may be given one and one-half time as much weight as that of purely undergraduate courses.

7.1.1.7 Exceptions

7.1.1.7.1 Whenever conditions in the University are such that the foregoing rules on teaching load are inapplicable, the University President is authorized to make proper exceptions.

7.2 Examinations and Grades

Faculty members are held responsible for keeping the records of examinations and grades of their students.

7.2.1 Grading System

The following rating system with its percentage equivalent shall be adopted by the University:

Grade	Percentage	Descriptive Equivalent
1.0	97-100	Excellent
1.25	94-96	Excellent