Academic Promotion of Higher Education Teaching Personnel

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I. Landscape of Phil Higher Education

II. Policies on Academic Promotion

III. Case Studies Trends / HEI Practices

IV. Issues and Challenges
Definition of Terms

• **Faculty** - a member of academic personnel engaged in actual teaching, research, extension, and production assignments either on a full-time or part-time basis.

• **Academic Personnel** - includes those who are formally engaged in actual teaching or in research assignments, either on full-time or part-time basis.

• **Private Higher Education Institutions** - are classified as non-stock and stock educational institutions.
  - **Stock educational institutions** - is a higher education institution organized as a stock corporation under the Corporation Code of the Philippines.
  - **Non-stock educational institution** - is a higher education institution organized as non-stock corporation in accordance with the Corporation Code of the Philippines.

• **State Universities and Colleges** - are chartered universities in the Philippines and funded by the Philippine government.
Philippine Qualifications Framework (PQF)

- **Elementary**: One (1) Year
  - Six (6) Years
  - Four (4) Years Junior HS + Two (2) Years Senior HS + TESD Specialization (NC I and NC II) + Arts & Sports

- **Secondary**

- **Tertiary**
  - Technical Education and Skills Development
  - Baccalaureate, Post-Baccalaureate, Post-Doctoral/Specialization
I. Philippine Higher Education

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THE PHL QUALIFICATIONS FRAMEWORK
(Approved by the NEDA SDC-Cabinet on May 18, 2012)

BASIC ED

TESD

HIGHER EDUCATION

DOCTORAL AND POST DOCTORAL

POST BACCALAUREATE

BACCALAUREATE

DIPLoma

NC IV

NC III

G12

NC II

10

NC I
Types of Philippine Higher Education Institutions

State Universities and Colleges – Refers to any public institution of higher learning that was created by an Act passed by the Philippine Congress. These institutions are fully subsidized by the national government, and may be considered as a corporate body.
Types of Philippine Higher Education Institutions

- **Private Higher Education Institutions** - refers to sectarian or non-sectarian educational institutions established and incorporated as a no-stock, or stock educational corporation in accordance with the Corporation Code of the Philippines and the Education Act of 1982 (BP 232) as amended by RA 7798.
II. POLICIES GOVERNING ACADEMIC PERSONNEL IN PRIVATE HEIS
2. National Policies on Academic Personnel in Private HEIs

- Article 35 of the Manual of Regulation for Private Higher Education Institution

Minimum Faculty Qualification

1) FOR UNDERGRADUATE PROGRAMS:
   - Holder of a master’s degree to teach mainly in his field and where applicable
   - Holder of professional license requiring at least s bachelor’s degree for the professional course

2) FOR GRADUATE PROGRAMS
   - For Master’s program: There shall be at least one full time faculty who holds a doctoral degree, and at least three (3) full-time faculty who are a master’s degree holder in the discipline.
   - For professional master’s program: A holder of at least a professional master’s degree.
   - For the doctoral program – there shall be at least three (3) full time faculty members who are doctoral degree holders, and who have published research work on refereed journals
   - For the professional doctoral program - a holder of professional doctoral degree, Faculty complement shall be defined in the policies and standards set by CHED
National Policies on Academic Personnel in Private HEIs

• **Article 36. Full time and Part-time faculty**
• A FULL TIME Faculty or academic personnel is one who meets all the following requirements:
  • 1) who possesses at least the minimum academic qualifications prescribed under the Manual of Regulations
  • 2) who is paid monthly or hourly, based on the regular teaching load as provided for in the policies of CHED
  • 3) Who devotes not less than eight (8) hours of work a day to the school
  • 4) Who have no other remunerative occupation elsewhere requiring regular hours of work, except when permitted by the HEIs
  • 5) Who is not teaching full time in another HEI.

• **THOSE WHO DO NOT MEET THESE REQUIREMENTS ARE CONSIDERED PART-TIME FACULTY**
Terms and Conditions for Private Academic Personnel

• Section 114. **Conditions of employment.** Every private HEI shall promote the improvement of the economic, social, and professional status of all its personnel.

• Section 115. **Compensation** - Every PHEI shall provide for a compensation policy that shall be graded or scaled into account performance, merit earned, qualifications, and responsibilities of the various positions.

• Section 116. **Employment contract** – All PHEIs shall execute a written employment contract with its teaching and non-teaching academic employees, whether permanent or probationary or part time.
2.1 POLICIES ON ACADEMIC PERSONNEL IN STATE UNIVERSITIES AND COLLEGES (SUCS)
State Universities and Colleges

• **RA 4670 Magna for Public School Teachers** – An act to promote and improve the social and economic status of public school teachers, their living and working conditions, their terms of employment and career prospects in order that they may compare favourably with existing opportunities in other walks of life, attract and retain in the teaching profession more people with the proper qualifications.
Highlights of the Policies

• Article II Sec 3 (d) Recruitment and career
• For teachers of courses on the collegiate level, other than vocational, master's degree with a specific area of specialization;
  • Provided, further, That in the absence of applicants who possess the minimum educational qualifications as hereinabove provided, the school superintendent may appoint, under a temporary status, applicants who do not meet the minimum qualifications:
    • Provided, further, That should teacher-applicants, whether they possess the minimum educational qualifications or not, be required to take competitive examinations, preference in making appointments shall be in the order of their respective ranks in said competitive examinations: And provided, finally, That the results of the examinations shall be made public and every applicant shall be furnished with his score and rank in said examinations.
Highlights of the Policies

• Article III. HOURS OF WORK AND REMUNERATION

• Sec. 13. Teaching Hours. Any teacher engaged in actual classroom instruction shall not be required to render more than six hours of actual classroom teaching a day, which shall be so scheduled as to give him time for the preparation and correction of exercises and other work incidental to his normal teaching duties:

  Provided, however, That where the exigencies of the service so require, any teacher may be required to render more than six hours but not exceeding eight hours of actual classroom teaching a day upon payment of additional compensation at the same rate as his regular remuneration plus at least twenty-five per cent of his basic pay.
Sec. 15. Criteria for Salaries.

- Teacher's salaries shall correspond to the following criteria:
  - (a) they shall compare favourably with those paid in other occupations requiring equivalent or similar qualifications, training and abilities;
  - (b) they shall be such as to insure teachers a reasonable standard of life for themselves and their families; and
  - (c) they shall be properly graded so as to recognize the fact that certain positions require higher qualifications and greater responsibility than others:
CASE STUDY OF ACADEMIC PROMOTION @ PNU
Case Study of the Academic Promotion @ the Philippine Normal University

• The Philippine Normal University is known as the Philippine Normal School founded on Sept 1, 1901 through Act of the Philippine Constitution as the first institution of higher learning organized during the American regime.

• PNC was converted into the Philippine Normal College on June 18, 1949. It became a full-fledged university on Dec 26, 1991.

• The PNU has been regarded as the premier institution for the training of teachers and educational leaders.
PNU Policies on Recruitment

• **HIRING**

- Hiring is based on the need of the department for services, which cannot be fulfilled by full time members of the department.

- The need is determined by the department head and reported to the College Dean.

- Search for the faculty member is done through the ff:
  - Recommendation from colleagues who are aware of the vacancy
  - Files of application sent to the Office of the President and forwarded to the Office of Vice President for Academics and sorted out and sent to the College Deans for their evaluation and
The Compensation Plan (CP) under RA No. 6758 is an orderly scheme for determining rates of compensation of government personnel. It was crafted to attract, motivate and retain good and qualified people to accomplish the Philippine Government’s mission and mandates, to encourage personal and career growth, and to reward good performance and length of service.

The compensation components, namely:

- basic pay or salaries,
- fringe benefits,
- incentives and
- non-financial rewards which provide reasonable levels of compensation packages within existing government resources, and are administered equitably and fairly.
PNU Policies on Step Increment and Allowance

- A one (1) step increment shall be granted to officials and employees for every 3 years of continuous satisfactory service in their present positions.
- Government personnel who are paid salaries on monthly basis shall be granted PERA of P500 each per month.
- The PERA of government personnel paid on daily or part-time basis shall be computed as follows, based on the actual services rendered during the month but not to exceed P500 per month:

- P500/Month Number of Days
  - PERA for the Month = -------------------------- Worked During xx Work Days/Month the Month
- Actual services rendered during the month for which PERA is to be paid shall include leaves of absences with pay.3.9.2.3.4
PNU
Selection of Faculty member

1. Evaluation of the credentials
2. Masters degree or its equivalent
3. Interview
4. Endorsement to the Dean
5. Dean endorses to VP Academic
6. The President informs the applicant of the decision

The President informs the applicant of the decision
PNU Screening Procedure

- **Presence of a University Merit system:**
  - 1. *Educational qualification* – minimum qualification is a masters degree or its equivalent in the appropriate specific area of specialization
  - The hiring of faculty members shall be subject to the relevant educational qualification by rank/sub-rank and the Merit System Plan.
  - In the absence of a qualified faculty, the following are recruited based on order of preference:
    - Holder of Bachelor of Science or Bachelor in Elementary Education
    - Holder of Bachelor’s degree and has finished at least 18 units of professional education and at least 18 units in master’s unit in relevant area of specialization
PNU Screening Procedure

• The order of preference:

1. Has taught for a minimum of two (2) years in tertiary level

2. Belong to the first ten in the appropriate Board exam

3. Graduated with academic honors such as summa cum laude, magna cum laude and cum laude

4. Has received scholarship grants, fellowship, travel grants and the like

5. Has achieved national and international prominence in the area of specialization.
PNU Recruitment and Hiring Procedure Flowchart

- **Department Head**
  - Request for new faculty

- **Applicants**
  - Submit application letter with accompanying document addressed to the President

- **Office of the President**
  - Refers the application to the Office of Vice President for Academics for Evaluation
PNU Recruitment and Hiring Procedure Flowchart

Dean and Department Head
- Evaluate the applicants credentials to determine primarily the appropriateness of the educational qualification and the adequacy of the teaching experience

Department head
- Interviews the applicants to validate the credentials and to determine his/her communication skills and predispositions

Dean
- Endorses the applicants to the VP for Academics for further scrutiny of requirements
PNU Recruitment and Hiring Procedure Flowchart

VP for Academics
- Submit the endorsement and applicant to the VPFAD and to HRMO to conduct background investigation of the qualified applicant

VPFAD
- Submits the endorsement and applicants record to FASEC for the evaluation

FASEC
- Submit the application to the President for approval
PNU Recruitment and Hiring Procedure Flowchart

- Finalize the hiring and confirm the appointment of applicant in writing

President
PNU Employment Status

• **Permanent** – A permanent appointment shall be given to a faculty after the probationary period of no more than four (4) consecutive terms or two years but not less than one year.

• **Temporary**
  
  • A temporary appointment shall be issued to an individual who is employed due to exigencies of service and shall be given three (3) years to meet the required minimum educational qualification.
PNU Types of Faculty Appointment

• Regular Faculty

1. **Full-Time** – These faculty members meet all the minimum requirements as prescribed in the merit system and whose main functions include instruction research, extension and production in pursuance to the vision- mission of the university

2. **Associate Faculty** – These faculty members are based in a particular college and are invited to render instruction, research, extension or production services to other colleges and departments within the university/college
Types of Faculty Appointments

• Non-regular faculty
  1. **Part-time Faculty** – These faculty members are employed to teach on a term basis (semester or Summer), They receive honorarium on an hourly rate. Though their present is required on class hours only, they are also expected to undertake assigned tasks and spend time to conduct research, improve and augment productivity and promote and develop extension services pursing vision and mission of the college/university

  2. **Visiting professor** - are those invited by the university from other institution on to render services in form of instruction, research, extension service and the life for the duration of a program, Foreign professors are invited to speak in a forum, symposium or a lecture series.
Types of Faculty Appointments

• NON-REGULAR FACULTY
  3. Exchange Professor – are those coming from campuses and invited to render services in the form of instruction, research, extension service and the like for the duration of a program. For a fixed period of time, usually from six (6) months to two years.

  4. Adjunct faculty – This refers to cooperating principals, department heads, grade-level chairpersons, cooperating teachers, and others who are directly involved in the supervision of students performing their off-campus practice teaching.

  5. Contractual faculty – Faculty members hired on a full-time, monthly basis to conduct instruction, and research services to the University/College

  6. Professor Emeritus – a retired faculty member or administrator who holds the rank of a Full Professor at the University/College upon his retirement and is given the title in recognition of exceptional competence in a specific field of specialization
Appointment of Full Time Faculty

- **Instructor 1**
  - At least 65 pts and below
  - A bachelor’s degree holder who graduated with honors or one belonging to the top ten of licensure exam
  - Appointment to Instructor II is subject to the ff requirements: A masters degree holder in the area of specialization CCDE points of at least 66

- **Assistant Professor**
  - Master’s degree holder
  - CCE point so f at least 88 points
  - Qualitative contributions in instruction

- **Associate Professor**
  - CCE points of at least 124 with Master’s degree in the area of specialization
  - Qualitative contributions in instruction, research, extension and production in at least 4 functional areas

- **Professor**
  - **CCEE points** of at least 159
  - Doctorate holder
  - Qualitative contributions in instruction, research, extension and production in at least 3 functional areas
PROMOTION AND ADVANCEMENT
General Guidelines

BASES FOR PROMOTION AND ADVANCEMENT

1. General Guidelines
   • A faculty shall be promoted/advanced to a higher faculty rank/sub-rank on the basic of extent to which she meets specific requirements and/or standards

2. Bases for promotion
   • Presence of a Common Criteria for Evaluation
   • Shall be quantitative evaluation of the educational qualification experience and length of service, and the professional development, achievement, and honors of every faculty
   • Educational qualification
   • Experience and professional services
   • Professional development, achievement and honors
General Guidelines

Bases for promotion and advancement

2. Common Criteria for Evaluation
   • Qualitative Contribution for Evaluation (CCE)
     • Instruction
     • Extension
     • Productivity
     • Research
Performance Appraisal of HE Personnel in SUCs

- It is stipulated in National Budget Circular (NBC) 461
  - Performance Appraisal System
  - It is used to assess instructional competencies of every faculty
  - Performance appraisal shall be conducted at the end of each term, (semester and summer)
  - NO faculty shall be considered for promotion without a record of two performance ratings of at least VERY SATISFACTORY performance
Promotion and Advancement Cycle

- Promotion and advancement shall be done every odd year without prejudice to interim promotion; on account of degrees earned during that period.
Procedures for Promotion

• Subject to the relevant educational qualification by rank/sub-rank and the Merit System Plan
• HRMO files vacancy after approval of the University President
• Application policies follow NBC 461
• The Faculty and Academic Staff Evaluation Board shall assist the University president in the screening of applicants for promotion
## Point Allocation and Salary Grade Under NBC 461

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<thead>
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<th>Faculty Rank</th>
<th>Minimum Educational Qualification</th>
<th>Sub0rank</th>
<th>Salary Grade</th>
<th>Point Bracket</th>
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Benefits, Incentives, Privileges and Awards

A. Benefits

- Government Service Insurance System Benefits
  - Retirement
  - Separation
  - Compulsory Life Insurance
  - Sickness and Income benefits
  - Medical benefits
  - Death and Accidental Benefits
  - Survivorship benefits
  - Cash Surrender Value
- GSIS Loan
- Leave Benefits (vacation and sick leave, maternity leave)
- Pag-IBIG (Home Devt Mutual Fund)
- Employment Compensation Program
Benefits, Incentives, Privileges and Awards

2. Incentives
- Personal Emergency and Relief Allowance (PERA)
- Year-end Bonus and Cash Gift
- Clothing Allowance
- Productivity Incentive
- Longevity Service Incentive
- Professional Incentive Program
- Research incentive
- Study Grants
- Scholarship
- Professional Development Activities
Benefits, Incentives, Privileges and Awards

3. **Awards and Recognition**
   - Distinguished Teacher of the Year Award
   - Professorial Chair Award
   - Emeritus Award

- No real evaluation, and monitoring of its implementation at a country level
  - Equality of opportunity in higher education
  - Working conditions of academic personnel
  - Access to information of academic personnel
  - Support to publication and dissemination of research
  - Participation in international conference and symposia
  - Linkages and networking among researchers
THANK YOU

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