

FACULTY WORKLOAD GUIDELINES

Article 92. Faculty Workload¹

Section 1. All University personnel with academic rank shall teach.

Section 2. Teaching and Curricular Activities

a. Equivalent Credit Unit per Week

- (1) Faculty workload will be based mainly on teaching contact hour per week (CHW) expressed as 1 CHW = 1 unit.
- (2) The number of preparations shall be credited with 0.5 unit/subject taught.
- (3) The computation of workload for actual teaching contact hour will be as follows:
 - i. For either lecture or recitation classes of up to 50 students per class:
 - Undergraduate: 1 CHW = 1 unit
 - Graduate: 1 CHW = 1.25 units
 - For a class with more than 50 students, an additional 0.05 unit per student shall be credited but not to exceed 4.0 units per class.
 - ii. Laboratory fieldwork (25 students/class) and practical work classes (40 students/class):
 - 1 CHW = 0.8 unit for both undergraduate and graduate courses
 - For a class with more than the minimum number of students, an additional 0.05 unit per student shall be credited.

Section 3. Thesis Advisement

- a. Undergraduate: 0.5 per student, with a maximum of 6 student-advisees only, unless there are no other available advisers in the particular field/area of specialization.
- b. Graduate: 1.0 unit for Chairman and 0.5 unit for member of the Advisory Committee.
- c. Credit unit for thesis advisement shall be given only when the student is enrolled in the thesis.
- d. For thesis critic, 0.3 per student but not to exceed a total of 3.0 units.

Section 4. The normal full load of faculty members will be 18 units of actual teaching contact hours or 12 units of actual teaching hours plus 6 units of administrative, co- and extra-curricular load. The distribution of credit units for the different categories of faculty members will be as follows:

ITEM	REGULAR FACULTY MEMBERS	DEPARTMENT CHAIRS	DEANS/DIRECTORS/ PRINCIPALS
Actual teaching contact hours	18	15	12
Administrative, Co- and extra-curricular activities	0	3	6
TOTAL	18	18	18

¹ BOR Resolution No. 10-2007 dated March 1, 2007

FACULTY WORKLOAD GUIDELINES

Section 5. Senior faculty members shall handle at least one basic undergraduate course.

Section 6. All workloads will be recorded in the workload form for the determination of actual faculty workload, overload, and/or overtime pay, if any.

Section 7. Overtime pay in the form of honoraria may be given for courses held outside the regular official time or on Saturdays.

Section 8. Credits for co- and extra-curricular activities may be granted equivalent teaching contact hours.

Section 9. Workload among department faculty members should be equalized as far as practicable; otherwise no overload pay will be authorized.

Section 10. A maximum of six (6) ETL overload shall be allowed and paid per semester for each faculty.

Section 11. The workload submitted by faculty members shall be subject to a review, evaluation and confirmation process to be done by the Office of the Vice President for Academic Affairs in coordination with concerned offices.

Section 12. Holders of non-academic rank who are qualified to teach may be tapped to teach outside of their official time and shall be paid by the hour based on existing policies and guidelines.

Section 13. Visiting/Affiliate Professors and professionals who are invited to teach in the university shall be paid by the hour based on applicable policies and guidelines.

Section 14. Administrative Duties and Responsibilities

- a. The equivalent workload units for duly designated administrative duties shall be as follows:

(1) Vice Presidents	15 CHW
(2) Dean and Director and their equivalent	12 CHW
(3) Institute/Center/Program Director, Office Chief, Principal	9 CHW
(4) Department Chair/ Chief/ Unit Officer	4-7 CHW
<u>No. of Faculty Members</u>	<u>CHW</u>
5 and below	4
6-10	5
11-15	6
16 & above	7

In case of multiple designations in the foregoing administrative assignments, the additional credit workload earned must not exceed 25% of the original designation.

Section 15. Co-curricular and Extra-curricular Equivalent Credits

- a. College Designations. Faculty members designated to perform academic-related assignments during a semester shall be entitled to the following workload units:

FACULTY WORKLOAD GUIDELINES

(1)	Secretary Office	3-6 CHW <u>CHW</u>
	Vice President	6
	College/ Program Office	3
(2)	College/HS Registrar	4-6 CHW
	<u>Number of Students</u>	<u>CHW</u>
	300 & below students	4
	301 – 500	5
	> 500	6
(3)	Assistant College Registrar (Dean’s option)	50% of the CHW of the College Registrar
(4)	Section Head (3 faculty members minimum)	1 CHW
(5)	Research Coordinator	3 CHW
(6)	LSC Coordinator	3 CHW
(7)	Field/Major Practice Coordinator	3 CHW
(8)	Farm Manager	3 CHW
(9)	NBC Coordinator	1-3 CHW
(10)	University Accreditation Coordinator	3 CHW
(11)	Other Designations:	1 CHW
	i. Budget/Property Officer	
	ii. Training/Extension Coordinators	
	iii. Librarian	
	iv. Statistician	
	v. Guidance Coordinator	
	vi. Student Teaching Supervisor	
	vii. Accreditation Coordinator	
	viii. Alumni Coordinator	
	ix. Faculty Evaluation Coordinator	
(12)	ASTS Designations:	
	i. Dorm In charge	2 CHW
	ii. Mess Hall In charge	2 CHW

In case of multiple designations in the foregoing academic-related assignments, the equivalent credit workload earned should not exceed 6 units. If there are 2 or more designees, the credit units shall be divided equally among them.

- b. Officially approved production and research activities for which a faculty member does not receive honorarium or incentive shall be entitled to the following workload credits:

(1)	Production	
	i. Project-in-Charge (university-wide)	3 CHW
	ii. Project-in-Charge (college level)	2 CHW

FACULTY WORKLOAD GUIDELINES

(2) Research:

	<u>University</u>	<u>College</u>
i. Program Coordinator	5	4
ii. Program Leader	4	3
iii. Project Leader	3	2
iv. Study Leader	2	1

Provided that where one faculty is designated to undertake production and research activities at the same time in one given period, the credit workload should not exceed a total of 7 units. If there are two or more designees, the credit units shall be divided equally among them.

c. Student Services (with official designations)

(1) OSA Guidance Counselor	3 CHW
(2) OSA Psychometrician	3 CHW
(3) Service Coordinator (OSA)	3 CHW
(4) Adviser, USSC	3 CHW
(5) Adviser, College Student Council	2 CHW
(6) Adviser, Dept. Student Council	1 CHW
(7) Adviser, Recognized Student Organization	1 CHW
(8) Class/Block/Year Level Adviser	0.5 CHW
(9) Room in charge	0.5 CHW
(10) High School Designations:	
i. Section Adviser	3 CHW
ii. SBO Adviser	3 CHW

d. Cultural and Sports Activities

(1) Cultural/Sports Trainer	1-3 CHW
(2) Varsity Coach	
i. Major Event	3 CHW
ii. Minor Event	2 CHW
(3) Unit Athletic Manager (1 st semester only)	3 CHW

If there are 2 or more designees or if an Assistant Athletic Manager is designated, the credit is divided equally between or among them.

e. Committee Designations

(1) Chairman, university-wide standing and/or ad hoc committee (semestral or yearly duration)	
Yearly	2 CHW
Semestral	1 CHW
(2) Member, university-wide standing and/or ad hoc committee (semestral or yearly duration)	
Yearly	1 CHW
Semestral	0.5 CHW

FACULTY WORKLOAD GUIDELINES

- (3) National Committees; Technical Panel; Technical Working Groups; Task Forces and similar assignments with official university designation and approval (w/o honorarium)

Chairman	3 CHW
Member	2 CHW

- (4) Regional, Provincial, Local Committees; Technical Working Groups; Task Forces and similar assignments with official university designation and approval (w/o honorarium)

Chairman	2 CHW
Member	1 CHW

Credit for committee designations is subject to the submission of an accomplishment or output report.