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CHAPTER 1

HISTORY AND LEGISLATIVE FOUNDATION

A Brief History of the Cagayan State University

Presidential Decree 1436, issued by President Ferdinand Marcos on June 11, 1978, in the exercise of his legislative powers under martial law, merged the Cagayan Valley College of Arts and Trades at Tuguegarao City, the Northern Luzon State College of Agriculture at Piat, the Cagayan Valley Agricultural College at Lal-lo, the Aparri Institute Technology, Aparri School of Arts and Trades (Aparri), the Bukig National Agricultural and Technical School, the Gonzaga National and Technical School, the Sanchez Mira National and Technical School and Western Cagayan School of Arts and Trades at Lasam into the Cagayan State University. It was at the instance of Senate President, then Defense Secretary, Juan Ponce Enrile, a native of Gonzaga, Cagayan, that President Marcos legislated the university into existence.

Aside from the charter of the university, Presidential Decree 1437 provided for the governance of state universities and colleges. Many of the provisions of this decree were later repealed by Republic Act No. 8292, the Higher Education Modernization Act that is presently the controlling law in respect to state universities and colleges. The provisions of the university charter, however and of P.D. 1437 that have not been impliedly repealed by R.A. 8292 remain in force.

At the time the university commenced existence, the heads of the various component colleges and institutions that lost their autonomy due to merger became “Campus Deans”, to whom were devolved some of the powers of administration relative to their respective campuses.

The first President of the University was Dr. Manuel T. Corpus who served from 1979 to April 1989. He was assisted by Dr. Joselito Jara, Vice President for Academic Affairs.

On May 8, 1989, Hon. Lourdes Quisumbing, the then Secretary of the Department of Education Culture and Sports (DECS) swore into office Dr. Armando B. Cortes as the first Cagayano President of CSU. Professor Monserrat G. Babaran was also appointed as the second Vice President for Academic Affairs in June 1992 when Dr. Jara became the president of SLPS in Lucban, Quezon.

In June 1992, the Office of the Dean of the College of Medicine was set up in preparation for its opening in school year 1993-1994. Dr. Gilbert Gamez, erstwhile Dean of the University of Santo Tomas (UST) College of Medicine, was appointed as the first dean of the college. As the university programs expand, a university-wide reorganization was undertaken in July 1992.

Dr. Armando B. Cortes was re appointed as President and he was assisted by Vice President for Academic Affairs by Fr. Ranhilio Callagan Aquino, Vice President for Administrative Affairs Dr Joseph Acorda, and Vice President for Research and Extension Dr. Remigio Domingo. Sometime after 1998, because of low enrollment levels and the disturbance caused by rebel bands that frequented the area, the administration decided not to admit students to Bukig Campus.

On February 23, 1999, the Board granted the university Administration the authority to offer Bachelor of Laws and Letters (LLB) to commence School Year 1999-2000.

On May 7, 2001, the Vice President for Academic Affairs, Dr. Eleuterio C. De Leon, was appointed by the Board of Regents as the Officer-In-Charge of the University. During his term, the Board approved the University's decision to phase down the enrollment in the high school department and to limit the admission of first year high school students in Piat, Lallo and Gonzaga campuses to 500 students only.

Dr. Roger P. Perez, who was the Executive Director of the Commission of Higher Education, was elected as the third University President by the Board of Regents. He assumed office on March 15, 2004. His Administration saw the introduction of systems reforms and a boom infrastructure work in the University. Under his administration, there were many additional academic program offerings in the different campuses which include : Bachelor of Science in Accountancy, Bachelor of Science in Hospitality Industry Management, Bachelor of Science in Respiratory Therapy, Bachelor of Science in Police Administration, Bachelor of Science in Criminology, Bachelor of Science in Nursing. He likewise instituted the creation of the College of Human Kinetics and the College of Public Administration at CSU Carig, and the College of Business Entrepreneurship and Accountancy at CSU Andrews.

The then CSU Caritan was renamed as CSU Andrews as a way of recognizing the generosity of Mr. Claude Andrews who donated the lot where CSU Caritan campus is situated.

Dr. Romeo R. Quilang succeeded on March 15, 2012 as he was elected by the Board of Regents as the current University President.

NATURE AND CAMPUSES OF THE UNIVERSITY

Section 1 of P.D. 1436 makes clear that from the many pre-existing post-secondary institutions, only one university exists: the Cagayan State University: "hereby merged into a state university that shall be known as the Cagayan State University". The Cagayan State University is not a university system, nor as its campuses 'satellites'. Rather, all the campuses of the university together constitute the one entity known as the Cagayan State University that, by its charter, enjoys juridical personality. Consonant with established jurisprudence, the Cagayan State University is more accurately characterized as a "government instrumentality with corporate functions." This is also clear from the provisions of the Administrative Code of 1987:

Section 2. General Terms Define.-xxx

(10) Instrumentality refers to any agency of the national Government, not integrated within the department framework, vested with special functions or jurisdiction by law, endowed with some if not all corporate powers, administering special funds, and enjoying operational autonomy, usually through a charter. This term includes regulatory agencies, chartered institutions and government-owned or controlled corporations.

Insofar as relations with the Commission on Higher Education are concerned, the Cagayan State University's governing board is the CHED Chair, and when its governing board decides on the opening of new courses and programs, such courses and programs must

comply with policies and standards of the Commission on Higher Education. Regulatory authority over the university is exercised by its governing board, this being clearly provided for under R.A.8292.

Campuses : Cagayan State University
Andrews Campus
Tuguegarao City, Cagayan
(Central Administration)

Cagayan State University
Carig Campus

Cagayan State University
Aparri, Cagayan

Cagayan State University
Gonzaga, Cagayan

Cagayan State University
Lal-lo, Cagayan

Cagayan State University
Lasam, Cagayan

Cagayan State University
Piat, Cagayan

Cagayan State University
Sanchez Mira, Cagayan

Philosophy

The University serve the INDIVIDUAL by providing the student with a nurturing environment for optimal human flourishing. It serves the COMMUNITY by offering programs responsive to individual and social needs.

Vision

The Cagayan State University shall be recognized by the entire region and the nation as a credible and distinguished center of higher education. It shall likewise establish its own niche in the global academic community. It shall endeavor to improve from its previous best, showing that it enjoys the leading edge in higher education.

Mission

The Cagayan State University shall make quality education and formation towards the different professions accessible to all who may come to it, and who measure up to its standards. It shall be an academic community given to instruction, research and extension – educating towards the highest levels: AD OPTIMUM EDUCANS. It shall not in any way discriminate on bases unrelated to education.

CHAPTER 2

ADMINISTRATION OF THE ACADEMIC PROGRAM

A. Organizational Structure

B. Governing Board

The highest regulatory authority and policy-making body of the university is the Board of Regents (BOR) with the following composition:

Chair

Chair, Commission on Higher Education

Vice Chair

University President

Members

Chair, Committee on Education

Senate

Chair, Committee on Higher and Technical Education

House of Representatives

Director, National Economic and Development Authority

Director, Department of Agriculture

Director, Department of Science and Technology

President Alumni Association

President, Faculty Association

President, University Student Government

Private Sector Representative

The Academic Council

Composition

There shall be an Academic Council in the University with the following compositions:

College Academic Council - deans and all faculty members

Campus Academic Council - all Assistant Professors – up

University Academic Council - all Associate Professors - up

Powers

The Council shall have the following powers:

- (1) Review and recommend the curricular offerings and rules of discipline of the university to the Board of Regents;
- (2) Recommend to the Board of Regents candidates for academic degrees and titles including degrees ad eundem and honoris causa;
- (3) Pass upon and approve modes of delivery of instruction that serve the end of accessibility while safeguarding quality benchmarked by national and international best practices.

Officers

The President of the University shall be the presiding officer of the University Academic Council; the Campus Executive Officer for the Campus Academic Council and the Dean of the concerned college for the College Academic Council.

The University Secretary shall be the ex-officio Secretary of the University Academic Council. It shall be his/her duty to issue the notices for meetings of the Council, to keep the minutes of its proceedings, and to send a copy of such minutes to the President, the Vice-Presidents, the Directors, the Campus Executive Officers and the University Deans. He/She shall also forward to each member of the Council, through the Campus Executive Officers and the University and Campus Deans, a copy of the order of business of every regular meeting at least three days in advance of such meeting.

Meetings

The Academic Council shall meet at such-times as the President may determine, but at least once every academic year. The President shall have the sole right to convene the Academic Council. He may delegate the Vice-President for Academic Affairs by virtue of a special order to do the same.

Members of the faculty who attend Council meetings are authorized to assign some work to students within the meeting time.

A quorum of the University Council shall consist of the majority of its members. The existence of a quorum shall be determined by the University Secretary for the University Academic Council, a designated campus secretary for the Campus Academic Council, and a designated College Secretary for the College Academic Council.

Amendment of the Academic Manual

The provisions of the Academic Manual of the University may be amended at any regular meeting of the University Academic Council by a vote of at least two-thirds (2/3) of the members present. Provided, however, that in case a proposed amendment has been submitted to the Council at a previous meeting, or copies thereof have been furnished all the members of the Council at least three days in advance, such amendment shall take effect if approved during any meeting of the Council by a simple majority vote of all its members.

CHAPTER 3 PROFESSORS AND INSTRUCTORS

Faculty Responsibilities

In the exercise of the profession of instruction and teaching, the professor and the instructor contribute to the fulfillment of the university's mission and to the pursuit of its vision, in the self-same measure that he or she achieves personal and individual fulfillment. It is expected of our professors and instructors, whether tenured or not, to:

- Eagerly pursue knowledge and insight through assiduous and diligent study, research, publication, active involvement in scholarly pursuits and in continuing professional education with the end of passing on to their students the knowledge and insight so attained;
- Preside over class sessions efficiently, effectively and competently, and to extend the students assistance as each may need and as may be reasonably extended including but not limited to individualized instruction, mentorship, tutoring, academic counseling and monitoring;
- Lend full support to the Administration in the pursuit and the attainment of the university's philosophy, vision and mission, as well as actively take part in the activities of the college, always under the direction and in cooperation with the university and campus deans;
- Conduct himself in a morally upright manner, punctiliously observing all the laws in respect to the dignity and care of students and to act professionally, in courtesy and charity, towards other members of the professorial corps and ancillary staff; instructors and professors of the Cagayan State University shall unswervingly abide by the precepts, laws and rules of the civil service;
- Earnestly involve herself in the extension work both of the university and of her college so that the university may make an impact on the community around it, and so that instruction may also be enriched by its encounter with life experiences and social situations.

Instruction

Instruction is understood to mean the process of facilitating the acquisition of knowledge and skills with confidence and direction, geared towards the development of the analytical and creative faculties of students. Furthermore, this includes specific tasks, such as student consultation, academic advising, and all other initiatives that facilitate the process of learning. Every faculty member is expected to:

- Abide by the course syllabus, enriching it wherever appropriate;
- Develop analytical and creative thinking skills among the students
- Design alternative and innovative models of teaching for all types of students in response to various learning styles and cognizant of the phenomenon of multiple intelligence;
 - Make himself available for consultation, academic advising and other relevant functions that help improve the students' well being
 - Manifest genuine interest in the education and development of highly competent and qualified student graduates

Research

Faculty members are expected to expand frontiers of understanding, as

well as to enhance instruction through: basic and applied research, materials development, papers for local and international conferences, articles, monographs, books for publication, research and seminar papers for graduate studies, feasibility studies, creative works and other research output related to external professional activities (e.g.,consultancies, etc.). as well as participating in fellowship and other research and continuing professional education programs.

Furthermore, faculty members are expected to:

- Participate in formulating the research agenda both of their colleges and of the university
- Encourage students to become creative, innovative and productive researchers;
- Endeavor themselves to be always at the forefront of research in their own field of specialization through:
 - reading and studying recently published papers on basic and applied researches, materials development, feasibility studies, and others,
 - participating actively in local and international conferences,
 - publishing articles and monographs in recognized and refereed journals and magazines; and
 - developing seminar papers for graduate studies, creative works and other research outputs related to external professional activities.

Extension

Professors and instructors, individually and collegially, must contribute to the development of the community principally through the extension of the functions of instruction and research to the university's environs and even beyond them. They are therefore expected to be active participants in the lives of their own communities, as well as in the activities and ventures of the professional organizations to which they belong. In turn involvement in extension work must go into the enrichment, redirection, reorientation and enhancement of instruction.

To strengthen the University institutional linkages, collaboration and networking, faculty members are encouraged to:

- Participate in the formulation of policies on quality assurance system for training package, consultancy and other related faculty services outside the university;
- Explore and develop partnership with other national and international educational institutions;
- Develop and implement activities on literacy, political education, environment education, multicultural education and values education;
- Support and protect the ethnic identities of indigenous cultural communities and indigenous persons, particularly those represented by members of the university community.

Faculty Recruitment and Selection

Legal Classification

A professor or an instructor of the Cagayan State University who receives an appointment holds a “**closed career position**” defined by Civil Service rules and regulations as a position that is “scientific or highly technical in nature; these include the faculty and academic staff of state colleges and universities, and scientific and research institutions which shall establish and maintain their own merit systems”. The president of the Cagayan State University is classified as **non-career civil service officer**, a classification that includes “chairmen and members of commissions and boards with fixed terms of office and their personal or confidential staff”.

Policies

Qualified faculty applicants considered for faculty positions must have a master’s degree in the field of specialization and must possess the requisite professional license for the exercise of his or her profession. Standards and policies of the **Commission on Higher Education** (Civil Service Commission) are to be complied with.

The composition of the Faculty Recruitment and Selection committee is as follows:

Campus Level

Campus Executive Officer, Chairperson
Campus Dean of the relevant college
Department Chairman concerned, member
Faculty of the Department holding the highest permanent rank, member
Campus Faculty Association President, member

University Level

The members of the Faculty Promotions and Selection Board shall be as follows:

Vice President for Academic Affairs	- Chairman
Director of Instruction	- Vice-Chairman
Dean of the College/unit where the Vacancy exist	- Member
Faculty Club President	- Member
Chief Administrative Officer	- Member
HRMO	- Secretary

The Board shall formulate its guidelines for screening candidates in accordance with existing Civil Service rules.

POLICIES AND PROCEDURES ON PROMOTION OF FACULTY

1. The primary basis for promotion to a higher vacant position shall be the established policies in so far as they are consistent with the guidelines prescribed by Civil Service Commission and supplemented by National Compensation Circular No. 33 (NCC 33)s. 1985 and its Common Criteria for Evaluation (CCE) and NBC 461 and its common criteria for Evaluation and Qualitative Contribution Evaluation (QCE).
2. Upgrading/reclassification of faculty rank positions shall be done not oftener than once a year to conform to the performance appraisal rating period.
3. A faculty may be promoted to a higher vacant faculty rank on the basis of the extent to which he meets the specific requirements or standards, provided his performance ratings during the last two rating period are **Very Satisfactory**.
4. The comparative degree of competence and qualification of a candidate for promotion shall be determined by the following:
 - a. **Educational Qualification**
This shall be based on the highest relevant educational attainment of the candidate.
 - b. **Professional Growth, Achievement, Honors**
These shall be based on the activities and outputs of the candidate, such as published works, consultancies, research outputs, teaching awards, honors, training, scholarships, committee leadership, membership activities and community service involvement.
 - c. **Physical Characteristics and Personality Traits**
These shall be based on physical fitness, attitudes, values and habits that bear upon the position to be filled.

Potentials

This shall take into account the candidate's capability to perform not only the duties of his present job, but also to assume higher responsibilities. A scale to evaluate potential shall be constructed.

- d. Where the qualifications of two or more faculty members are at par, preference shall be given to the candidate at the campus or college where the vacancy exists.
- e. The mere filing of an administrative charge shall not constitute a disqualification for promotion. When an employee who is legitimately entitled to promotion is administratively charged, the position to which he should have been promoted shall not be filled, until after the case shall have been finally decided. However, when the exigencies of the service require the immediate filling of the position/rank, then it shall be filled by a temporary appointment to end as soon as the employee legitimately entitled to it, is exonerated. Should the employee be exonerated, he shall be promoted.

- f. A next-in-rank employee who feels aggrieved may file a protest in accordance with the pertinent Civil Service Rules.

Procedures

1. The Personnel Office, upon the approval of the President shall published / posts all vacant positions to filed, in a conspicuous place of the University.
2. The Faculty Promotion and Selections Board shall evaluate the credentials or documents submitted to the Personnel Office and make its recommendations to the President, accordingly, informing the candidates of the results of the evaluation through the Administrative Officer or Human Resource Management Officer

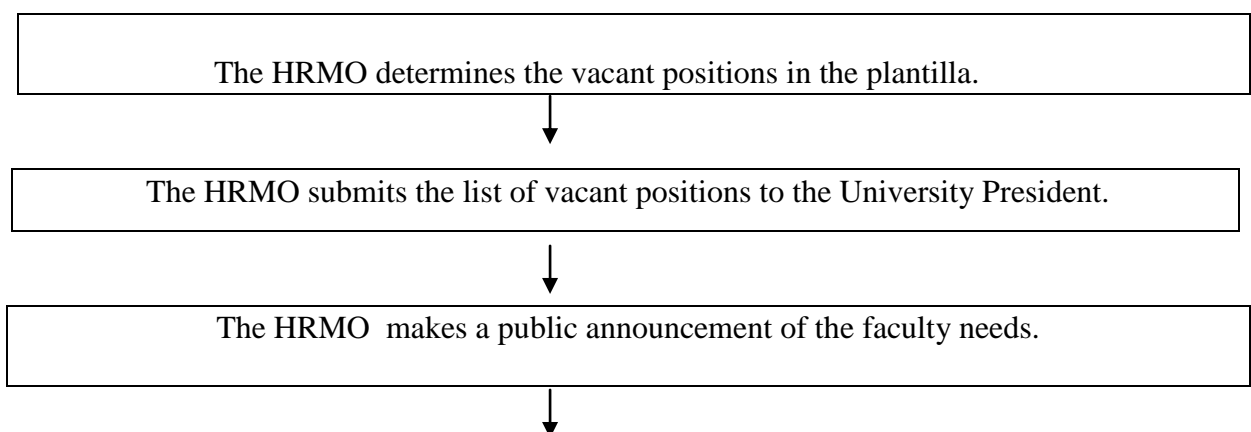
PROCEDURE FOR UPGRADING / RECLASSIFICATION OF RANK / POSITION

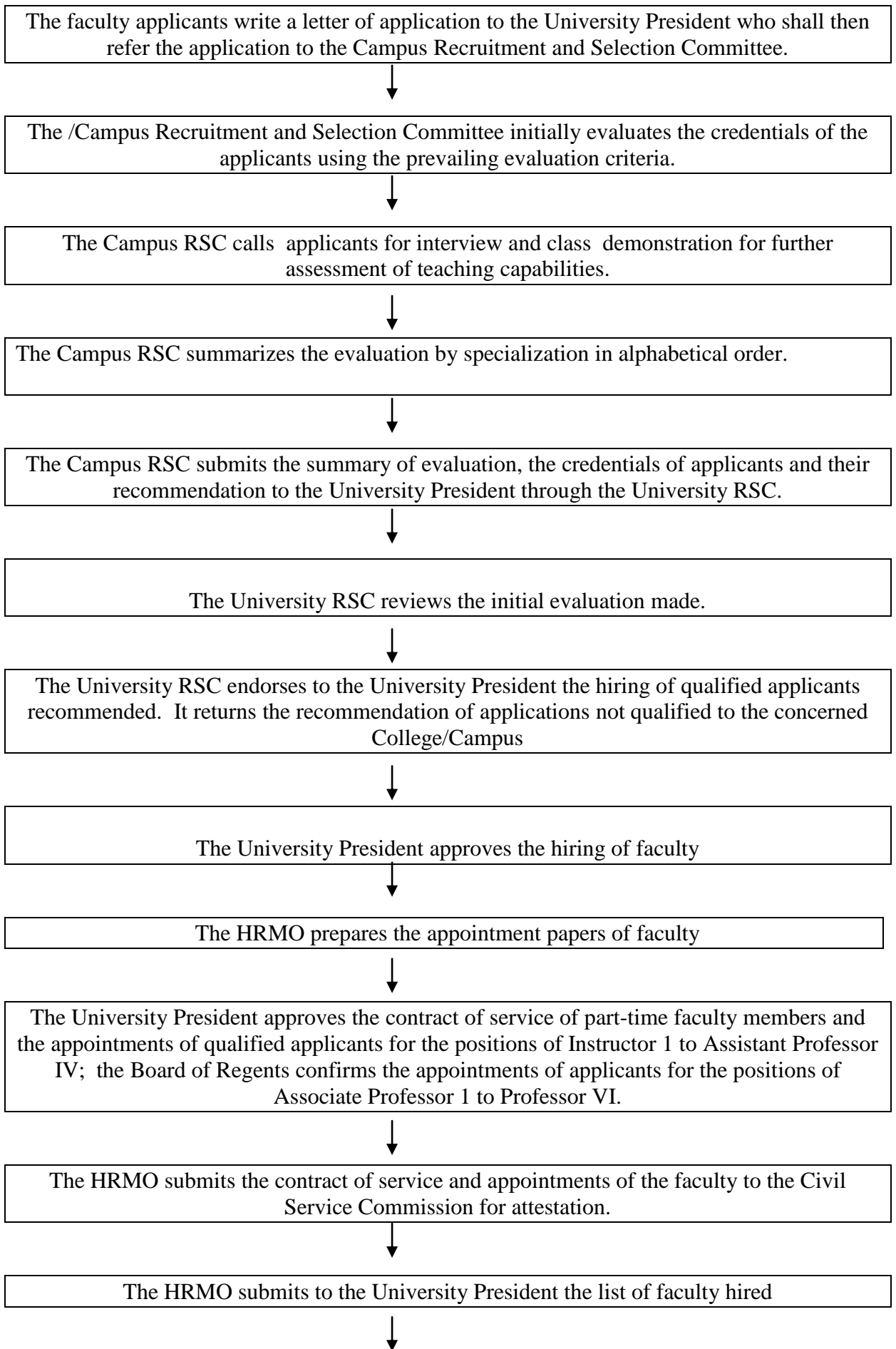
1. The NBC Coordinator / Office of Instruction shall advise all persons concerned to update their records or NBC documents in the Personnel Office at the start of the calendar year.
2. The rules and procedures in the Common Criteria for evaluation under NCC 33 or NBC 461 pertaining to position or rank upgrading / reclassification shall be considered.
3. An NCC 33 / NBC 461 Evaluation Standing committee shall be created that shall evaluate en banc, the documents and credentials of the faculty members. This committee shall have an initial Evaluators Group and a Reviewers Group. After its review, the Reviewer's Group shall transmit officially, the evaluated documents to the Office of the President.

The Office of the President shall submit the documents for computerization, at the PASUC – authorized center for NCC 33 / NBC 461 evaluation.

Procedure

Recruitment of applicants to faculty position is in accordance with the following procedure:





The University President furnishes the Campus Deans through their respective Campus Executive Officers a copy of the list of faculty members hired.

Appointment of Regular Faculty

The rank of a faculty to be given a permanent position shall be governed by the following qualification standards set by the University:

For appointments to the rank of Instructor I

- Master's Degree in the area of Specialization
- RA 1080 for courses covered by bar/board laws
- Teaching or relevant experience not required
- NBC CCE points of 65 or less

For appointments to the rank of Instructor II

- Master's Degree in the area of specialization
- RA 1080 for courses covered by bar/board laws
- 2 years of teaching or relevant experience
- NBC CCE points of 66-76

For appointments to the rank of Instructor III

- Master's Degree in the area of specialization
- RA 1080 for courses covered by bar/board laws
- 3 years of teaching or relevant experience
- NBC CCE points of 77-87

For appointments to the rank of Assistant Professor I

- Doctorate or Master's Degree in the field of specialization
- RA 1080 for courses covered by bar/board laws
- 4 years of teaching or relevant experience
- NBC CCE points of 88-96

For appointments to the rank of Assistant Professor II

- Doctorate or Master's Degree in the field of specialization
- RA 1080 for courses covered by bar/board laws
- 5 years of teaching or relevant experience
- NBC CCE points of 97-105

For appointments to the rank of Assistant Professor III

- Doctorate or Master's Degree in the field of specialization
- RA 1080 for courses covered by bar/board laws

- 6 years of teaching or relevant experience
- NBC CCE points of 106-144

For appointments to the rank of Assistant Professor IV

- Doctorate or Master's Degree in the field of specialization
- RA 1080 for courses covered by bar/board laws
- 7 years of teaching or relevant experience
- NBC CCE points of 115-123

For appointments to the rank of Associate Professor I

- Doctorate or Master's Degree in the field of specialization
- RA 1080 for courses covered by bar/board laws
- 8 years of teaching or relevant experience
- NBC CCE points of 124-130

For appointments to the rank of Associate Professor II

- Doctorate or Master's Degree in the field of specialization
- RA 1080 for courses covered by bar/board laws
- 9 years of teaching or relevant experience
- NBC CCE points of 131-137

For appointments to the rank of Associate Professor III

- Doctorate or Master's Degree in the field of specialization
- RA 1080 for courses covered by bar/board laws
- 10 years of teaching or relevant experience
- NBC CCE points of 138-144

For appointments to the rank of Associate Professor IV

- Doctorate or Master's Degree in the field of specialization
- RA 1080 for courses covered by bar/board laws
- 11 years of teaching or relevant experience
- NBC CCE points of 145-151

For appointments to the rank of Associate Professor V

- Doctorate or Master's Degree in the field of specialization
- RA 1080 for courses covered by bar/board laws
- 12 years of teaching or relevant experience
- NBC CCE points of 152-158

For appointments to the rank of Professor I

- Doctorate degree in the field of specialization
- RA 1080 for courses covered by bar/board laws

- 13 years of teaching or relevant experience
- Research published in a referred journal or authorship of books adopted by the university or other institutions or awards of distinction given by legitimate professional organizations or association
- NBC CCE points 159-164

For appointments to the rank of Professor II

- Doctorate degree in the field of specialization
- RA 1080 for courses covered by bar/board laws
- 14 years of teaching or relevant experience
- Research published in a refereed journal or authorship of books adopted by the university or other institutions or awards of distinction given by legitimate professional organizations or associations
- NBC CCE points of 165- 170

For appointments to the rank of Professor III

- Doctorate degree in the field of specialization
- RA 1080 for courses covered by bar/board laws
- 15 years of teaching or relevant experience
- Research published in a refereed journal or authorship of books adopted by the university or other institutions or awards of distinction given by legitimate professional organizations or associations
- NBC CCE points of 171 – 176

For appointments to the rank of Professor IV

- Doctorate or Master’s degree in the field of specialization
- RA 1080 for courses covered by bar/board laws
- 16 years of teaching or relevant experience
- Research published in a refereed journal or authorship of books adopted by the university or other institutions or awards of distinction given by legitimate professional organizations or associations
- NBC CCE points of 177 – 182

For appointments to the Rank of Professor V

- Doctorate degree in the field of specialization
- RA 1080 for courses covered by bar/board laws
- 17 years of teaching or relevant experience
- Research published in a refereed journal or authorship of books adopted by the university or other institutions or awards of distinction given by legitimate professional organizations or associations
- NBC CCE points of 183 – 188

For appointments to the Rank of Professor VI

- Doctorate degree in the field of specialization
- RA 1080 for courses covered by bar/board laws
- 18 years of teaching or relevant experience
- Research published in a refereed journal or authorship of books adopted by the university or other institutions or awards of distinction given by legitimate professional organizations or associations

- NBC CCE points of 189 – 194

For appointments to the Rank of College/University Professor

- Doctorate degree in the field of specialization
- RA 1080 for courses covered by bar/board laws
- 15 years of teaching or relevant experience
- Research published in a refereed journal or authorship of books adopted by the university or other institutions or awards of distinction given by legitimate professional organizations or associations
- NBC CCE points of 195 - 200

The point allocation for each academic subrank and the salary grade thereof shall be as follows:

FACULTY RANK	SUBRANK	SALARY GRADE	POINT BRACKET
Instructor	I	12	65 and below
	II	13	66 – 76
	III	14	77 – 87
Asst. Professor	I	15	88 – 96
	II	16	97 – 105
	III	17	106 – 114
	IV	18	115 – 123
Asso. Professor	I	19	124 – 130
	II	20	131 – 137
	III	21	138 – 144
	IV	22	145 – 151
	V	23	152 – 158
Professor	I	24	159 – 164
	II	25	165 – 170
	III	26	171 – 176
	IV	27	177 – 182
	V	28	183 – 188
	VI	29	189 – 194
College Professor		30	195 – 200
University Professor		30	195 – 200

Appointment of Part-Time Faculty

Part-time faculty members must be Master’s degree holders. In cases of necessity, at the discretion of the University President, the services of part-time faculty members may be engaged even when they do not meet the master’s degree requirement. They are obliged to submit a permission to teach from their mother agency or school.

A contract of service is issued to a part-time faculty. It does not give rise to employer-employee relationship between the University and the part-time faculty. It is stipulated in the contract that services rendered cannot be accredited as government service. Furthermore, the faculty is not entitled to benefits enjoyed by the government employee.

Contracts of part-time faculty members expire at the end of the semester unless express provision is made for service in summer. The Dean shall recommend renewal after consultations with the department faculty and if the part-time faculty member has passed all the criteria set for evaluating faculty performances.

Part-time faculty members are expected to serve the entire term of their employment. Any violation of the contract will be met with non renewal of contract. They are paid monthly. Compensation is computed by multiplying the total number of equivalent lecture hours a month by their corresponding hourly rate.

Status of Appointments

The statuses of appointments of faculty are as follows:

Temporary. A faculty on temporary status is expected to consider the employment strictly temporary.

A temporary appointment shall be given to an individual who is employed due to exigencies of the service and shall be given at least two (2) years to meet the required minimum educational qualification. In case of failure, a more qualified applicant may replace the appointee.

Permanent. A permanent appointment shall be given to an individual who has an appropriate master's degree, an academic or relevant experience, and a professional license.

The service of a permanent faculty member may be terminated only for serious cause and after due process.

Classification of Faculty

Regular Faculty

These are faculty members occupying itemized positions who teach on a full-time basis and whose main functions include instruction, research, extension services, and production in pursuance of the vision – mission of the university.

Part-time Faculty

These are faculty members employed to teach on a term basis (semester or summer). They receive remuneration on an hourly rate, based on their qualifications.

Visiting Professor

Visiting professors are those invited by the university from other institutions to render services in the form of instruction, research, extension service, and the like for the duration of a program. Foreign professors who are invited to speak in a forum, symposium, or a lecture series fall under this category. They are compensated according to a different scheme based on renown, specialty and duration of engagement.

Promotion and Advancement

For purposes of implementation of the Merit System, the following terms are herein defined:

- Advancement refers to the upgrading of the academic rank of a faculty from one sub-rank within a rank and accompanied by an increase in salary in accordance with the provisions of the Salary Standardization Act. An advancement is approved by the Board of Regents and a Notice of Salary Adjustment is subsequently issued to the faculty.
- Promotion refers to the upgrading of the academic rank of a faculty from a lower rank to a higher rank, for example, from Instructor to Assistant Professor, Associate Professor to Professor etc. and accompanied by an increase in salary in accordance with the provisions of the Salary Standardization Act. A promotion is approved by the Board of Regents and the Commission on Civil Service and an Appointment and Notice of Salary Adjustment are subsequently issued to the faculty.
- Rank refers to academic positions of faculty, namely Instructor, Assistant Professor, Associate Professor, Professor, College Professor, and University Professor.
- Sub-rank refers to the academic positions within a rank. The sub-ranks for the Instructor rank are Instructor I, II, and III; for the Assistant professor rank – Assistant Professor I, II, III and IV; for the Associate Professor rank – Associate Professor I, II, III, IV and V; for the Professor rank – Professor I, II, III, IV, V, VI, College Professor, and University Professor.

Schemes of Faculty Promotion

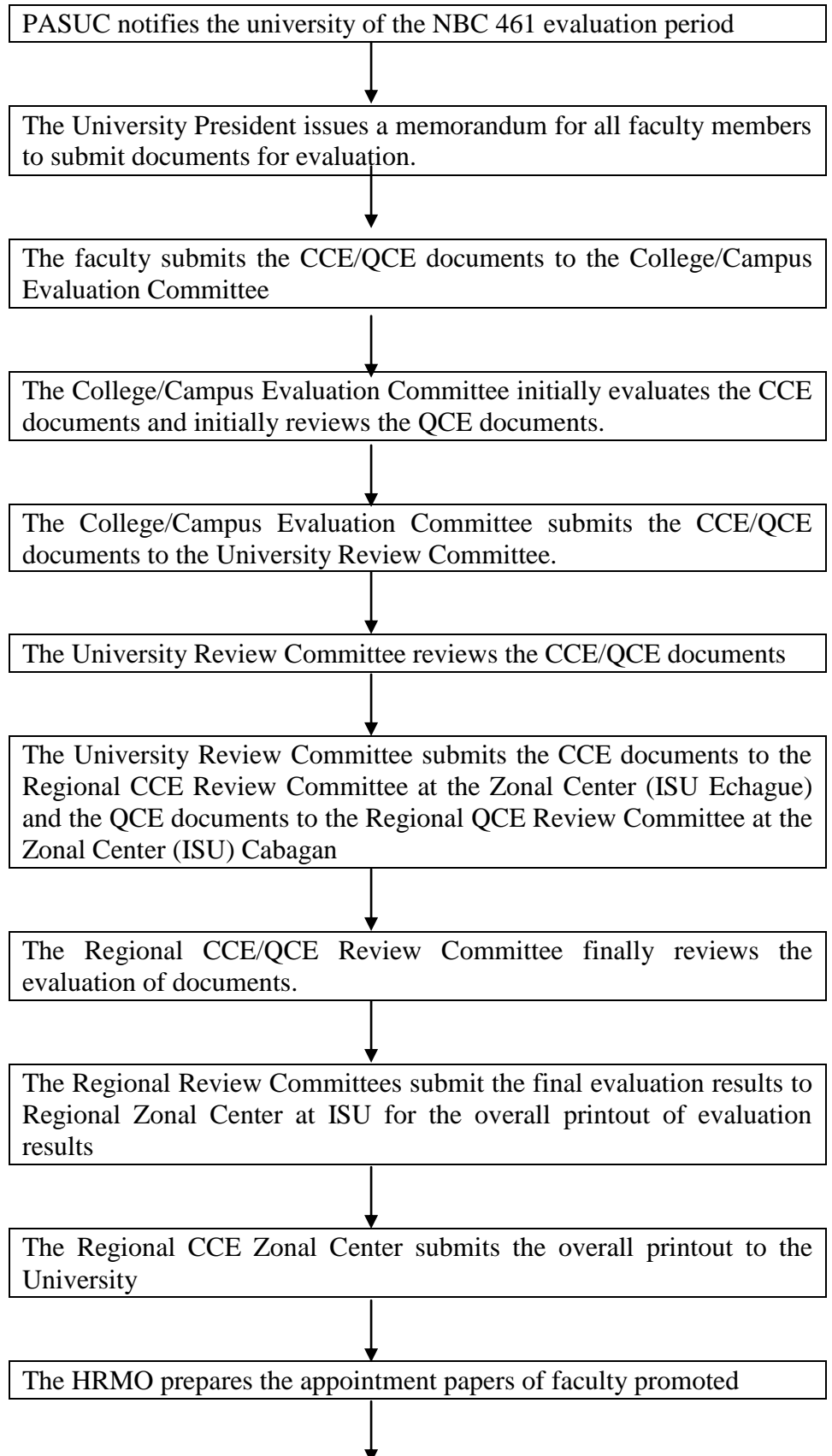
Promotion Under NBC 461

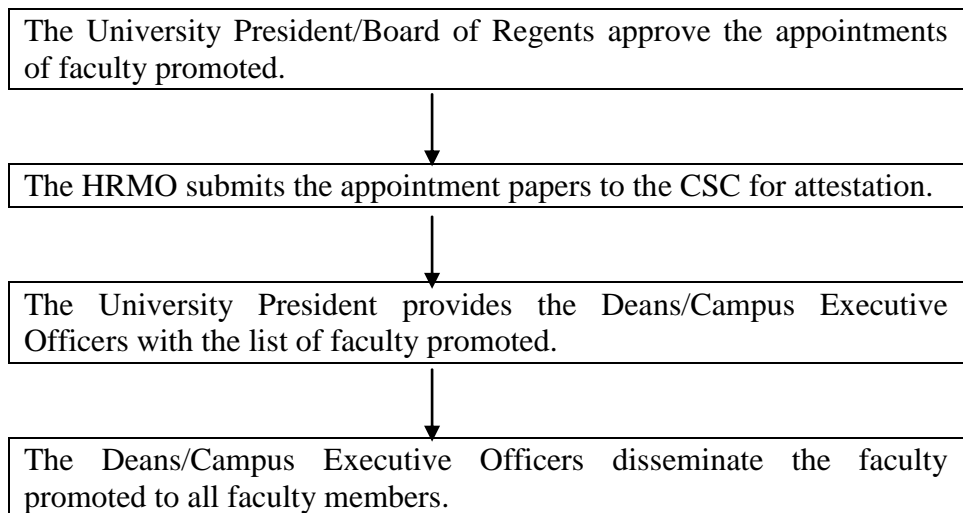
Policies

- There shall be a Performance Appraisal System which shall be used to assess the teaching effectiveness or instructional competencies of every faculty. Performance appraisal shall be conducted at the end of each semester.
- There shall be an evaluation of the educational qualification, experience and length of service, and the professional development, achievement, and honors of every faculty. The Common Criteria for Evaluation (CCE) and Qualitative Contribution Evaluation (QCE) shall be used for this purpose.
- Promotion/advancement in accordance with NBC 461 shall be done every two (2) years.
- In addition to the CCE and QCE, all candidates for the rank of Professor shall undergo screening by an Accreditation Committee which shall prescribe its own guidelines for evaluation.

Procedure

The procedure for promotion of faculty under NBC 461 is as follows:





Institutional Promotion

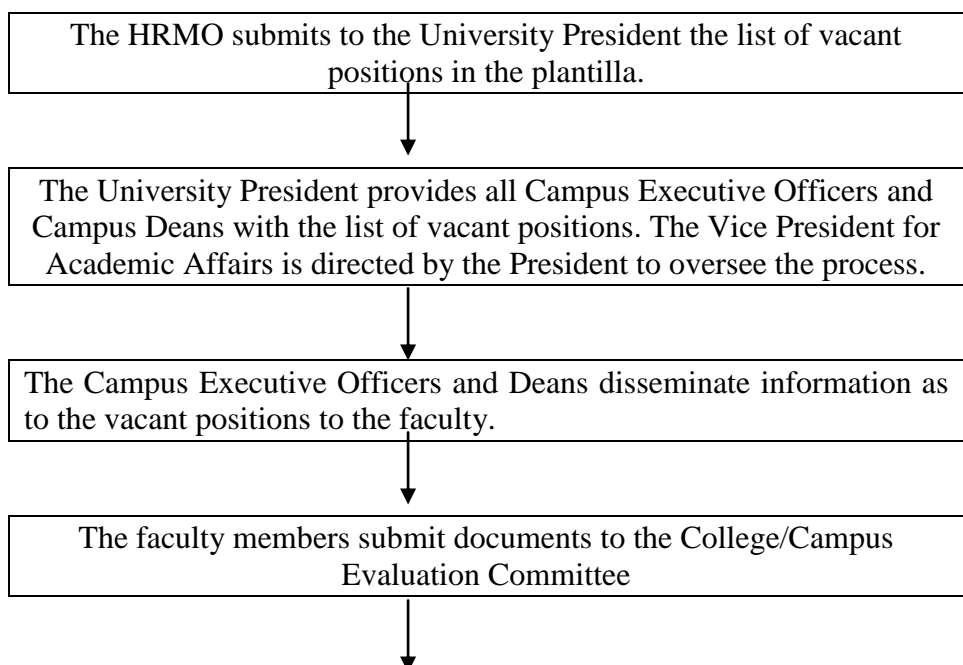
Policies

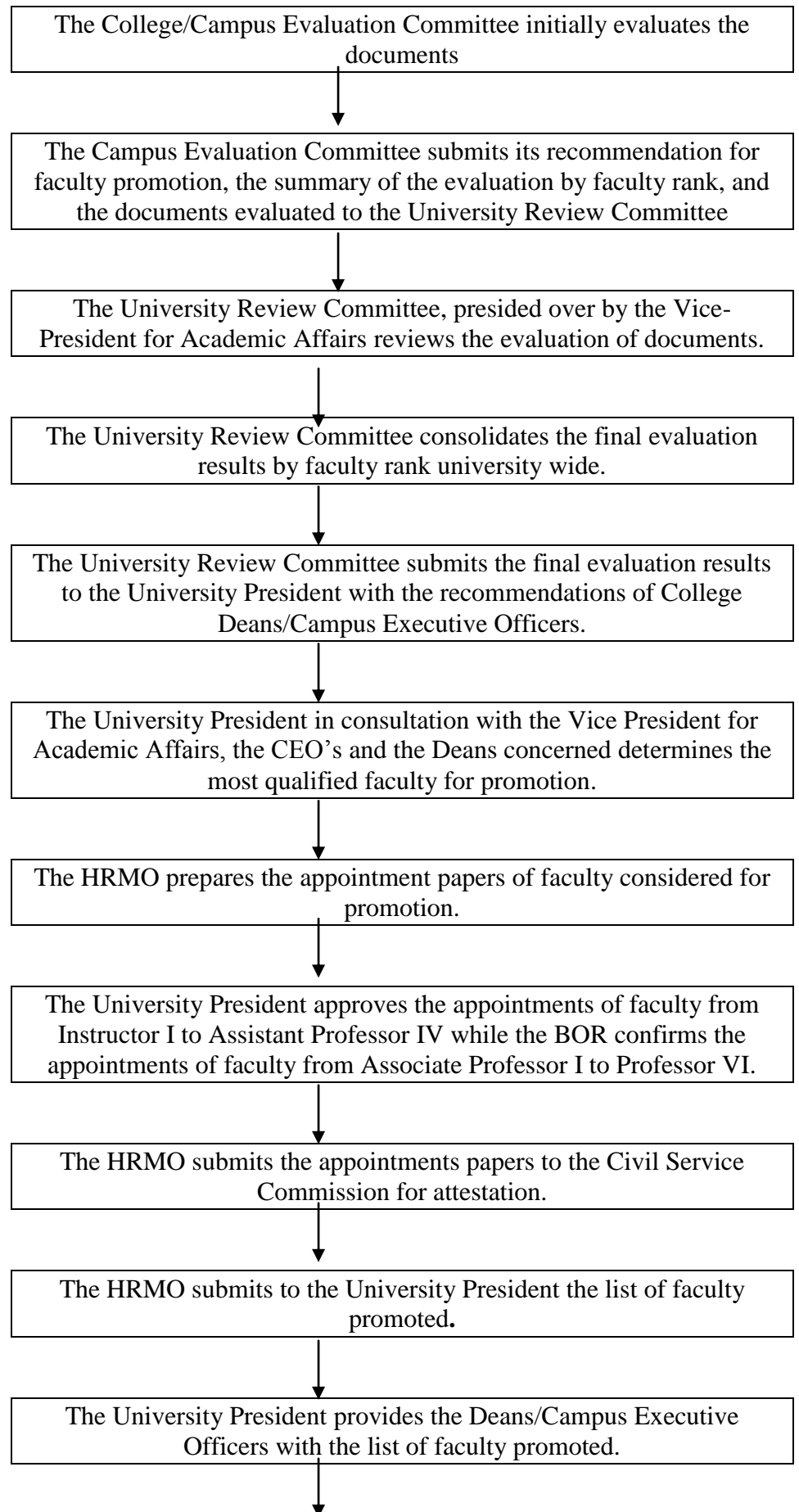
Institutional promotion consists in the exercise of the University President's discretion to promote or to recommend to the governing board the promotion of deserving faculty members.

Institutional Promotion shall be based principally on supervisor's evaluation, student evaluation, research output and productivity, involvement in extension work and evidenced zeal in the pursuit of the university's mission and vision.

Procedure

The procedure for institutional promotion of faculty is as follows:





The Deans/Campus Executive Officers disseminate to the faculty the faculty promoted.

CHAPTER 4

ACADEMIC POLICIES AND GUIDELINES

Academic Teaching

1. Faculty Load

A full-time faculty member has a regular load of 21 hours per week for lecture or lecture with lab subjects with loads in research and extension and 24 for shop-work subjects. The number of preparations shall be considered in the distribution of subject loads.

The graduate school subject-load, is two subjects (or six units) at most. Should a faculty be under-loaded in the undergraduate level the number of units he/she lacks to carry a full load may be off-set by a teaching assignment in the graduate school, provided that the faculty member concerned is qualified to teach in the graduate school. As a general rule, only doctorate degree holders are qualified to teach in the graduate school.

Every hour of laboratory in the College of Medicine, Chemical Engineering, Electrical Engineering, Civil Engineering, Electronics and Communications Engineering, Natural Sciences is equivalent to one hour; while one hour of laboratory in all other courses is equivalent to .75.

Distribution of Faculty Workload

*The regular faculty workload per week shall be based on the following preparations (excluding shop work).

2-3	-	21
4 or more	-	18

*The subject load shall be along the area of specialization of faculty.

*Extra subjects shall be fairly distributed to regular faculty as overload.

*Unless the lecturers possess the sole competence to teach the subjects, in no way shall they hold subject loads greater than those of the regular faculty.

* Subject with lecture and load shall be treated as one preparation.

*Four (4) or more consecutive hours of lecture shall not be allowed to ensure efficiency.

*All regular faculty shall be given regular load every semester to avoid hiring too many part-time faculty during the semester.

*Submission of faculty workload is two weeks after the first day of classes. One month after submission, no changes in the workload shall be accepted.

*Assigning too many preparations to a faculty with 25 hours or more is highly discouraged to ensure efficiency and effectiveness.

It is not desirable for faculty members to conduct three (3) consecutive hours of pure lecture, and should never be encouraged as a method of delivery. Student participation, problem-based learning, the case study method, skills-based education shall be used whenever appropriate.

All designated officials occupying faculty positions such as the Vice Presidents, Directors, Deans and some Program Chairs shall have subject-loads, in accordance with their “equivalent teaching-load” privileges (ETL). To be credited as overload, teaching must be done outside office hours, otherwise the teaching hours shall be covered by the regular compensation given such designated officials.

2. Petitioned Subjects

Only graduating students and irregular students shall be allowed to petition.

The minimum class size for a petitioned subject is 30 students for minor subjects and a minimum of 10 students for major subjects.

The students make a request to the Dean concerned who will recommend to the CEO, the CEO endorses to the VPAA through the ODI, and the VPAA recommends to the President for approval.

For petitioned subjects with students below the minimum number, the petitioning students shall pay the faculty and the computation is equivalent to the amount of faculty pay per subject divided by the number of students who petitioned the subject.

A distinct pay for faculty who teaches a petitioned subject shall be paid only if the subject is on top of the regular load of said faculty.

3. EQUIVALENT TEACHING LOAD (ETL) OF DESIGNATED OFFICIALS

University Designations

Vice President for Academic Affairs	18
Vice President for Research and Extension	18
Vice President for Administrative Affairs	18
Executive Assistant to the President	18
Dean of Instruction	18
University Registrar	18
Director of Student Service and Welfare	18
Director of Research	15
Director of Extension	15
Director of Guidance Services	15

University Deans	15/12
<i>(depending on their points based on the set criteria)</i>	
Coordinator of Foreign Student Services (Carig)	12
Audio-Visual Coordinator (Andrews)	9
University NSTP Coordinator	6

Campus Designations

Campus Executive Officer	18
College Deans	15/12
<i>(depending on their points based on the set criteria)</i>	
Department Chair	
with 400 or more enrolees in the Department	9
Less than 400 enrolees	6
Head Master/Principal	6
Research Coordinator	3
Extension Coordinator	3
Sports Coordinator	3
Socio-Cultural Coordinator	3
Student Services Coordinator:	
Campuses with more than 3,000 enrolees	9
Campuses with 1,201 - 3,000 enrolees	6
Campuses with 1,200 enrolees or less	3
Publication Adviser	3
USG Adviser	3
Campus NSTP Coordinator	3

4. Overload

A maximum overload of nine (9) hours is allowed each faculty member, provided that the faculty has obtained a supervisor's evaluation of Very Satisfactory in the preceding semester or with exemplary teaching performance. Any excess load on top of nine (9) units shall not be paid. Consultancy, mentoring and thesis- advisorship shall not be considered overload.

Payment for extra teaching will be made only if the load is indicated in the faculty workload.

Academic related functions given to underloaded faculty members shall not entitle them overload.

Classes, no matter their size, shall not be split without prior clearance of the Dean, who must comply with existing rules and policies on class size. No overload pay will be given for teaching resulting from unauthorized or irregular splitting of classes; neither shall any member of the faculty be compensated who changes her class hours or schedule.

5. Substitute Load

Substitute load is given to faculty members who take over for those on official business, on approved leaves, or who are terminated, separated or suspended from the service.

The Dean assigns a faculty member to substitute for another in a class. Priority must be given to a faculty who is competent to teach the course, who is yet to complete the maximum number of extra teaching load and whose schedule does not conflict with that of the substitute class. Payment for the substitute faculty should be in accordance with his/her hourly rate. No substitute may be assigned who is not already a faculty member of the university, without prior clearance from the Vice President for Academic Affairs who shall either endorse or deny endorsement to the President.

Substitution is allowed only if it is arranged and authorized by the Dean. Internal arrangements involving substitutions are not allowed among faculty members.

6. Outside Teaching Load

Outside teaching refers to teaching in other schools, colleges, or universities. Faculty members who wish to teach outside should consult and secure the permission of the President in writing with the class schedule signed by the Dean as attachment.

Outside teaching may be allowed to a faculty member provided the total number of loads does not exceed six (6) hours at any given week. This does not cover invitations by government agencies or instrumentalities of government for lectures. However, acceptance of research grants is subject to these rules.

Outside teaching loads should not conflict with the faculty members' duties and responsibilities at the university. The external engagements of the faculty, even outside teaching hours at the university, shall not constitute a valid excuse for the non-involvement of the faculty member in the university activities.

7. Subject-load of Students

The subject-load of students shall be determined by each College and set forth in the policies and rules of the college of which students must be apprised. CHED standards and policies must be complied with, and in the case of the College of Law, policies and standards of the Legal Education Board of the Legal Education Board.

8. Policies on Curricular Review and Revision

1. The curriculum shall be reviewed periodically by the College in coordination with the ODI to determine its relevance and responsiveness to the changing needs of the times.
2. The Review Committee shall be composed of the College Dean as Chairman, and the Campus Program Chair/Department Chairman, faculty of the college, student representatives, alumni representatives, PTCA representative, representatives from private and public institutions, and civil society as members.

3. The minimum requirements for the GEC (General Education Curriculum) shall be based on CHED Memo No. 59, s. 1996 or on subsequent orders. However, should the program require more general education subjects, the minimum requirements may be exceeded.
4. The total units for the curriculum shall conform with the policies and standards of the program set by the technical panel or an equivalent body.
5. The documentation of the proceedings shall include the summary of the proposed revisions as well as the rationale and basis for every revision.

9. Policies on Syllabi Review and Revision

1. All syllabi shall be reviewed periodically for enrichment purposes.
2. The review shall be a cooperative effort by the Campus Program Chair/Department Chairman and with the faculty members teaching the subject.
3. Other than the institutional, college and program goals, the syllabi shall reflect the national and regional development goals.
4. The syllabi shall include the development of values in the objectives.
5. All syllabi shall be in matrix form. The matrix includes the topics, specific objectives, strategies and activities, materials, evaluation and time allotment.
6. The references shall include the complete bibliographical data such as author/editor, title, edition number, place of publication, publisher and copyright date.
7. The documentation of the review proceedings shall include the summary of enrichment made.
8. The syllabi shall be prepared by the department and recommended for approval by the Campus Program Coordinator/Department Chairman and approved by the College Dean.

10. Procedure in Offering New Programs/Major Fields of Specialization

1. The College shall undertake a feasibility study to determine the viability to offer a new program or major.
2. The feasibility study shall include the following:
 - 2.1. The Proposed curriculum must be in accordance with the policies and standards of the Technical Panel of the program and ched Memo 59, s. 1996 (the New General Education Curriculum)
 - 2.2. The assessment of community needs and viability of the proposed program/major in terms of:
 - 2.2.1. Demand for the graduates; and
 - 2.2.2. Prospective students.
 - 2.3. Faculty profile for the program/major applied for in terms of:
 - 2.3.1. Educational qualifications; and
 - 2.3.2. Employment status(regular full-time and part-time lecturers).

- 2.4. List of library holdings considering the following standard:
 - 2.4.1. At least 3,000 non-fiction accessioned titles; and
 - 2.4.2. At least 300 professional titles for each proposed program/major
 - 2.5. Physical facilities and laboratory equipment needed
 - 2.6. Administrative and Support Staff
3. The College Academic Council shall propose the offering of the new program/major.
 4. The Vice President and his academic staff shall review the proposal.
 5. The President shall recommend to the Board of Regents approval for the offering of the new program/major.

11. Procedure in the Development of Instructional Materials

1. The faculty who desires to develop an instructional material shall submit the design of the material to the Department for approval.
2. The office of the Dean of Instruction shall create a committee to evaluate the design. The Committee shall be composed of faculty members teaching the subject for which the instructional material is intended.
3. Upon approval of the materials design, the Office of Director of Instruction shall require the submission of a time table for the work plan.
4. The first draft of the instructional material shall be evaluated by the committee after which all suggestions for the improvement of the material shall be incorporated.
5. The Program Chairman/Department Chairman shall recommend the tryout of the instructional materials to the College Dean, to be approved by Campus Executive Officer.
6. The President shall issue a written order to authorize the tryout or utilization of the material, without which no reproduction shall be made.
7. Tryout of instructional materials shall start at the opening or first week of the semester.
8. After the tryout, the materials developer shall consolidate all the comments and suggestions of the teachers as inputs for the improvement of the material.
9. The Committee shall evaluate the second draft of the material on the basis of the incorporation of comments and suggestions of the teachers.
10. The materials developer shall submit to the Program/Department Chairman a copy of the final form of the instructional material to be noted by the Dean and the Campus Executive Officer, then to be submitted to the Vice President for Academic Affairs through the Office of the Director of Instruction.
11. The Dean shall recommend to the President through channels the appropriate utilization of the instructional material.

12. The instructional materials for tryout shall not be sold.
13. The instructional materials recommended as textbooks or reference materials shall be sold through the Campus or University Business Affairs Office.
14. The ODI shall be responsible in the implementation of the above policies.

12. Policies in the Offering of Summer Classes

1. The university shall offer summer classes for students whose curriculum has prescribed subjects for summer.
2. Summer classes for irregular students are offered upon petition.
3. The summer load must not exceed nine (9) units.
4. Regular faculty members shall be prioritized for summer teaching.
5. Faculty members who are on teacher leave basis and who teach during summer shall be given honorarium or the equivalent service credit.
6. The subject-load of students shall be determined by each College and set forth in the policies and rules of the college of which students must be apprised. CHED standards and policies must be complied with, and in the case of the College of Law, policies and standards of the Legal Education Board of the Legal Education Board.

13. Schedule of Classes

13.1 Class Scheduling

Class schedules are prepared by the Dean with the assistance of the Department Head in coordination with the Registrar two (2) months before the start of the semester. The assignment of subject loads and construction of class schedules should be based on the existing policies.

Basic academic subjects shall be scheduled first. The schedule of NSTP, PE and major subjects shall fit into the schedule of basic academic subjects.

All Deans meet with the Director of Instruction for the synchronization of work-load (or subject assignments) especially in respect of teachers common to different colleges, including the graduate school.

13.2 Change of Class Schedule

The regular schedule of classes should be observed strictly. Faculty members should conduct their classes or consultation services on the scheduled time and venue. Changing of class schedule and room assignment without the Dean's approval is strictly prohibited. Internal arrangements between faculty members and students are not allowed. An instructor or professor who meets his or her class at a time, day or in a place other than that indicated in the teaching load assignment shall be deemed absent, unless the Dean's approval is first obtained. The Dean shall in turn cause the proper revisions of the copies of the teaching load assignment (or workload) and furnish the Director of Instruction and the Vice President for Academic Affairs.

13.3 Class Size

Large classes shall be divided in order to have a manageable class size. Shop and laboratory classes shall have a class size of 25. Small classes shall not be split to make the faculty meet the regular load.

In the undergraduate level, general education subjects or basic subjects shall have a normal class size of 50 during the regular semester and 21 during summer.

Before opening a new section of the same subject, there must be at least 50 students per class.

All Deans must see to it that the minimum class size of PE subjects (minor subjects is 80 and 120 for NSTP).

In the graduate school, basic subjects shall have a normal class size of 15 and major subjects to 10 during the regular semester and summer. Should the class size fall below the minimum number, the Dean should be informed immediately to decide whether to dissolve the class or conduct a special class.

13.4 Examinations

Schedule of Examination

The schedule of the preliminary, mid-term and final exams is prepared by the Registrar and approved by the Vice-President for Academics. Faculty members should administer their examinations by adhering to this schedule.

Types of Examinations

Faculty members enjoy the full academic freedom of deciding the type of examination to give to their students. It is however suggested that multiple-choice type of tests be used especially those that are able to assess higher order thinking skills.

Some departments may also give departmental examinations in particular subjects.

Examination Proctors and Correctors

Faculty members should act as proctors and correctors of the examinations given to their respective classes. In case of departmental examinations, the department head may assign a committee to appoint proctors but the corrector should be the faculty member handling the class. Staff and students are not allowed as proctors.

14. Grades

14.1 Grading System

At the beginning of the semester, faculty members should inform their students of the criteria for grading. The university shall express grades in percentages.

There are three grading periods which are the preliminary, midterm and final. The Final Grade of students shall be cumulative.

A student who drops a subject without the approval of the Registrar obtains a grade of 70.

Graduate Level

Average	Equivalent Grade
1.0	96-100
1.25	91-95
1.5	85-90
2.0	80-85
Below 2.0 Failure	Below 80 Failure

14.2 Submission of Grades and Class Records

Grading sheets shall be submitted to the registrar seven (7) days after the last day of the final examinations. The dates for submission of grading sheets are indicated in the school calendar.

The grading sheets shall be accomplished in duplicate. The duplicate shall be used by the college in updating the Cumulative Academic Records of students every semester and summer. The instructions at the back of the grading sheets must be followed.

A clear copy of the class records shall also be submitted and kept at the college to immediately settle inquiries regarding computations and incomplete grades.

Entries in grading sheets and class records must be consistent. In case discrepancies occur, the entries in the class record shall prevail.

14.3 Rectification of Grades

A rectification of grade is valid only if the faculty has erroneously entered a grade on the grading sheet or made an error in the computation.

The concerned faculty member shall make a written request to the Dean to rectify a grade.

The Dean requires the faculty to submit evidences as basis for grade rectification.

The faculty member must make the correction in the grading sheet clearly and legibly, with the correction duly initiated.

The Dean provides the registrar with a copy of the rectified grading sheet.

Rectification of an erroneous grade should be done within one year following the semester the student has taken the subject.

14.4 Penalties for Late Submission of Grades

In case a faculty member fails to submit the grading sheets on time, the salary shall be withheld until a clearance from the Office of the Registrar is secured.

14.5 Completion of Incomplete Grades.

- 14.5.1 An incomplete grade shall be completed within a period of one (1) year, immediately following the semester the incomplete grade is obtained.
- 14.5.2 The Registrar shall upon receipt of the report of grades, submit to the College Dean a summary list of students with incomplete grades for posting to serve as constant reminder.
- 14.5.3 Requirements for completion of incomplete grades shall be based on the deficiencies or cause of the incomplete grade. The subject professor shall not impose requirements unrelated to the subject.
- 14.5.4 If however, the cause of failure to complete within the prescribed period is due to the death or absence of the subject Professor, remedial measures shall be undertaken to help the student complete his grade.

In meritorious cases that may be determined by the Dean and his or her council, a student who has received a grade of “74” – which shall be reckoned as a failing grade – may be allowed a removal examination, provided that: all students in the same class who obtain a similar grade are accorded the same opportunity.

14.6 Unsubmitted Grades

It is not fair to make the student suffer for the insouciance of his instructor or professor. Instructors or professors are given one (1) academic semester within which to grade their students should any student be left out of grading. The instructor or professor may be subject to administrative censure. When at least one academic year has passed, and a student has not received a grade in a subject, and the professor or instructor concerned can no longer be located or contacted, the Dean shall require the student to fulfill a “completion requirement” that may take the form of a comprehensive examination in the subject, a research paper, but never a contribution whether in cash or in kind. Thereafter the Dean may give the student a grade on the basis of the completion requirement.

15. Dropping of Students from a Course

Students shall be dropped if they have an accumulated absence of at least twenty percent (20%) of the total number of class hours in a semester. Students may be allowed to drop only before the conduct of the mid-term examination, except in cases found meritorious.

16. Transfer Students

A transfer student shall take the college admission test if classified first year or second year. Otherwise, he shall take the college qualifying examination. He must satisfy the weighted average prescribed by the college. All comparable subjects shall be credited. He must finish 25% of the total units of his academic degree immediately preceding graduation. He must submit an honorable dismissal, police clearance, and certificate of good moral character.

17. Academic Honors

17.1 Honors and Awards of Students

Students with excellent academic performance graduate with honors. Below is a list of the academic honors, together with the grade point average (GPA) required.

A. Graduate School

Weighted Average	Academic Honor
1.0-1.12 with no grade lower than 1.5	President's List
1.13- 1.25 with no grade lower than 1.5	Dean's List

B. Undergraduate

Summa Cum Laude 96- 100
Magna Cum Laude 93 – 95
Cum Laude 90 – 92

with no grade lower than **84**

Academic Distinction = 90 or higher with no grade lower than **82**

With Merit = 88-89 with no grade lower than **80**

Aside from the academic honors listed above, other colleges or departments grant outstanding students additional awards such as club and department awards. The university also awards Certificates of Recognition to students who qualify for the Dean's List every semester.

17.2 Guidelines for the Selection of Honor Students

- The candidate must have completed not lower than 75 percent of the total academic units at the Cagayan State University.
- He must not have dropped or incurred incomplete grades.
- He must satisfy the GPA for the academic honors.
- The bachelors degree should have been completed within the prescribed period, the master's degree for 2 years and the doctoral degree 3 years.
- PE shall be included in the computation of grades.
- The National Service Training Program (NSTP) shall not be included in the computation of grades although the candidate must not obtain a failing mark in this subject.
- He should have shown exemplary behavior and character as attested to by the Committee on Discipline or the Dean of Students.

18. Summer Classes

Summer classes are offered for regular students and those with academic deficiencies. Some programs have subjects prescribed for summer. In no case however shall a

student be allowed to carry a load that exceeds nine (9) academic units in the summer term. Neither may the summer term be used for taking advanced subjects.

19. Advising

19.1 Academic Advising

Faculty members render 6 hours of academic advising or consultation services weekly. They are expected to identify students with academic difficulties (such as those failing in examinations, those who have incurred that cause them to lag behind their classmates, or those who fail to submit required paper and other requirement) and inform them of their class standing. The faculty member will endeavor to identify the causative factors behind these difficulties and will plan together with the student, or by proper referral to the guidance office, intervention measures.

20. Thesis or Dissertation Advising

Thesis and dissertation advisers are officially assigned by the Dean. They receive a corresponding honorarium as adviser. Advising is limited to five (5) studies at a time.

21. Guidance and Counseling

While in college, some students experience personal difficulties that can be exacerbated by the challenges of maturation, an unfamiliar environment, and academic pressure or stiff competition. Some students resolve their difficulties over time on their own, a few, however, will be able to do so only with professional help. Faculty members are, therefore, encouraged to refer students who have problems to the Office of the Guidance Counselor. Faculty members should have at hand the phone number and hours of operation of the services available for the students. Above all, they should listen and be sympathetic to students, express concern, and make referrals. They may offer whatever counsel they reasonably can, cognizant of the fact that complex emotional and psychological problems call for professional help.

Guidance and counseling services are available for all students all the OGC. Such services can involve the assessment of students "difficulties in their studies by the application of appropriate testing and measurement mechanisms, to help assist the individual student in realizing his/her full potential. Guidance and counseling services are extended individuals or groups.

22. Advising Student Organizations

Each student organization shall have a faculty adviser. For co-curricular clubs, the department heads shall appoint the adviser/s. In the case of interest clubs, university chapters of national organizations and curricular year assemblies, the OSS Coordinator shall appoint the adviser/s upon recommendation of the members and officers of the club/organization. All appointment in this respect are subject to confirmation by the Vice-President for Academic Affairs.

The faculty advisers should:

- be available for consultation with club officers and members
- attend general meetings of the organization and if unable to attend he/she should be informed about the minutes of the meeting.
- Familiarize herself with the constitution and by-laws of the organization and ascertain that in the pursuit of the organization's goals, mission and objectives, conformity with the university's rules, its mission, its vision, and its philosophy, as well as conformity with all rules and regulations is safeguarded.
- be consulted and should assist in the planning of activities, ensuring that they attain the organization's objectives.
- be present or be with the students if the organization's activity is held off-campus, or when the organization is representing the University
- require the parent's permission for students who join off-campus activities
- check and approve the posters/notices/announcements of the organization before posting
- evaluate the performance of the organization and submit a report of this to the OSS and College concerned which will be used as one of the bases for re-accreditation and for determining awards.
- act as a liaison between the organization and the University administration; the adviser hence, should endorse the organization's communications and request addressed to the university administration.

Activities of student organizations must be concluded only after the prior approval of the Dean. To avoid delay, the adviser should secure a schedule of activities of the organization at the beginning of the school year and help the students prepare the permits and necessary documents in pushing through the activities.

The adviser of a student organization may, upon accomplishing the permit to hold an activity, request the use of university facilities needed for a specific event or activity sponsored by the organization. The adviser is held responsible for any untoward incident that may occur during the conduct of said activity.

At least three weeks before the end of the second semester, the faculty adviser should require and secure copy of the financial report of the organization. This report includes the membership fees collected, if any, the expenses incurred during all activities, the receipt and disbursement of funds, and all the funds obtained by solicitation and/or donation. The financial report should be submitted to the Dean at least a week before the semester ends. Financial statements are to be submitted to the Dean and should be duly signed by the president and auditor of the organization with the note of the adviser.

23. Classroom Regulations and Management

23.1 First Day of Classes

- The instructor or professor checks the correspondence between the students in the classroom and those on the checklist.
- The class list contains the names of students officially enrolled in the class. The class list shall be updated by the faculty by including the names of students not contained in the list after verifying their enrollment in the subject.

- A student is considered officially enrolled when the university cashier has stamped on the registration form an acknowledgment to show payment of fees.
- The Dean shall submit the updated class list to the registrar.
- Moreover, faculty members should give the course outline, orient the students about the objectives, contents and requirements of the course, and explain the bases in evaluating students' performance.

23.2 Medium of Communication

The medium of instruction shall be English, except in those subjects where present CHED policies and standards mandate the use of the national language. Whatever subject a teacher may teach, however, he is always expected to develop facility and efficiency in the use of English, both in written and in spoken communication.

24. Class Meetings/Dismissal of Classes

Classes should start on time. If the class starts at 8:00 A.M. professors should be in the classroom at exactly 8:00 A.M.. Classes should be dismissed at least five (5) minutes before the end of each period to allow students to move and transfer to their next class. When an instructor or professor does not appear within fifteen (15) minutes of the commencement of the class period, the class president or any class representative is to inform the Office of the Dean. The dean then decides whether to assign a qualified substitute or to dismiss the class.

25. Make-up Classes

Faculty members who miss their classes due to official functions should conduct make-up classes for the lost lessons. The request forms for make-up classes shall be provided by the college.

These classes should be scheduled according to the convenience of the students, and should never be set at a time that results in a conflict between the make-up class and other classes of even only some students.

26. Classroom Discipline

Discipline includes the manner students conduct themselves and the way they deal with other students, members of the faculty and of the administration as well as their care of school property.

Classroom discipline is the concern of the professor or the instructor. At no times should there be tolerance for disorderly classrooms and disrespectful conduct. Destructive conduct and vandalism shall be dealt with.

University property used by students and faculty members shall be the collective responsibility of the students and faculty members who use such property. Any damage thereto shall be borne by students and faculty members alike jointly.

Faculty members shall, at all times, see to the discipline, proper deportment, courtesy and decency of students. The professor or instructor may impose sanctions for infractions of disciplinary rules, but at no time shall corporal punishment be countenanced. In respect to students below 18 years old, the provisions of Republic Act No. 7610 that penalizes different forms of child-abuse (including verbal abuse) shall be observed.

27. Class Participation

The delivery of instruction must, as far as possible, be skills-based, participative, research-intensive and interactive. The particular strategy or method used by the teacher should implement this policy. Students should therefore be evaluated for their class participation. This can be done by rubric rating or some other suitable system that the college may devise. Class participation constitutes an integral part of the grade given each student.

28. Evaluation of Student Performance

- Faculty members should assess student performance objectively by constructing valid and reliable achievement tests. Test question shall be approved by the Dean.
- All quizzes and tests should be properly corrected and returned promptly to the students for immediate feedback.
- A new set of questions must be prepared for special examinations.
- There shall be no exemptions from final examinations.
- Co-curricular activities one week before an examination are never to be scheduled to enable the students sufficient opportunity to prepare.

29. Suspension of Classes

Classes are suspended only as a result of a proclamation of the President of the Republic of the Philippines, or an order of suspension issued by the University President or, in his absence, when emergency circumstances so warrant, the Vice President for Academic Affairs. In the different campuses, in emergency cases, the Campus Executive Officer may suspend classes, after having sought the clearance of the University President or the Vice President for Academic Affairs when the University President is absent. When classes are suspended, no student shall be allowed to remain within campus nor to loiter within its premises.

30. Educational Tours

The university frowns on educational trips and tours under various guises that are costly. However, educational tours and visits that are required by the curriculum or that are clearly relevant to a major subject are allowed, and even encouraged, provided that:

- The tour is part of the instructional strategy of the professor or instructor who must be prepared to justify the exercise;
- The Dean approves of the activity, and endorses it to the Campus Executive Officer;
- The CEO determines whether or not the parents have consented to the tour and whether or not it is within the financial reach of the students;

- The CEO forwards the request for permission for a tour to the Vice President for Academic Affairs who endorses the same to the President with his comments, suggestions and recommendations.

At the end of the tour, there should be an accounting of collections and expense, copies furnished the students, their parents, the University Dean, the Campus Executive Officer, the Vice President for Academic Affairs and the Office of the University President.

Furthermore, the instructor or professor concerned should write a narrative report detailing the learning experience that was the result of the tour. This report is to be submitted to the Director of Instruction who then recommends to the Vice President for Academic Affairs continuance or discontinuance in the future of such an activity.

31. Enrolment Report

The enrolment report shall be by campus, by college, by program, by year level, and by sex. The campus enrolment report shall be submitted to the University registrar a week after the last day of enrolment. The university registrar shall make a summary of the university enrolment, copy furnished all colleges, campuses, Director of Instruction, Director of Planning and Development and University Finance and Management Officer.

32. Certification of Grades, Transcript of Records, and Diplomas

Only the University Registrar is authorized to issue certification of grades, transcript of records and diplomas. Requests for the credentials shall be acted on within 5 days in the case of certification of grades, and 15 days for

transcript of records from date of application.

Diplomas duly signed by all authorized officials of the university shall be issued during the graduation ceremonies. Unclaimed diplomas shall be issued only to persons concerned or the authorized representative by a duly executed special power of attorney. The university shall issue only one diploma for each student. To secure a replacement for a lost diploma, the graduate must execute an affidavit of loss.

33. Preparation of Course Syllabi - Other Requirements

All syllabi shall be reviewed and updated periodically for enrichment purposes. The review shall be a cooperative effort by the faculty members teaching the subject under the direction of the Dean and initiated by the Director of Instruction. A uniform syllabus shall be used for the same subject. The syllabi should reflect the philosophy of the University. They shall be approved by the Dean and ultimately submitted to the Academic Council for ratification.

The syllabi shall be in matrix form. The matrix includes the topics, specific objectives, instructional materials used, strategies and activities, evaluation and time frame. The references include the complete bibliographical data such as the author or editor, title, edition number, place of publication, publisher, and copyright date.

34. Admission

34.1 Admission Policies

Students shall not be denied admission to the University by reason of race, age, sex, socio-economic status, religion, political affiliation or ideological conviction provided he is physically and mentally fit to the program he is applying for.

34.2 Admission Requirements

Graduate Level

Undergraduate Transcript of Records

Prescribed weighted average by the college

Graduate school admission test result

Copy of scholarship contract of scholars

For scholars, two (2) recommendation letters from previous/immediate supervisor.

Undergraduate Level

Entering freshmen desiring to enroll in any of the degree courses must qualify in the CSU Admission Test administered in all the campuses.

Requirements:

- University Admission Test Result
- Form 138
- Certificate of good moral character from head of school or guidance counselor
- Police Clearance and Barangay Clearance
- 2 copies of I.D. picture
- Authenticated Birth certificate from NSO
- For married students, Authenticated Marriage Certificate

34. Registration

Students shall register during such periods as may be allowed in the academic calendar.

Cross Registration

Cross registration shall be defined as simultaneous registration within a semester or summer in more than one college within the university or another; provided that for courses offered and accredited in the academic program of the student offered by the different colleges of the university, the permission of the Mother College to register shall be secured.

Cross registration in another college outside the University may be allowed provided that, the other college is accredited within the University and subject to the prior permission of the University through the Dean of the Mother College and the Registrar.

Conditions for cross registration are conflict in schedule and non-offering of the subject.

Non-graduating students are allowed to cross register in colleges outside the university provided that cross registration is limited to basic subjects only with the exception of graduating students who may enroll major subjects in accredited schools.

35. Scholastic Standing

Rules on Scholastic Delinquency

The University Academic Council shall promulgate (delinquency) rules and guidelines governing scholastic delinquency, subject to the approval of the Board of Regents, and to the following minimum standards:

Warning- a student who, at the end of the semester fails twenty-five (25%) to fifty percent (50%) of the total academic units in which he registered shall be warned by the Dean and advised to improve his work;

Probation- a student who, at the end of the term fails fifty-one (51%) of the total academic unit in which he registered shall be placed on probation for the succeeding semester and the Dean concerned shall reduce his load accordingly. Probation may be lifted in the succeeding term if the student earned at least seventy-five percent (75%) of the total academic units he had registered in.

Termination- any student who fails in more than seventy-five percent (75%) of the total academic units in which he registered shall be dismissed from the college; provided, that an incomplete grade shall not be included in the computation of earned units; provided, further, that this shall not apply to students who receive final grades in only nine academic units.

Academic delinquency status of a student shall be entered in the student's permanent record.

36. Effect of Dropping Due to Scholastic Delinquency

Any student dropped from one college or department because of scholastic delinquency shall not be admitted in another department or college in the University unless in the evaluation of the Dean or Department Chairman concerned thereat, the student's aptitude and interests qualify him in another field of study, in which case he may be admitted on probation.

37. Permanent Disqualification

Any student, who at the end of the semester or term, fails in more than seventy five percent (75%) of the total academic units in which he is registered, shall be permanently disqualified from readmission in any college or department in the university. When a student under probation fails again so that it becomes necessary to drop him again shall likewise be permanently disqualified from re-admission to any college or department in the University.

38. Limitations of University Disqualification

In cases where a faculty member certifies that a grade of "5.0" obtained by a student is due to unauthorized dropping of subject and not actual poor grade, permanent disqualification does not apply, provided a certification is presented.

39. Record of Scholastic Delinquency

All academic delinquency status of a student shall be entered in the student's permanent record.

40. Minimum Grade Requirements for Graduate students

In graduate courses, the requirement for graduation shall be a general weighted average of "2" or better in all formal courses except thesis.

To be considered in good standing, a graduate student must maintain a grade of 2.0 in all subjects in the graduate level.

41. Maximum Residence

Undergraduate Student

An undergraduate student shall finish at least one academic year in the University, immediately preceding graduation.

Graduate Students

The maximum period within which to finish a master's degree shall be three (3) years. However, a student is given a two-year grace period. But if he fails to enroll within the grace period, the credits earned become stale thus shall be repeated.

The maximum period within which to finish doctoral degree shall be four years. However, a student is given a two year grace period. But if he fails to enroll within the grace period, the credits earned become stale thus shall be repeated.

Chapter V

FACULTY AND STAFF DEVELOPMENT PROGRAM POLICIES AND GUIDELINES

Rationale

The present thrust of government efforts is the rapid socio-economic recovery of the country. With the economic crises, however, a developing country as ours should multiply efforts to achieve progress. The key word is productivity and moral rejuvenation, the guiding principle is unity and social responsibility.

Providing quality education is one among the many strategies adopted by the government to achieve these goals. The basic assumption is that the effectiveness of a Filipino in a developing country lies in his demonstrable skills, attitudes and qualities of a confident and self-reliant individual capable of solving his own problems creatively. The focus is directly on the improvement of productive skills, and the aim is to help students develop the several aspects of their citizenship roles.

Based on the above premises, faculty and staff development is an indispensable program in any institution of higher learning like the CSU. Improvement in the quality of instruction, research, extension and production depends significantly on the capability and qualifications of the faculty and staff. As one of its major objectives, the CSU pursues an accelerated faculty and staff development program. This is being carried out through scholarship programs, seminars and trainings sponsored by various agencies and by the CSU itself.

The scholarship program is intended to support highly qualified and deserving faculty and personnel to pursue masteral and doctoral degrees in addition to training in various areas of specialization. The ultimate goal is the effective and efficient implementation of programs

in instruction, research, extension and production through upgraded and improved manpower capabilities and facilities.

Objectives of the Program

The Faculty and Staff Development Program has the following objectives:

6. To upgrade the qualifications and capabilities of the faculty and staff in instruction, research, extension, production and administrative services.
7. To develop a pool of high level manpower who could be assigned to more challenging jobs in the university.
8. To plan for the continuous upgrading and improvement of the manpower resources of the university through degree and non-degree oriented programs.

Priority Areas of Study

The CSU Faculty and Staff Development Program will focus on the following priority areas:

Degree Programs

- Medicine
- Engineering
- Arts and Sciences
- Teacher Education
- Agriculture
- Fisheries
- Industrial Technology

Non-Degree Program along

- Instruction
- Research
- Extension
- Production

Sources of Scholarships

Scholarship grants come from two major sources:

1. CSU Faculty and Staff Development Program
2. External Agencies
 - Department of Science and Technology (DOST)
 - Philippine Association of State Universities and Colleges (PASUC)
 - Commission on Higher Education (CHED)
 - Civil Service Commission (CSC)
 - Association of the Schools of Public Administration of the Philippines (ASPAP)
 - Department of Agriculture (DA)
 - Philippine Council for Agriculture, Forestry and Natural Resources Research and Development (PCARRD)
 - Commission on Population (POPCOM)
 - De La Salle University (DLSU)
 - Bilateral Agreements with Foreign Countries

- United States of America
- Belgium
- England
- Australia
- New Zealand
- **Southeast Asian Ministers of Educational Organization – Regional Center for Graduate Study and Research in Agriculture (SEAMEO SEARCA)**
- Japan International Cooperation Agency (JICA)
- Israel
- Malaysia
- Indonesia
- Singapore
- Korea

Classification of Scholarship Programs

The CSU-FSDP supports two categories of programs:

1. **Degree-oriented programs** which include courses at the masteral and doctoral levels in specific fields of specialization which are deemed priority areas in the university. Scholars under this category are either full-time or part-time.
2. **Non-degree-oriented programs** which include training courses, study tours and participation in conferences, seminars, workshops or similar development-oriented programs conducted locally or abroad by training institutions including CSU.

Classification of Scholars

Scholars are of two types:

1. Full-time scholars refer to those who pursue their graduate studies on a full-time basis and who are entitled to study leave.
2. Part-time scholars refer to those who pursue their graduate studies while rendering actual service to the university.

Selection of Scholars

Screening of Scholars

A two-stage procedure is observed in selecting scholars under the CSU Faculty and Staff Development Program

a. Pre-qualifying screening by the various colleges of the university. The Deans/Campus Heads shall recommend a mechanism of selection in their respective colleges/campuses, but must be in accordance with the guidelines of the university. Criteria for selection shall depend on the following:

- The area of specialization applied for is in line with the priority program areas of study.

- The applicant possesses the qualification requirements needed by the donors/schools granting the scholarship.
- The applicant is able to do course work.
- The applicant pledges to complete the scholarship

b. Selection by a scholarship committee before final approval by the President. The Scholarship Committee is composed of:

- Vice-President for Academic Affairs – Chairman
- Director of Instruction – Vice-Chairman
- Chief, Faculty and Staff Development Program – Member

Applicants for scholarship shall be recommended by the Dean to the Scholarship Committee which in turn recommends a corresponding action to the President. As soon as the recommendations for scholarship for a given period has been approved by the President, the Director of Instruction will individually notify the selected scholars. A Special Order is issued for this purpose. The scholar shall then submit the accomplished contract of scholarship.

Basic Conditions for Awarding Scholarships

1. The awardee must have a regular plantilla position
2. The awardee must sign a scholarship contract with the University before the scholarship is awarded.
3. Full-time scholars are required to finish their program of study within the allotted period follows:
 - A master's degree shall be completed within four semesters and an additional one-semester extension on official time, excluding the summer term of the last academic year of the scholarship.
 - A doctorate degree shall be completed within six semesters and an additional two-semester extension on official time, excluding the summer term of the last academic year of the scholarship.
 - A recommendation letter of the grantee's major adviser is required to support a request for extension accompanied by a copy of the research proposal.
 - He may be allowed to take a leave of absence using his leave credits for another extension. For other scholarship grantees, the duration shall depend on the requirements of the sponsoring agency.
 - A total maximum leave of absence equivalent to one school year for unavoidable exceptions/reasons may be permitted by the President for the duration of the scholarship provided the leave is recommended by the academic adviser of the scholar concerned. However, the scholar will not be paid stipends and other monetary incentives during his/her leave of absence.
 - The scholars are required to serve the university for the equivalent of two years for every one year of scholarship or a fraction thereof.
 - The scholarship is awarded on the basis of priority fields of specialization according to development plans of the university, hence, scholars shall not transfer to other fields of specialization without the prior approval of the university. Sanction may be withdrawal of privileges.

- The scholars shall not transfer schools or training agencies without the prior approval of the university.
 - The scholars shall pursue their scholarships in reputable institutions.
4. Part-time scholars are required to finish their program of study within the allotted period as follows:
 - A master's degree shall be completed within four semesters and an additional extension of two semesters and a doctorate degree within six semesters and an additional extension of three semesters.
 - The scholarship is awarded on the basis of priority fields of specialization according to development plans of the university, hence, scholars shall not transfer to other fields of specialization without the prior approval of the university. Sanction may be withdrawal of privileges.
 - The scholars shall not transfer schools or training agencies without the prior approval of the university.
 5. Part-time scholars shall pursue scholarships at CSU unless the program pursued is not offered in the university.

Application Requirements

1. Approved scholarship
2. Admission approved by the university or agency where scholar intends to enroll in
3. Submission of undergraduate transcript of records
4. Written indorsement of immediate supervisor/Campus Head.

Responsibilities of the Scholar

For the duration of the scholarship, the scholar has the following responsibilities:

1. For full-time scholars to devote full time to their studies
2. Maintain a general average of 2.00 or better throughout the scholarship
3. Carry the normal academic load for each school term (12 units during regular semester and 6 units during summer for full-time scholars/ 9 units during regular semester and 6 during summer for part-time scholars).
4. Comply with all regulations set by their school or trainings agency and under the provisions of their scholarship.
5. Submit copy of registration card within one week after enrollment
6. Submit to the ODI periodic progress reports required such as:

Degree Program

- Copy of grades before stipend can be released for the succeeding term
- Result of qualifying/comprehensive examination upon release
- Copy of the approved research proposal for the initial release of the thesis/dissertation allowance
- Final report including transcript of records, and two bound copies of thesis/dissertation after completion

Non-Degree Program

- Immediate completion report on study tours, seminars, workshops, conferences, and trainings attended with handouts as attachments

Forms of Assistance

Full-time Scholars

The CSU shall provide the following financial assistance to full-time scholars:

- Tuition and other school fees
- Book allowance of P2,000.00/semester
- Round trip transportation expense from the start of the grant to the last semester covered by the period
- Monthly stipend of P5,000.00
- Thesis assistance of not more than P25,000 for masteral and P40,000 for doctoral to cover actual costs of supplies, materials, travel expenses in data gathering, and services such as encoding, printing, and binding of manuscript
- For experimental researches along applied and natural science, additional thesis/dissertation assistance of P10,000
- Payment of honoraria for members of thesis/dissertation panel
- Payment of graduation expenses charged by the school

Part-time Scholars

Part-time scholars are entitled to the special benefits granted to full-time scholars except for the monthly stipend and travel allowance.

Non-Scholars

Faculty and staff who are not scholars may apply for thesis/dissertation assistance equivalent to those granted to scholars subject however to the following basic conditions:

- The applicant must have a plantilla item.
- He must have been in the university for at least five years.
- He has pursued the graduate course continuously for three years in the case of master's grantees and four years in the case of doctoral grantees.
- He must have a grade point average of not lower than 1.75 in the graduate program and without failures.
- His study must be along the area of specialization or position and along the priority areas identified by the university.
- He has not availed of any scholarship or any form of assistance.
- Priority is given to applicants who pursue a graduate program in the university.
- The assistance is only for on-going researches.

Non-Degree Program Recipients

The faculty and staff who participate in study tours, trainings, seminars, and conferences are entitled to the monetary incentives indicated in the approved program.

Number of Non-Scholars to Avail of Thesis/Dissertation Assistance

The number of grantees to avail of the thesis/dissertation assistance is ten (10) per school year, subject to the availability of funds. The giving of this privilege shall not in

any way disadvantage the scholars of the University. The distribution of grantees shall be five in the masteral program and five (5) in the doctoral program.

Procedures in the Availment of Thesis/Dissertation Assistance

The following guidelines shall be followed in the granting of the assistance:

1. The applicant shall submit in writing to the Vice-President for Academic Affairs through the Chief, Faculty and Staff Development Program, expressing his/her desire to avail of the grant.
2. The following should accompany the letter of request for a grant:
 - a. approved copy of the thesis/dissertation duly signed by the Thesis Committee;
 - b. certification of the thesis/dissertation adviser that the proposal is ready for implementation ;
 - c. complete budgetary estimates for the study;
 - d. work plan or schedule of activities
3. The University Screening Committee shall process the application for a thesis/dissertation grant. This Committee shall consist of the following:

Chairman: FSDP Chief
Members : Research Director
Graduate School Dean
Faculty Regent
APA Representative
Consultant: VP for Academic Affairs

The task of the committee is to evaluate the application in terms of the following criteria:

- a. relevance of the research to the national, regional, provincial, and university thrusts and programs;
 - b. contribution of the research to the University, college, campus development
4. Upon approval, the applicant shall be notified by the Chief, FSDP. He shall sign a contract of agreement prior to the release of the grant.
 5. The amount equivalent to 75 percent of the assistance shall be initially given upon the approval of the request. The remainder (25 percent) shall be given upon the submission of four (4) bound copies of the thesis/dissertation duly approved by the Thesis Guidance Committee; and subject to the liquidation of the first release following government accounting rules and procedures.
 6. In the course of the thesis/dissertation, the grantee shall submit to the Chief, FSDP monthly progress report on the status of the research.
 7. The thesis/dissertation should be completed by the grantee within the prescribed duration of the course.

Grantees' Accountability (non-scholars)

In case of failure to comply with the terms and conditions stipulated herein, the grantee should be required to return the full amount availed of.

Conditions for Extension of Scholarship

1. To complete a study, application for extension should be made in writing. Said application should be accompanied by a certification from the adviser and also a copy of the approved research paper. Filing of application should be made a month before the start of the semester/summer.
2. To complete major revisions in the final draft of thesis/dissertation, application for extension should be accompanied with the result of the final defense and certification from the adviser.

Penalty Provisions

Recipients of privileges under the CSU-FSDP must reimburse the total spent for their program in case of:

1. Unauthorized transfers from one school to another or from one program to another.
2. Acceptance of any employment which may prejudice the scholarship performance of the grantee.
3. Willful abandonment of the scholarship or leave of absence without approval.
4. Refusal to abide by or observe the terms and conditions specified in the scholarship contract.
5. Non-completion of the degree/training
6. Gross misconduct