



*Mindanao State University*

# **MANUAL FOR FACULTY**

## **Recruitment, Retention and Promotion**

**November 2015**

## **Introduction**

The recruitment, retention and promotion of faculty members in the university is a crucial functions of human resource management. They are major determinants in the success of the Mindanao State University in performing its tasks towards the attainment of its mission and objectives.

Recruitment involves the process of inviting qualified persons to occupy available teaching positions in the university. It provides a selection process where the best among interested applicants to a teaching position are chosen and inducted into the service. Among others, academic preparation, teaching skills, dedication and potentials for teaching, research and extension are desired characteristics that must be seen in a recruit.

Teaching in the university is a career. While an effective teacher may be initially determined through the recruitment process, his/her capability can be enhanced through years of exposure into the service. Faculty retention is a process of identifying faculty members who will continue to teach in the university. It involves the monitoring of faculty performance by direct observation, supervision and performance evaluation according to established standards. The evaluation of performance is not limited to teaching; it includes performance in research and extension and the ability of the individual faculty to relate with his peers. Performance evaluation is made to determine who among the contractual and temporary faculty members will be rehired after a year of service contract. Further, the results of said performance evaluation is used as a major basis for the grant of tenure of a faculty after satisfying all basic requirements. Another basic requirement for retention is adherence to Philippine laws, policies of the university and accepted moral standards of the society.

For the faculty who survives the retention process and who makes teaching as a career, they must be continuously motivated to maintain or even enhance their effectiveness. One of the major motivations in the teaching career is promotion, the movement from one rank to a higher rank. This is granted to faculty members who satisfied some requirements established in the Integrated System for Re-ranking and Promotion (ISRP) of the university. Each rank in the university has its corresponding salary grade or monetary equivalent. Promotion therefore, carries with it a monetary incentive.

## **Acronyms**

1. APC – Academic Planning Committee
2. APP – Academic Promotion Panel
3. BOR- Board of Regents
4. CSC – Civil Service Commission
5. FEP – Faculty Evaluation for Promotion
6. FDP – Faculty Development Program
7. FMS – Faculty Merit System
8. FRS- Faculty Ranking Scheme
9. HRMO – Human Resource Management Office
10. IAPP – Institute Academic Promotion Panel
11. ISRP- Integrated Scheme for Ranking and Promotion
12. IPCR- Individual Performance Commitment Review
13. MSU- Mindanao State University
14. NBI- National Bureau of Investigation
15. OPCR- Office Performance Commitment Review
16. OC- Office of the Chancellor
17. OVCAA – Office of the Vice Chancellor for Academic Affairs
18. OVCAF – Office of the Vice Chancellor for Administration and Finance
19. PBET – Passer of the Board Examination for Teachers
20. SPMS – Strategic Performance Management System
21. SUC- State Universities and Colleges
22. TER – Teaching Efficiency Rating
23. TOR- Transcript of Records
24. USAPP – University System Academic Promotion Panel

## **The Mindanao State University System**

The Mindanao State University (MSU) is a public, non-stock, non-profit institution of higher learning. Created by Republic Act (RA) No. 1387, as amended by RA No. 1893, RA No. 3791 and RA No. 3868, it was formally established in Marawi City on September 1, 1961. It started as a one-campus university, but has now grown into a University System with ten campuses and other external units located in strategic areas in Mindanao (Art 2, University Code).

The mandate of the University is to provide instruction for the undergraduate and graduate levels in literature, philosophy, law and the arts and sciences, business and engineering, to give professional and technical training, to encourage and undertake research, to contribute to the growth and dissemination of knowledge, and to better implement the policy of the government in the intensification of the education of the Filipino youth, especially among the Muslims and other tribes belonging to the national minorities, with the aim and view of integrating the latter into the national body politic. More emphasis, however, shall be given to the teaching of Filipino native culture, arts, sciences, law, philosophy and literature (Art. 3, University Code).

## **Recruitment**

Recruitment in MSU-IIT goes through the standard operating procedure in recruiting professionals suitable for certain jobs: 1) magnetizing; 2) choosing and; 3) appointing.

The information dissemination on hiring is crucial as it is the primary step in attracting the finest professionals. Consequently, the Institution's task in appointing the cream of the crop is effortless. Moreover, as a government institution, recruitment shall be in accordance with the CSC guidelines.

The recruitment of faculty in MSU begins at the department level where the need to recruit is determined. The department is responsible in searching for applicants and this may be done through advertisements through the tri-media or through the university website. The department is also responsible in shortlisting the applicants. The shortlisted applicants will then be invited for a lecture demonstration and interview. Qualified applicants are endorsed to the dean who likewise endorses them to the Vice Chancellor for Academic Affairs. The Vice Chancellor for Academic Affairs forwards the list of the qualified candidate with their credentials to the Academic Planning Committee for further deliberation. The Academic Planning Committee will then make its recommendation to the Chancellor who will approve the recruitment of the recommended applicants.

One may be recruited as a lecturer, temporary faculty or contractual faculty. There are several conditions wherein the department may need to recruit such as: replacement of a retired, resigned, dead or dismissed faculty member; additional programs of the department; expansion of enrolment; additional demands for service courses; de-loading of faculty members due to administrative designations, engagement in research and in extension; and study leave by a faculty through the faculty development program(FDP) of the university. If any or combination of the foregoing conditions occurred, one of the immediate and temporary remedy is to distribute excess loads to available faculty members as overload. However, if after assigning loads to available faculty members as overload, there remain unassigned loads, then recruitment may be necessary. If the remaining load is less than 15 units then a lecturer has to be recruited to handle them. If the available load is at least 15 units, a recruit may be given either contractual or temporary status. Temporary status is given if a corresponding faculty item is available. However, if there is no faculty item but a casual/contractual fund is available, then a contractual status may be given. In both contractual and temporary cases, the recruits should have at least a master's degree.

Aside from the available units which are below 15 units, a lecturer status is given to recruits who have no master's degree. There are also instances when there is a need to recruit a person whose expertise is not available among existing faculty members but the same person cannot serve as a full time faculty member for some reasons that limits his/her engagement with the university on a full time basis. For experts like these, they

may be invited to lecture and the usual recruitment procedures like lecture demo and interviews are waived by the department.

### **Recruitment Procedure**

Usually towards the end of a semester or before the opening of the following semester, the department will decide based on the need whether to recruit or not. The department will have an inventory of the course offerings for the incoming semester to find out if all of these can be loaded to available faculty members. If there are excess courses, their total numbers of units are determined and thorough inspection is made if these can be loaded as overload to available faculty members. If the available faculty members cannot accommodate all courses, then a decision to recruit is made. The potential status and number of faculty recruits depends upon the total excess units: lecturer if the excess units are less than 15 units; contractual or temporary if total number of units available is 15 or more and depending on the availability of item and budget as determined and advised by the Budget Office and the Human Resource Management Office. After a department decision is made, the Chairperson prepares a communication to the College Dean informing him//her of the need to recruit. The Department shall fill up a hiring form at least two (2) months before the next enrolment period. The Dean endorses this to the Chancellor through the Vice Chancellor for Academic Affairs.

### **The Hiring Form**

#### **AUTHORITY TO INTERVIEW/SCREEN APPLICANTS**

Date: \_\_\_\_\_

Department: \_\_\_\_\_ College: \_\_\_\_\_

Faculty Members: \_\_\_\_\_ For AY/Semester: \_\_\_\_\_

Number to be hired: \_\_\_\_\_ Minimum Qualification required: \_\_\_\_\_

Reason: \_\_\_\_\_

Lecturers: \_\_\_\_\_ For AY/Semester: \_\_\_\_\_

Number to be hired: \_\_\_\_\_ Minimum Qualification required: \_\_\_\_\_

Reason: \_\_\_\_\_

Requested by:  
\_\_\_\_\_

Chairperson

Recommending Approval:

\_\_\_\_\_  
Dean Vice Chancellor for Academic Affairs

APPROVED:

\_\_\_\_\_  
Chancellor

After the approval by the Chancellor, the college organises its faculty screening panel which shall evaluate all applicants on the basis of the duly approved faculty hiring request form.

The College Screening Panel shall have a minimum of five (5) members. It shall comprise of at least two Department Chairpersons, one of which is the Chair of the Department hiring, an additional faculty member; at least two tenured faculty members of the hiring Department, the head of the Human Resource Management Office, and a representative of the VCAA may be included. The Chair of the hiring Department shall head the College/School Screening Panel.

After the approval by the Chancellor of the request of the department to hire, the Department proceeds immediately in advertising the job opening to all available media to include broadsheets, TV, radio, and the university Website. All application documents submitted are subjected to preliminary screening by the Department, based on Criteria A to C of Form No. 1 (see next page) and other specific requirements, such as passing licensure examinations. Those who can satisfy the foregoing criteria are advised to take the Personality Test at the Guidance Office and a copy of the results of the test should be provided to the hiring Department. They are also advised by the department to submit the following documents:

- a) clearances (barangay, police, NBI and clearance from last employer, if applicable)
- b) NSO -authenticated birth certificate
- c) If married, an NSO-authenticated marriage contract

Moreover, the applicant should provide three (3) character references (including a former professor and the last employer, if applicable) with their respective contact numbers; the hiring Department should interview at least two (2) character references.

The Department Chair endorses the shortlisted applicants to the Dean and a schedules for a lecture demo (except for applicants established in their respective fields of specialization) and interview of the applicants is made.

After the lecture demo and interview, the scores of each applicants are computed and the Chair of the College Screening Panel makes recommendations for hiring to the

Dean based on the results of the panel evaluation. The Dean endorses the selected applicants to the VCAA who in turn endorses them to the Academic Planning Committee (APC). After its deliberation, the APC makes its own endorsement to the Chancellor who approves the hiring.

**Form No. 1**

**Criteria for Recruiting Faculty Members**

Criteria	Particulars	Maximum Points
A. Educational Attainment (30%)	Doctoral degree	30
	MA/MS degree	25
	Bachelor's degree	20
B. Scholastic Record (20%)	Summa cum laude or its equivalent*	15
	- Bachelor's degree	
	Magna cum laude or its equivalent*	12
	Cum laude or its equivalent*	8
	GPA of 1.751-1.999	5
- Any graduate degree	GPA of 1.000-1.250	5
C. Work Experience (10%)		
	5 years	5
	- Teaching or related work experience	
	4 years	4
	3 years	3
2 years	2	
1 year	1	
D. Other Professional Qualifications (5%)		

- Licensure Exam		5
	1 <sup>st</sup> and 2 <sup>nd</sup> placer	3
	3 <sup>rd</sup> to 5 <sup>th</sup> placer	1
	6 <sup>th</sup> to 10 <sup>th</sup> placer	
- Non-Licensure Exam	CS Professional:	5
	1 <sup>st</sup> and 2 <sup>nd</sup> placer	3
	3 <sup>rd</sup> to 5 <sup>th</sup> placer	1
	6 <sup>th</sup> to 10 <sup>th</sup> placer	
- Awards	International	5
	National	3
	Regional	1
E. Lecture Demo (20%)	Mastery of subject matter	
	Content of lecture	4
	Organization of lecture	4
	Communication skills	
	Manner of speaking	4
	- Voice & speech: expressing clearly & adequately	
	Ability to express ideas	4
	- Logical, clear & convincing	
	Audience rapport	4
	- Ability to create an atmosphere conducive to learning; ability to stimulate discussion	
F. Personality Interview (15%)	Appearance	3

	- Grooming, alertness, fitness	
	Commitment to teaching/Institute	2
	- Shows dedication to teaching & loyalty to Institute given situational factors	
	Maturity of judgment	5
	- Analytical & resourceful, shows vision yet practical	
	Emotional Stability	5
	- Composure, cheerfulness, ability to withstand stress, manage problems & conflicts	

\* For those who did not meet school residency requirements

Note: Cut-off score for hiring = 50 pts.

After the Chancellor's approved the endorsement of the APC, the credentials of the newly hired faculty are forwarded to the college's representative to the Academic Promotion Panel (APP) who will compute the initial rank of the new hire and submits these to the APP within the week. The department provides its new recruit with orientation on academic policies, core values, vision and mission. The Human Resource Management Office (HRMO) also provides orientation on university policies and the requirements to complete their employment relationship with the university. The contract of employment will be prepared by HRMO for processing. The names and initial ranks of recruits will be submitted by the HRMO to the University Secretary for inclusion into the Board of Regents' (BOR) agenda in its forthcoming quarterly meeting. The BOR approves the appointment of the faculty hired by the university.

### **Retention**

The employment status of faculty can be any of the following: tenured/permanent, temporary or contractual. Lecturers have no employee-employer relationship with the university. Their teaching engagement is governed by a specific contract.

### **Rehiring of Faculty**

Temporary and contractual faculty are covered by a one-year contract of service. They may be extended for another year of service provided that their average performance in their two-semester service is at least satisfactory both in their teaching efficiency rating (TER) and their individual performance commitment and review (IPCR).

The TER consists of three parts: the students' evaluation, peer evaluation and the Chairperson's/Dean's evaluation. The evaluation of the faculty is conducted every semester.

### **The TER**

In the case of the TER, the college prepares the list of evaluators with the corresponding names of the faculty that they will evaluate and the day and time of their classes. The evaluator personally conducts the evaluation by distributing the TER forms to the students after giving them a short briefing on the mechanics of the evaluation process. The evaluator retrieves the forms after the students are finished with it. The faculty evaluator tabulates the results and submits it to the dean's office.

At the same time that the students are evaluating the faculty, the department chairperson distributes the peer evaluation form to the members of the department. The results of the completed forms are tabulated and given directly by the evaluating faculty to the office of the dean.

The department chairperson who is the direct supervisor of the faculty also performs his/her superior's evaluation and submit his ratings of individual faculty members to the office of the dean. The Department Chairperson will also be evaluated by the dean as his/her direct superior.

The office of the dean, having collated the TER results of the individual faculty of the college, proceeds in computing the final rating of the faculty by giving the corresponding weights of the ratings given by the three sectors: students, peers, superior. In terms of their weight, the students' rating is given 50%, the chairperson's/dean's is given 30% and the peers' rating is given 20%. Anybody whose rating is below 85 will not be rehired.

### **The IPCR<sup>1</sup>**

The TER is an instrument that rates only the teaching ability of the faculty. The other functions of the faculty: research and extension were not captured by this instrument. For the long period that the TER is the only instrument used to evaluate the faculty in the university, the faculty had been underrated. With the advent of the Strategic Performance Management System (SPMS) of the government which was implemented by the Civil Service Commission (CSC) however, the contributions of the faculty in the two other functions are now captured through their Individual Performance Commitment and Review (IPCR).

The faculty evaluation through their IPCR is conducted after the administration of the TER. The Department Chairperson supervises the conduct of the IPCR evaluation. All members of the Department including the Chairperson shall undergo the same evaluation.

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<sup>1</sup> See Appendix 1



**Form 2. Teaching Efficiency Rating Scale (Chairperson/Dean as Rater)**

Instructor \_\_\_\_\_ Date Rated \_\_\_\_\_

**Direction:** Rate your faculty on the items according to the following scale. Encircle the appropriate number which corresponds to your honest evaluation.

	Never	Seldom	Often	Always						
	5	6-7	8-9	10						
1. Comes to class regularly.	5	6	7	8	9	10				
2. Starts classes punctually.	5	6	7	8	9	10				
3. Makes optimum use of the class hours	5	6	7	8	9	10				
4. Conducts make-up classes whenever necessary	5	6	7	8	9	10				
5. Does institutional services outside of teaching (e.g. registration advising, committee task)	5	6	7	8	9	10				
6. Observes official consultation hours	5	6	7	8	9	10				
7. Makes himself available to students for completion of grades	5	6	7	8	9	10				
8. Submits grades sheets, reports and other requirements on time	5	6	7	8	9	10				
9. Informs department/college of possible absences	5	6	7	8	9	10				
10. Communicates clearly in written and spoken words	5	6	7	8	9	10				
11. Observes administrative protocol	5	6	7	8	9	10				
12. Tends to be flexible and open-minded, or welcomes criticism and suggestions	5	6	7	8	9	10				
13. Observes/respects department policies	5	6	7	8	9	10				
14. Accepts assigned tasks with Alacrity	5	6	7	8	9	10				
15. Attends official meetings	5	6	7	8	9	10				
16. Handles disagreements with composure and finesse	5	6	7	8	9	10				
17. Exercises his rights and accepts rights of others	5	6	7	8	9	10				
18. Inspires a feeling of friendliness and teamwork in an institutional task	5	6	7	8	9	10				
19. Behaves and appears in accordance with professional standards	5	6	7	8	9	10				
20. Keeps abreast with developments in one's field of specialization	5	6	7	8	9	10				
21. Exhibits a certain degree of exposure for recent trends in other fields	5	6	7	8	9	10				

**Form 2.a. Teaching Efficiency Rating Scale(Peer as Rater)**

Instructor \_\_\_\_\_ Date Rated \_\_\_\_\_

**Direction:** Rate your co-faculty on the items below according to the following scale. Encircle the appropriate number which corresponds to your honest evaluation.

Never Seldom Often Always  
5 6-7 8-9 10

**I. Scholarship**

- 1. Upgrades knowledge in one’s Field of specialization 5 6 7 8 9 10
- 2. Contributes new innovative ideas for the development of instruction, research and extension 5 6 7 8 9 10
- 3. Conversant with new trends in other fields 5 6 7 8 9 10
- 4. Stimulates intellectual discussion with colleagues 5 6 7 8 9 10
- 5. Performs competently assigned scholarly tasks 5 6 7 8 9 10
- 6. Keeps abreast with issues / concerns of local/national /international significance 5 6 7 8 9 10
- 7. Shows professional maturity and cultural adaptability 5 6 7 8 9 10
- 8. Possesses a good command of the medium of instruction 5 6 7 8 9 10
- 9. Demonstrates intellectual honesty 5 6 7 8 9 10

**II. Personality**

- 1. Maintains wholesome and cordial relations with colleagues 5 6 7 8 9 10
- 2. Welcomes criticisms and suggestions from colleagues 5 6 7 8 9 10
- 3. Respects rights of others 5 6 7 8 9 10
- 4. Behaves within the bounds of morality and decency 5 6 7 8 9 10
- 5. Handles difficult and trying situations professionally 5 6 7 8 9 10
- 6. Demonstrates leadership quality 5 6 7 8 9 10

**III. Commitment and Dedication to Service**

- 1. Exudes enthusiasm in his job. 5 6 7 8 9 10
- 2. Devotes official times in the

accomplishments of one's official function and responsibilities	5	6	7	8	9	10
3. Participates actively in the department/college/university activities	5	6	7	8	9	10
4. Attends regularly in the department/college meetings	5	6	7	8	9	10
5. Observes administrative protocol	5	6	7	8	9	10
6. Performs additional tasks even without remuneration	5	6	7	8	9	10
7. Upholds the ideals of the University	5	6	7	8	9	10

**Form 2.b. Teaching Efficiency Rating Scale (Student as Rater)**

Instructor \_\_\_\_\_ Subject \_\_\_\_\_ Time/Day \_\_\_\_\_  
 Date Rated \_\_\_\_\_

**Direction:** Please answer all questions carefully. Describe your instructor and his/her way of teaching. Encircle the appropriate number, which corresponds to your honest evaluation.

Never Seldom Often Always  
 5 6-7 8-9 10

**I**

1. Attends class regularly	5	6	7	8	9	10
2. Comes to class on time	5	6	7	8	9	10
3. Gives reasons when the class is suspended	5	6	7	8	9	10
4. Dismisses class on time	5	6	7	8	9	10

**II.**

5. Comes to class well prepared	5	6	7	8	9	10
6. Answers well the question of the students	5	6	7	8	9	10
7. Presents lessons in an orderly manner	5	6	7	8	9	10
8. Presents lessons clearly with present and future application/use	5	6	7	8	9	10
9. Covers satisfactorily the contents of the course	5	6	7	8	9	10

**III.**

10. Gives illustrations, examples that makes lessons clear	5	6	7	8	9	10
11. Gives and returns quizzes /exams regularly after correcting	5	6	7	8	9	10
12. Encourages active participation of students	5	6	7	8	9	10
13. Listens attentively to student's reports/discussion in class	5	6	7	8	9	10
14. Uses different methods and techniques to teaching to make lessons clear	5	6	7	8	9	10
15. Varies teaching strategies to make lessons interesting	5	6	7	8	9	10
16. Motivates students to think and analyze	5	6	7	8	9	10

- |  |   |   |   |   |   |    |
|--|---|---|---|---|---|----|
| 17. Shows approachability and open mindedness            | 5 | 6 | 7 | 8 | 9 | 10 |
| <b>IV.</b>   |   |   |   |   |   |    |
| 18. I learn from this teacher.                           | 5 | 6 | 7 | 8 | 9 | 10 |
| 19. The teacher is fair in giving grades.                | 5 | 6 | 7 | 8 | 9 | 10 |
| 20. I will advise my friends to be “under” this teacher. | 5 | 6 | 7 | 8 | 9 | 10 |

Please write here comments regarding your instructor and this class.

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*(You may continue at the back)*

## **Faculty Tenure**

The grant of faculty tenure in the university is governed by BOR No. 187, series of 1995 which provided a guideline for the grant of permanent tenure to the faculty members of the MSU System.

The following criteria and guidelines shall be used in the evaluation for the grant of tenure to the members of the faculty of the Mindanao State University System. The main provision of said BOR Resolution are as follows:

### **Requirements for a Collegiate and Graduate Faculty to be Tenured**

1. A master's or a doctoral degree in one's field of specialization with at least two (2) years of full-time teaching experience in the University with an average teaching efficiency rating of at least very satisfactory during the last two (2) immediate preceding years.  
In cases of returning faculty grantees – their average TER within two (2) years prior to official start of their study leave may be considered.
2. A doctoral degree in the allied, i.e., strongly related field of the area of specialization with at least two (2) years of full-time teaching experience in the University and with an average teaching efficiency rating of at least very satisfactory in the last two (2) immediate preceding years.
3. A master's degree in the allied, i.e., strongly related field of specialization with at least three (3) years of full-time teaching experience in the University and with an average teaching efficiency rating of at least very satisfactory during the last two (2) immediate preceding years.
4. A non-Masteral Degree with at least five (5) years of full time teaching experience in the University, an average teaching efficiency rating of at least very satisfactory in the last two (2) immediate preceding years and any of the following:
  - a. Making it to the top twenty of a professional board examination in the field of specialization; or
  - b. Completing at least one research project in one's field of specialization or related field which has been acclaimed by at least two (2) national experts in the field; or
  - c. Authoring/developing and helping in the implementation of major institutional programs that have significantly contributed to the growth and development of the University; or

- d. Implementing a University-recognized extension project (not merely recognized by a department or a college) which created an impact and significantly benefitted a large community as duly acclaimed by credible community leaders and supported by written documents and other proofs; or
- e. Inventing a device, tool, machine and the like, properly patented or commercially manufactured; or
- f. Receiving a recognized national award which has brought honor and prestige to the University.

### **Requirements for Elementary and Secondary School Teachers**

1. A masteral degree in Education obtained from accredited schools and passer of the board examination for teachers (PBET) with at least one (1) year of full-time teaching experience in the University and with a minimum average TER of very satisfactory in the preceding year.
2. A masteral degree in a specialized field of Education and passer of the board of examination for teachers (PBET) with one (1) year or more of full time teaching experience in the University and with a minimum average TER of very satisfactory in the preceding year.
3. A Non-Masteral Degree holder and passer of the teacher's board examination with five (5) years full-time teaching experience in the University and with a minimum average TER of very satisfactory, in the last two (2) preceding years.

### **Transfer Faculty**

1. A high school or elementary faculty member on permanent status in the University who transfers to Collegiate faculty shall retain his/her permanent status.
2. A permanent faculty member of other SUC's or the DECS who transfer to the MSU System may retain his/her permanent status provided there is an official transfer of service duly noted by the Civil Service Commission and provided further that the transferring faculty member is immediately appointed with a specific faculty item.
3. A permanent administrative and semi-academic personnel of the University who transfers to a teaching position by reason of outstanding academic qualifications may retain his/her permanent status provided he/she is a master's degree holder in the required field of specialization where he/she is appointed and that his/her recruitment has been duly recommended by the department concerned. Provided

further, that he/she is immediately appointed to a specific faculty item upon appointment and provided furthermore, that the need for such a teacher has been established and his/her transfer is strictly by invitation of the department faculty.

4. A permanent administrative personnel of other SUC's DECS and or other institutions or agencies who transfers to a teaching position in the University shall NOT retain his/her permanent status.

## **Procedure**

1. A member of the faculty who measures up to the criteria for the grant of tenure shall be recommended by his/her immediate Supervisor (Department Chairman and the Dean for collegiate faculty, Director or Principal for High School and elementary units) to the APC through the Office of the Vice Chancellor for Academic Affairs using Form 3.
  - 1.1 In case the head of a unit/college fails to recommend, the concerned faculty member may submit request for the grant of tenure through his/her immediate supervisor.
  - 1.2 In case there is unreasonable delay, the faculty member concerned may file a tracer to the OVCAA for immediate action.
2. The OVCAA shall evaluate the recommended faculty member and certify, to the satisfactory accomplishment of the minimum requirements, for the grant of tenure using Form 4.
3. An interview shall be conducted by a panel composed of the Vice Chancellor for Academic Affairs as Chairman, the Chief Personnel Officer, and at least one senior member of the University faculty with the purpose of ascertaining the following:
  - 3.1 That, the recommended faculty member understands the mission of the University and determine the relevance of his/her duties and responsibilities as a faculty member to the attainment of the goals and objective of the University;
  - 3.2 That, he/she professes his/her loyalty to the teaching profession;

- 3.3 That, he/she values the meaning and implications of the grant of tenure to the faculty.
- 4. The panel shall recommend to the APC the grant of tenure to the faculty.
- 5. The Board of Regents shall approve the grant of tenure to the faculty members as recommended by the APC.
- 6. The Chief Personnel Officer shall notify the Civil Service Commission, the GSIS and other concerned government agencies, of the grant of tenure to the newly recruited faculty member.

**Form 3. Recommendation for the Grant of Permanent Tenure to the Members of the Faculty**

Name of Faculty: \_\_\_\_\_

College: \_\_\_\_\_

Department: \_\_\_\_\_

Academic Rank: \_\_\_\_\_

Date of Original Appointment: \_\_\_\_\_

This is to recommend the grant of Permanent Tenure to the above faculty member based on his/her Very Satisfactory performance in the Department and College.

\_\_\_\_\_  
Department Chairman

\_\_\_\_\_  
College Dean

\_\_\_\_\_  
Senior Faculty Member

\_\_\_\_\_  
Senior Faculty Member

Date: \_\_\_\_\_

**Form 4. Interview Rating Form for the Evaluation for Permanent Tenure**

Name of Faculty: \_\_\_\_\_

Department: \_\_\_\_\_ College: \_\_\_\_\_

Place a mark check on the appropriate box representing the following rating scales:

- 1 = Poor/Unsatisfactory                      3 = Satisfactory  
 2 = Very Satisfactory                      4 = Outstanding

Description	1	2	3	4
Understanding of his/her duties and responsibility as a faculty	___	___	___	___
Sincerity in the teaching Profession	___	___	___	___
Work values and attitudes	___	___	___	___
Understanding of the mission and goals of the University	___	___	___	___
Attitudes and perspective towards the University, the Campus and the locality	___	___	___	___

Overall Comment:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## **RANKING and PROMOTION**

Promotion is a major concern of both the institution and its employees. Rank promotion of the faculty is a major policy concern of the University as it defines both their academic stature and salary. Necessarily, the University must maintain a precise, reliable and relevant faculty ranking scheme to ensure that its main objectives, that of attracting highly qualified faculty applicants and that of retaining very competent and productive faculty members are consistently and persistently met.

The Mindanao State University initially had a faculty ranking scheme patterned after the 1962 UP model. However, since the University has unique features and needs, it developed its own Faculty Ranking Scheme (FRS) in the 70's to respond to those special characteristics. In 1982, the FRS was revised to become more comprehensive and responsive. It became the MSU INTEGRATED SCHEME FOR RANKING AND PROMOTION or the MSU ISRP. It was further amended in 1993 to accommodate paradigm shifts in education, among others. So that, while the 1982 ISRP gave special focus on educational attainment to encourage the faculty to pursue MS and Ph.D. degrees, the 1993 scheme accentuated research, publication and extension services as these are equally important in the academic operation conditions.

Ranking of faculty members must continually conform to the development, institutional maturity and changing needs and emphases of the University in consonance with changing and relevant national policies. For example, in 1988 the Salary Standardization Law was passed and implemented requiring adjustments in some provisions of the ISRP. In addition, although the Civil Service Commission recognizes the MSU Faculty Merit System, it has imposed specific personnel policies that ISRP must respect.

### **Rank Promotion**

Ranking for promotion is a form of institutional recognition of the meritorious performance and outstanding achievements of a faculty. A faculty member who has attained significant achievement or has demonstrated exemplary performance is given due recognition through the evaluation for rank promotion.

To ensure efficient implementation of this policy of the University, each faculty member shall be required to provide the Office of the Academic Affairs or its equivalent, updated and complete personal academic records. On the other hand, each academic unit shall maintain a periodic review of the faculty records to find out who among its faculty members may be qualified for rank promotion.

### **Considerations for Promotion**

Regular faculty members with at least a probationary status or occupying an itemized position, who have served the university for at least two (2) years, and are handling at least three (3) units of teaching load during the time of evaluation, may be

considered for promotion, provided that they have achieved or satisfied at least one of the following:

1. Conferment of an officially authorized degree to a faculty grantee who has reported back to duty with TOR and approved bound copy of thesis or dissertation, if applicable; TOR and SO required for those who graduated from private institutions;
2. Completion of a graduate degree on one's own time and expense with approved permit to study PROVIDED, the degree is within or in the allied/related field of study or specialization duly recognized by the University as certified by the concerned academic department or college, with a certified true copy TOR and an approved bound copy of thesis or dissertation if applicable; an SO for those from private institutions shall be required;
3. An average Teaching Efficiency Rating (TER) of not less than Very Satisfactory (VS) in the last four (4) semesters and meeting at least one of the following requirements based on current rank (refer to pages A-3 to A-5 of 2005 ISRP)

#### **Evaluation Procedure on Faculty Promotion:**

1. Applicant requests the Vice Chancellor for Academic Affairs for evaluation of his/her credentials. The request must state the merits for the promotion, e.g., return from a study leave, etc. Considerations for must be satisfied. The request must be duly recommended by the Chair of the Department, College/School Coordinator and College/School Dean. A Permit to Study Form must also be attached, if applicable (refer to IIT Form).
2. OVCAA advises IAPP (Institute Academic Promotion Panel for evaluation of the applicant's credentials for possible promotion.
3. IAPP communicates to the applicant for submission to the College/School coordinator two (2) sets of his/her credentials, using the required format and order of documents, as stipulated in this guide. These must be certified true copy by the Human Resource Management Department.
4. Each set of the credentials is fastened to a folder. Pagination should be duly observed, preferably on the lower right corner of the page. The pages are appropriately referenced in IAPP Form 03 (Evaluation Details).
5. For Associate Professor or higher rank, applicant should submit one (1) original copy and one (1) Xerox copy of thick documents, e.g., thesis, dissertation, etc. These will serve as attachments and must be properly numbered/catalogued for reference in IAPP Form 03 (Evaluation Details). For Assistant Professor or lower rank, only one (1) Xerox copy of the aforesaid documents may be submitted.
6. Cut-off dates for all documents, which are stamped and certified true copy by HRMD, are as follows:  
For 1st semester evaluation – July 31  
For 2nd semester evaluation – December 31  
For summer evaluation – May 31

7. The coordinator evaluates the credentials and recommends appropriate rank using Form 02 (Faculty Evaluation for Promotion) and Form 03 (Evaluation Details).
8. The College/School Coordinator submits one set of the documents to the IAPP Chair.
9. The other set will be reviewed by the College/School Coordinator for presentation in the meeting to be called by the Chair.
10. Ten (10) sets of Form 03 (Evaluation Details) must be copied for distribution to the panel members.
11. Deliberation of the documents is conducted and recommended rank for promotion is decided based on the 2005 Revised ISRP.
12. The two folders are returned to the College/School Coordinator so that corrections, if any, will be applied, particularly on Form 02 (Faculty Evaluation for Promotion) and Form 03 (Evaluation Details). Additional documents may also be required.
13. Once the recommendations made by the panel are complied with, the two folders (containing the corrected copies) are submitted to the IAPP Chair. The notations made by the College/School Coordinator on Form 03 (Evaluation Details) must be returned to facilitate checking of documents, vis-à-vis, compliance to panel recommendations.
14. The chair schedules a meeting for further deliberation of the documents and/or signing of IAPP Form 02 (Faculty Evaluation for Promotion).
15. IAPP submits its recommendation, consisting of Form 02 (Faculty Evaluation for Promotion, duly signed by all members), Form 03 (Evaluation Details) and Form 05 (Summary of Faculty Evaluation for Promotion), to OVCAA for proper action.
16. A copy of the recommendation is furnished to the College/School Coordinator(s) and HRMD Head.
17. OVCAA endorses its recommendation to the APC (Academic Planning Committee) for deliberation.
18. APC endorses its recommendation to the Chancellor.
19. For Assistant Professor or lower rank:
  - 19.1. The Chancellor endorses the application to BOR for approval.
20. For Associate Professor or higher rank:
  - 20.1. The Chancellor endorses the documents to the Chair of Cluster B, USAPP (University System Academic Promotion Panel) tasked to evaluate faculty members from MSU-IIT and MSU-Naawan.
  - 20.2. Members of Cluster B, USAPP evaluate the documents. Corrections are duly noted. The documents are returned to OC/OVCAA.
  - 20.3. OC/OVCAA endorses the documents to the College/School IAPP Coordinator who then instructs the applicant to apply the corrections.
  - 20.4. The documents, with due compliance to panel recommendations, particularly on Form 03 (Evaluation Details) reproduced in three (3) copies, together with three (3) copies of Form 14 (Faculty Evaluation for Promotion) are submitted to OC/OVCAA, which then endorses the same to Cluster B, USAPP.

- 20.5. Members of Cluster B, USAPP, sign Form 14 (Faculty Evaluation for Promotion) and endorse their recommendations, together with the set of documents, to the MSUS Technical Panel for further deliberation.
- 20.6. MSUS Technical Panel submits its recommendation to the MSUS President.
- 20.7. The MSUS President endorses the recommendation to BOR for approval.

(refer to 2005 ISRP for the details of Forms 2, 3 and other)

## **Rank Categorization**

Rank categorization shall be based on established entrance requirements (refer to ISRP for details). It is categorized in the following rank:

- Instructor
- Assistant Professor
- Associate Professor
- Full Professor
- Research Professor
- University Professor

## **The Criteria**

After the rank category has been established based on the entry requirements, the IAPP shall further evaluate the credentials of the faculty members and assign points on the seven criteria for promotion in accordance with the Scheme, namely:

1. **Educational Attainment**  
Refers to the academic degrees and additional degrees earned, advanced additional study program and scholastic performance.
2. **Work Experience**  
Only the primary type of experience, where a major portion of one's time is spent shall be counted. Work experience points shall be based on official service records or duly accomplished certifications, covering explicitly the periods claimed for credit, provided the service rendered is at least satisfactory.
3. **Productivity**  
Productivity refers to the output of a faculty member resulting from his/her creative and scholarly activities. Productivity outside one's field of specialization shall earn ½ of the points of the work.
4. **Teaching Efficiency Rating**  
Teaching Efficiency refers to the ability of a faculty member to carry out his tasks and obligations effectively in relation to his students, peers and superiors. In determining efficiency ratings, college teachers shall be

evaluated by their: (1) Students, (2) Department Chairman, Dean or immediate Supervisor and (3) Peers.

**5. Professional Growth**

Professional growth refers to the additional training and exposure of a faculty member in his/her field of specialization and allied/related fields.

**6. Institutional Services**

Institutional Services or Extra-academic Activities refer to non-inherent tasks (those outside of what are reflected in the Faculty Workload Report as defined in BOR Res. No. 38, s. 1996) performed in the furtherance or advancement of University operations and functions. Output/report of accomplishment is required.

**7. Extension Services**

Extension service refers to the organized service or out-reach programs designed to improve the quality of life in communities other than the University community, i.e., faculty, students and staff.

**Ranking**

For the INSTRUCTOR and ASSISTANT PROFESSOR rank categories, the base point is zero (0) and the computation is simply cumulative.

Faculty members categorized as ASSOCIATE PROFESSOR or PROFESSOR shall be evaluated using a set of weights. The weights will vary from rank to rank as shown in Table 1.

Table 1. Table of Weights

	Assoc. Prof.	Full Prof	Research Prof.	University Prof.
Educational Attainment	0.3	0.2	0.1	-
Work Experience	0.4	0.3	0.2	0.1
Productivity	0.7	0.8	0.9	1.0
TER	0.4	0.4	0.4	0.4
Professional Growth	0.2	0.1	-	-
Institutional Service	0.2	0.3	0.4	0.6
Extension Service	0.2	0.3	0.4	0.6

Table 2. Table of Base Points

<u>Rank Category</u>	<u>Base Points</u>
Instructor	0
Assistant Professor	0
Associate Professor	70
Full Professor	100
Research Professor	280
University Professor	420

The computation of earned points in order to determine the equivalent ranks will be according to the following formula:

$$TP = w_1EA + w_2WE + w_3Prod + w_4TER + w_5PG + w_6EAC + w_7Ext + \text{base points}$$

where:

TP = Total Points  
rank categories

base points = values vary for higher

EA = Educational Attainment points

WE = Work Experience points

Prod = Productivity points

TER = Teaching Efficiency Rating points

PG = Professional Growth points

EAC = Extra Academic points

Ext = Extension Services points

w1 ... w7 = weights vary, see Table 1

For the purpose of assigning equivalent ranks to earned points, the following scheme will be used:

Collegiate Ranks:

Instructor	I	30
	II	40
	III	50
Assistant Professor	I	60
	II	70
	III	80
	IV	90
Associate Professor	I	100
	II	110
	III	120
	IV	130
	V	140
Full Professor	I	155
	II	170
	III	185
	IV	200
	V	215
	VI	230
Research Professor		350
University Professor		500

## IMPLEMENTING GUIDELINES

1. Initial evaluation of credentials shall be done by the Institute Academic Promotion Panel (IAPP) with the Vice Chancellor of Academic Affairs, or his/her equivalent as ex-officio Chairperson and submitted to the Academic Planning Committee (APC) of each campus which may then recommend the established ranks to the Board of Regents (BOR) through the University President. However, evaluations involving or resulting in Associate Professor ranks or higher, shall be reviewed further by the University System Academic Promotion

Panel (USAPP Cluster). The APC of each campus shall be officially informed of the results before recommendations are made by the University President to the BOR.

2. It will be the duty of the faculty member to update his/her own personal academic records. The burden of proof shall rest on the personnel concerned. All submitted documents shall form part of the University's official records. The original document must be presented for authentication of the photocopies.
3. Certification shall be acceptable only if signed by individuals who, by virtue of their office or designation, have the authority to use such documents. For an entity with legal status or personality, there must be an appropriate dry seal.
4. Promotion should not be more than one rank category at a time.
5. As a rule, a faculty applicant whose academic records show more than five (5) failures in the degree considered by the recruiting unit shall not be recruited/promoted. However, failures in three (3) to five (5) courses but not more than two (2) in major courses may be offset by an above average performance (meaning, grades not lower than 1.75 or its equivalent) in a higher degree in his/her field of specialization involving a minimum of twelve (12) units.
6. In a re-evaluation requiring the use of another set of weight distribution criteria, glaring errors, like assigning points beyond the scheme provisions shall be corrected, however, such rectification which may be initiated by the Campus APP or USAPP shall in no way result in demotion.
7. Computation shall be up to 3 decimal places and rounding off shall be done only in the computation of the grand total.
8. If a faculty member's total points after an evaluation is one point or less short of the required points for the next level/rank, he/she shall get the next higher level/rank.
9. Delivery of paper means presenting or reading of the paper by the author himself/herself. In case the paper is read or presented by someone other than the author, the credit still goes to the author/s.
10. Participation in online conferences, trainings, seminars, advanced study program, etc., shall be validated through the submission of a hard copy of proceedings and certificate duly signed by the sponsoring organization or agency.
11. In case the faculty member has multiple roles performed in a particular activity/event, he/she shall earn points for only one, whichever is the highest.
12. For purposes of rank conversion, only those who have taught at least six (6) collegiate units in at least four (4) semesters with an average TER of VS in the collegiate load may qualify for collegiate ranks. However, in the case of Laboratory Schools of the College of Education, conversion to collegiate ranks is automatic.

## **References:**

2005 ISRP: Implementing Guidelines and Procedures

Code of Governance

Mindanao State University System per BOR Resolution No. 92, series of 1988

Faculty Handbook, MSU-IIT, 2011

Memo No. 08-002-OVCAA (MSU-IIT)

Guidelines in Hiring Lecturers

Memo No. 05-075-OC (MSU-IIT)

Prescribing Additional Requirements in the Award of Tenure to Faculty Members

Memo No. 04-040-OVCAA (MSU-IIT)

Condition for the Renewal and/or Hiring of Contractual Faculty

Memo No. 08-002 OVCAA (MSU-IIT)

Guidelines in Hiring Lecturers

Memo Order No. 098- OC (MSU-IIT)

Revised Guidelines for the Hiring of Faculty Members

Memo Order No. 09-075- OVCAA (MSU-IIT)

Prescribed Form Authority Applicants to be Interviewed for Hiring

Republic Act No. 1387

An Act Providing for the Establishment of the University of Mindanao in Dansalan City and Authorizing the Appropriation of Funds Therefor

Republic Act No. 1893

An Act Inserting A Preamble in Republic Act No. 1387, Entitled "An Act Providing for the Establishment of the University of Mindanao in Dansalan City and Authorizing the Appropriation of Funds Therefor"

Republic Act No. 3791

An Act to Amend Republic Act No. 1387 Providing for the Establishment of the University of Mindanao in Dansalan City, as Amended by the Republic Act No. 1893, so as to Change the Name of the University of Mindanao to Mindanao State University and to Grant a Permanent Site to the Said University

Republic Act No. 3868

An Act to Amend Certain Provisions of Republic Act No. 1387, as Amended by the Republic Act No. 1893, Relating to the Composition and Powers of the Board of Regents of the Mindanao State University, and for Other Purposes

