



**CAGAYAN
STATE UNIVERSITY**

ACADEMIC MANUAL I

**QUALIFICATION STANDARDS,
RECRUITMENT, PROMOTION,
LEAVES, AND FACULTY
DEVELOPMENT**

**2017
EDITION**



Republic of the Philippines
CAGAYAN STATE UNIVERSITY
Andrews Campus
BOARD OF REGENTS

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EXCERPTS FROM THE MINUTES OF THE 2ND QUARTER (66TH) REGULAR MEETING OF THE BOARD OF REGENTS OF THE CAGAYAN STATE UNIVERSITY HELD ON JUNE 22, 2017 AT THE CONFERENCE ROOM, OFFICE OF THE CHED CHAIRPERSON PATRICIA B. LICUANAN, HEDC BUILDING, C.P. GARCIA AVENUE, UP DILIMAN, QUEZON CITY.

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Hence, on duty seconded motion of Regent Navarro, the Board passed and adopted-


Resolution No. 61
Series of 2017

RESOLVED, AS IT IS HEREBY RESOLVED, that the Board hereby approves the amendments of the provisions on Recruitment, Appointment, Promotion and Advancement of Faculty members (Qualification Standards) under the 2013 Revised University Academic Manual.

Approved

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I HEREBY CERTIFY that the foregoing excerpt resolution from the minutes is true and correct.


JOEY L. CAULAN
Board Secretary

ACADEMIC MANUAL ON RECRUITMENT, APPOINTMENT, PROMOTION AND ADVANCEMENT

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Section 1: Preambular Provision

Vision: Transforming lives by educating for the best.

Mission: CSU is committed to transform the lives of people and communities through quality instruction and innovative research, development, production, and extension.

Core Values:
Competence

Institutional Outcomes

Critical Thinker
Creative Problem-Solver
Competitive Performer nationally,
regionally, and globally.

Social Responsibility

Sensitive to ethical demands
Steward of the environment
for future generations.
Social justice and economic
equity and advocate.

Unifying Presence

Uniting Theory and Practice
Uniting strata of society
Uniting tradition and advance
Unifying the nation, the
ASEAN region, and the world
Uniting the university and the
Community

Section 2: Definition of terms

1. The University: means the Cagayan State University, no matter in which campus it may be found.
2. Campus: means any of the sites of the university as established by P.D. 1436: Aparri, Lasam, Sanchez Mira, Lallo, Piat, Gonzaga, Bukig (where operations have ceased), and Tuguegarao. For operational purposes, Tuguegarao is distinguished into the Andrews (Caritan) Campus and the Carig Campus.
3. Part-Time: refers to service that is rendered only partly at the Cagayan State University, and may be covered by a Contract of Service.
4. Full-Time: refers to service that takes up all of the working time of the person concerned and is either permanent or temporary.
5. University Dean: The Dean of the College. There can be only one university dean for each of the colleges of the university, no matter that this college may have its site in different campuses.
6. College Dean: The dean of a college in one campus, who is subject to the control and supervision of the university dean in academic matters and in relation to the delivery of instruction.

Section 3: Faculty Responsibilities and Expectations

In the pursuit of their endeavors and in the fulfillment of their responsibilities, the faculty members are expected to:

- Be zealous and relentless in the advancement of knowledge and ethical in public service, honorable in their conduct and demeanor, as well as dignified and professional in the discharge of their duties as instructors and professors.
- Passionate about the education of their students.
- Observe intellectual honesty in their search for, use, and transmission of knowledge
- Pursue legitimate inquiry and accept objective criticism of their work, fulfill their multi-faceted roles to students, treating them with due fairness and civility
- Keep abreast of educational issues and continuously inspire and update one's teaching methodologies
- Maintain high standards of scholarship through research, extensive reading, attendance in seminars and conferences and membership in learned societies

Instruction

Instruction is understood to mean the process of facilitating the acquisition of knowledge and skills and the formation of values 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:

- Target the determined outcomes for the course.
- Facilitate students' learning process by teaching them with confidence, devotion, and creativity.
- Develop the higher order thinking skills of students.
- Design alternative and innovative models of teaching for all types of students: regular, gifted, and those with special needs
- Make oneself 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
- Vary teaching methodologies
- Be involved in curriculum development and in the production of instructional materials.
- Participate actively in activities related to quality assurance.
- Be just and fair towards students, particularly in respect to the prompt submission of grades.

Research

Faculty members are expected to continually expand the frontiers of knowledge through various forms of research, to include: basic and applied research, materials development, papers for local and international conferences, articles, monographs, books for publication, research/ seminar papers for graduate studies, feasibility studies, creative works, and other research output related to external professional activities (e.g., consultancies, etc.).

Furthermore, faculty members are expected to:

- Participate in formulating the research agenda of their colleges and of the university
- Generate research paradigms that enhance instruction in their field of specialization;
- Engage in research dissemination and utilization;
- 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/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

As an extension of their academic functions, faculty members are strongly encouraged to participate in community service either in University-sponsored community extension projects or in their own community or sectoral professional organizations. Participation of faculty members in these activities is regarded as part of their professional and personal commitment to the academic profession.

To strengthen the University's 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; faculty members are then expected to participate in the formulation and the execution of the extension agenda;
- Explore and develop partnership with other national and international educational institutions;

- Develop and implement programs and projects on literacy, political education, environment education, multicultural education and values education;
- Immerse themselves in the concerns of a community, develop and implement programs to nurture sustainable communities; and
- Creatively bring about the interfacing of research, extension and instruction.

Production

Faculty members are expected to:

- Publish and develop scholarly works in the form of: books, research articles and monographs, lectures, modules, journals and magazines, instructional materials such as tapes, videotapes and others
- Design, develop, and share multimedia courseware and resources across disciplines
- Design and produce materials for the Performing Arts for presentation and production
- Contribute significantly, whenever relevant to instruction, to food production and industrial development.
- Promote and bring about the commercialization of research and instructional output.

Section 4: Faculty Recruitment and Appointment

Policies

1. Applicants to the instructional and professorial corps of the university, to be considered for faculty positions, must have at least a Master's degree in the field or discipline that the instructor or professor will teach, subject to such exceptions as the rules may allow, and, when required by the relevant Commission on Higher Education Memorandum Orders or Legal Education Board Memorandum Orders, must possess the professional license or eligibility unless exempted therefrom, in accordance with the law.

2. Appointments to teaching positions are always appointments as instructors, assistant professors, associate professors or professors of the entire university. An appointee can therefore be assigned to teach in any college or in any campus, depending on the needs of the university and the exigencies of the service.

Section 5: The composition of the Faculty Recruitment and Selection Committee is as follows:

College Level

The College Dean (the Dean of the program in one campus)

The Department Chair

The Two Faculty Members with the Highest Academic Rank in the College and in the discipline

Where two or more faculty members hold the highest academic rank in the college, the faculty member senior in appointment shall sit.

Campus Level

Campus Executive Officer, chairperson

Dean of the relevant college and, when necessary, all college deans in the campus.

Department Chairman or Program Chairs concerned, member

Faculty Member of the Department with the highest rank in the discipline, member

Campus Faculty Association President, member

University Level

Vice-President for Academic Affairs, chairperson

Vice-President for Administrative and Financial Affairs, member

Vice-President for Research, Extension and Development

Vice-President for Linkages and Resource Mobilization

University Faculty Association President, member

University Dean concerned

Campus Executive Officer

Consultants: The Chief Administrative Officer

The Director of Instruction

Secretary: University HR Officer

Section 6: Appointment of Regular Faculty Members

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

1. **For all ranks and sub-ranks, where Commission on Higher Education or Legal Education Board policies and standards require Licensure or Bar eligibility, the same shall be deemed part of the requirements, UNLESS the same policies provide for exceptions. The requirements of CSC MC No. 19, s. 2005 shall also be integral to the standards and criteria.**
2. **In accordance with CSC Resolution No. 1600839 dated 25 July 2016, the specialization and expertise of the applicant shall be reckoned by reference to the master's (and doctor's) degree of the candidate, and not by the undergraduate degree.**
4. **In conformity with the Department of Budget and Management Manual on NBC 461, in the College of Medicine and Surgery, the M.D. degree carried by its professors shall be considered a doctorate degree. For the College of Law, LEB Resolution No. 2014-12 on the percentage of LLM faculty members must be complied with such that by Academic Year 2020 – 2021, 80% of all who teach must possess the Master of Laws (LLM) degree.**
5. **For those admitted or promoted to the rank of Professor for the first time, the applicant must be accredited by a committee of experts constituted by PASUC and must receive a "Pass" mark from the accreditation process.**
6. **When the doctorate degree is not readily available or is not locally offered, the candidate for the rank of Professor I must hold a doctorate degree in an allied field.**
 - a. **For appointment to the rank of Instructor I**
 - Master's Degree in the discipline to be taught or in an allied field.
 - b. **For appointment to the rank of Instructor II**
 - Master's Degree in the discipline to be taught or in an allied field.
 - c. **For appointment to the rank of Instructor III**
 - Master's Degree in the discipline to be taught or in an allied field.
 - d. **For appointment to the rank of Assistant Professor I**
 - Doctorate or Master's Degree in the field of specialization
 - e. **For appointment to the rank of Assistant Professor II**
 - Doctorate or Master's Degree in the field of specialization
 - f. **For appointment to the rank of Assistant Professor III**
 - Doctorate or Master's Degree in the field of specialization
 - h. **For appointment to the rank of Associate Professor I**
 - Doctorate or Master's Degree in the field of specialization
 - i. **For appointment to the rank of Associate Professor II**
 - Doctorate or Master's Degree in the field of specialization

- j. For appointment to the rank of Associate Professor III**
 - Doctorate or Master's Degree in the field of specialization
 - 10 years of teaching or relevant experience
- k. For appointment to the rank of Associate Professor IV**
 - Doctorate or Master's Degree in the field of specialization
 - 11 years of teaching or relevant experience
- l. For appointment to the rank of Associate Professor V**
 - Doctorate or Master's Degree in the field of specialization
- m. For appointment to the rank of Professor I**
 - Doctorate degree in the field of specialization
 - 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 association
 - Accreditation
- n. For appointment to the rank of Professor II**
 - Doctorate degree in the field of specialization
 - 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
- o. For appointment to the rank of Professor III**
 - Doctorate degree in the field of specialization
 - 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
- p. For appointment to the rank of Professor IV**
 - Doctorate degree in the field of specialization
 - 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
- q. For appointment to the Rank of Professor V**
 - Doctorate degree in the field of specialization
 - 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
- r. For appointment to the Rank of Professor VI**
 - Doctorate degree in the field of specialization
 - 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

s. For appointment to the Rank of College or University Professor

- Doctorate degree in the field of specialization
- 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
- Accreditation and Screening by PASUC

There shall be no reclassification, unless allowed by rules or approved university policy.

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
	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		29	195-200
University Professor		30	195-200

Section 7: Appointment of Part-Time Faculty

Part-time faculty members must be Master's degree holders, subject to such exceptions as the relevant rules may provide. They are obliged to submit a permission to teach from their mother agency or school. Lawyers and licensed physicians shall be considered as holders of Master's degrees for the purpose of teaching in undergraduate programs unless derogations from this requirement are allowed by academic standards.

A contract of service is issued to a part-time faculty member. Engagement under a contract of service does not entitle a party-time faculty member to any of the benefits of permanent employment. Neither does it guarantee the contracted faculty member an appointment of permanence or tenure.

Contracts of part-time faculty members expire at the end of the semester or summer. The Dean or Department Head shall recommend renewal after consultations with the department faculty and the part-time faculty member has passed all the criteria set for evaluating faculty performances but only after the submission of the necessary clearance and the grades of students.

Part-Time faculty members with no other employment may be assigned a teaching load of twenty-one (21) units; when a part-time faculty member is employed elsewhere, the load shall not exceed six (6) units inclusive of Graduate School subjects.

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, without prejudice to recourse to remedies provided for by law. They are paid monthly. Compensation is computed by multiplying the total number of equivalent lecture hours a month by their corresponding hourly rate. In case a part-time faculty member breaches the contract and pre-terminates it without the university's consent, such a faculty member shall be liable to the university in liquidated damages of Two Hundred Thousand Pesos (PHP 200,000.00).

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, or as a result of authorized re-organization.

Section 8: Classification of Faculty Members

Regular Faculty Members

These are faculty members occupying itemized faculty 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.

A full-time faculty member may also be solely engaged in research, but in all cases, the faculty member shall be assigned a teaching load of at least three (3) units.

Part-time Faculty

These are faculty members employed to teach on a term basis (semester or summer). They receive remuneration on an hourly rate. In no case shall a part-time faculty member carry a teaching load beyond twenty-one (21) units, inclusive of Graduate School subjects.

Visiting Professor

Visiting professors are those invited by the university from other institutions to render services in 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 awarded honoraria and are not considered employees of the university.

Professor Emeritus

This refers to a retired faculty member or administrator who holds the rank of a least Full Professor at University upon his/her retirement and is given the title in recognition of exceptional competence in his or her field of specialization. He/she is invited to render instructional or research services, in which case, the professor emeritus is awarded an honorarium.

Section 9: Promotion and Advancement

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

- Advancement refers to the upgrading, whether by the National Budget Circular track or by Presidential Discretion (Institutional Promotion) of the academic rank of a faculty from one sub-rank to a higher 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 is subsequently issued to the faculty member.
- 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.

Section 10: Schemes of Faculty Promotion

A. Promotion Track I: Promotion Under NBC 461 Policies

- There shall be a Performance Evaluation 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) shall be the primary basis for classification and promotion. The CCE shall be determined by the following:

o Educational Qualification	85 points
o Experience and Professional Services	25
o Professional Development, Achievement and Honors	90

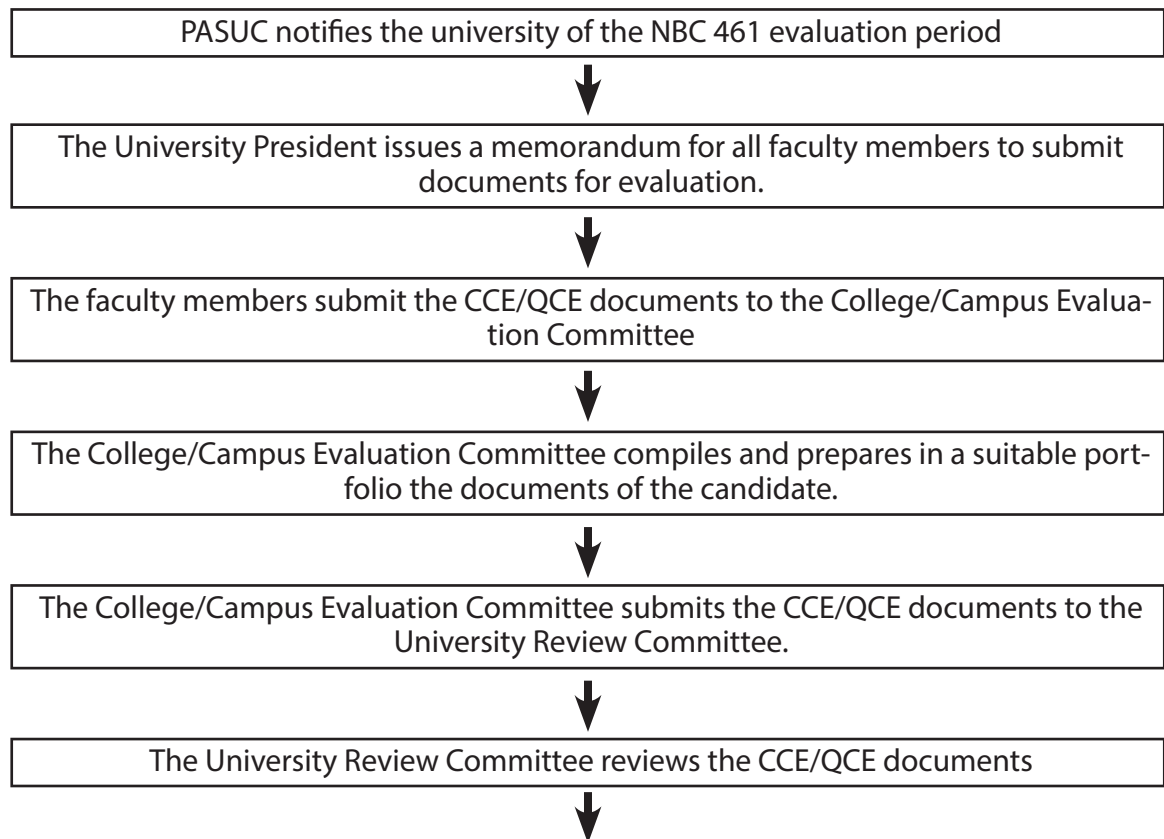
Qualitative Contribution Evaluation (QCE) awards points for continuous improvement of the faculty member towards excellence in all four functional areas: instruction, research, extension, and production.

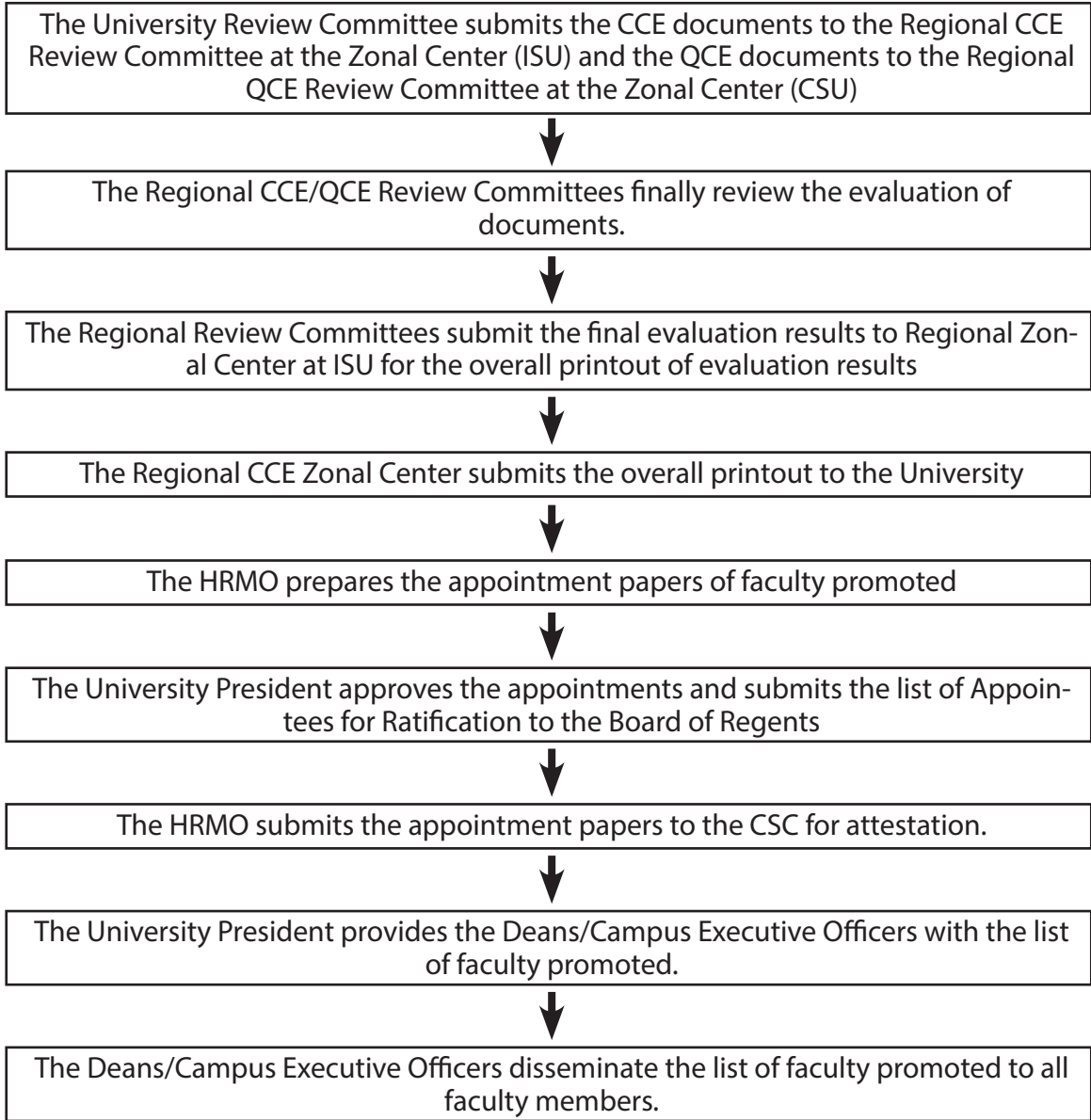
PROVIDED THAT: In the absence of QCE points, the CCE points will be determinative of the rank and classification of the instructor or the professor.

- Promotion/advancement in accordance with NBC 461 shall be done every two years. In no instance, however, should a faculty be promoted/advanced within a period of two terms after the latest promotion.
- 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:





Promotion Track 2: Institutional Promotion

Institutional Promotion consists in an exercise of the University President's discretion.

Policies

- Institutional promotion or promotion through filling up of natural vacancies occurs yearly. It constitutes an exercise of the University President's discretion.
- Faculty members are evaluated to determine their CCE points regardless of the ranks or positions they currently occupy, **provided that the criteria as hereafter indicated, are applied in case of designated officials.** The President exercises her discretion by promoting the candidate in accordance with DBM and CSC rules.
- Faculty members are recommended for Institutional Promotion by their respective deans, endorsed by their respective Campus Executive Officers, and reviewed as to their fitness by the Vice-Presidents who submit their own comments to the University President.
- Candidates for Institutional Promotion are recommended by their University Deans, the Campus Executive Officer and the Vice-President for Academic Affairs.
- Candidates shall be considered for promotion on the basis of their performance evaluation which should not be lower than "Very Satisfactory".

Procedure:

1. The Vice-President for Administrative Affairs submits to the University President the list of occurring vacancies that may be filled by Institutional Promotion.
2. The University President provides all University Deans and Campus Executive Officers with the list of vacant positions. This list is disseminated to all.
3. The faculty members – whether recommended, or whether applying – submit documents to the College or Campus Evaluation Committee that initially evaluates the documents.
4. The Campus Evaluation Committee submits its recommendation for faculty promotion, the summary of the evaluation by faculty rank and the documents evaluated to the University Review Committee. The Campus Executive Officer endorses the nominees to the University Evaluation Committee in the order of the Campus' preference.

5. The University Review Committee reviews the evaluation of documents. It consolidates the final evaluation results by faculty rank, university-wide. The University Review Committee submits the final evaluation results of the University President.
6. The University President, considering the nominees of the Campus Executive Officers, and conferring with the Vice-Presidents, appoints the faculty members to the vacant positions.

For holders of professorial ranks with designations the following criteria shall be relevant:

1. Management Skills: The following shall be the indicators of management skills:
 - a. OPCR
 - b. Evaluation by
 - a. Superiors
 - b. Subordinates
2. Leadership Competence: The following shall be the indicators of leadership competence.
 - a. Performance of the Campus and its programs in licensure examinations.
 - b. Performance of the Campus and its programs in quality assurance measures.
 - c. Performance of the Campus in sound fiscal management as certified by the Vice-President for Administration and Finance.
3. Innovative Procedures and Mechanisms Introduced
 - a. Applications for patent, utility models, industrial designs and registered copyrights.
 - b. Innovative systems and management procedures instituted in the campus or in the college.
 - c. Productivity and Output
 1. Contribution to the Internally Generated Income of the university
 2. Sustainable programs of production
 3. Acknowledgement and accreditation by external agencies.

Section 11: Leaves

1. **Vacation – Sick Leave (VSL):** Teaching Personnel Designated to Perform Administrative Position refers to faculty rank holders who are designated to perform non-teaching functions and are entitled to “Vacation and Sick Leave” (VSL). Designated officials enjoying VSL status are entitled to fifteen (15) days of sick leave and fifteen (15) days of vacation leave.
2. **Teachers Leave:** Regular members of the faculty, shall be entitled to “Teachers Leave”, but shall not be entitled to the usual Vacation Leave and Sick Leave credits but to Proportional Vacation Pay (PVP) of 70 days of Summer Vacation plus 14 days of Christmas Vacation.
3. **Vacation Service Credits** for Teachers refers to the leave credits earned for services rendered during activities on summer or Christmas vacation, as authorized by proper authority. These credits are used to offset absences of faculty due to illness or to offset proportional deduction in vacation salary due to absences for personal reasons or late appointment.
4. **Sabbatical Leave** refers to leave that provide a benefit through scholarly research or creative activity, instructional improvement, or faculty retraining. Such activities provide a crucial benefit to the instructional needs by improving the competency and enthusiasm of the faculty by keeping the faculty up-to-date in their fields of specialization, and by bringing new ideas and concepts to the University that will be shared with students and other faculty in and out of the classroom.

For non-teaching personnel, a leave may likewise be availed of, after ten (10) years of service, for purposes of (a) engagement in research, (b) exposure to related job experience, OR (c) any activity beneficial to the university. The output of the leave should be submitted to the Chief of the Administrative Offices division of the university.

- 4.1 Eligibility

A. Full-time faculty unit employee shall be eligible for sabbatical leave if:

The individual has served full-time for six (6) years in the preceding seven (7) year period prior to the leave; and
The individual has served full-time at least six (6) years after any previous sabbatical leave or difference in pay leave.

B. Credit granted towards completion of the probationary period for service elsewhere shall also apply towards fulfilling the eligibility requirements for sabbatical.

- C. A leave of absence without pay or service on an academic administrative appointment excluded from the bargaining unit shall not constitute a break in service for eligibility requirements.
- D. For tenure track faculty, final approval of a sabbatical leave is contingent upon having earned tenure.

4.2 Salary

The salary of a faculty employee on a sabbatical leave shall be in accordance with the following:

1. One (1) semester at full salary; or
2. Two (2) semesters at one-half (1/2) the full salary.

4.3 Conditions For The Grant:

Within 90 days after returning to work, each Sabbatical Leave recipient shall forward electronically to the Department Head, the Dean, the Office of the Dean of Instruction a report on his/her sabbatical leave, including a description of activities and achievements, any variation from the original plan and recommendations to the Committee. If such a report is not submitted by the deadline, the faculty member shall be made to make a written explanation and will not be considered for future Sabbatical Leaves.

- 4.4 The period of absence on a Sabbatical shall not be regarded as a break in service in terms of continuous service.

- 4.5 The employee will be entitled to return to work to the same or similar role and responsibilities as held prior to taking their sabbatical. However, if it is not practicable to offer the old job back because the position has become redundant, the employee will be offered alternative employment, if such suitable alternative employment exists, under comparable terms and conditions. 'Suitable' in this context means suitable to the employee and appropriate in the circumstances, although the employee's decision must still be reasonable if that alternative employment is refused. If there is no suitable vacancy the employee is entitled to a redundancy payment, if eligible.

- 4.6 Employees who do not wish to return to work must give the required contractual notice in writing. The employee will only be paid for their notice period if they return to work

If the employee does not return to work following the end of the Sabbatical leave and has given no notification to the University, the University reserves the right to terminate employment without notice.

5. **Sick Leave** refers to leave of absence granted only on account of sickness or disability on the part of the employee concerned or any member of his immediate family.

5.1 Conditions For the Grant:

Sick leave shall be granted only on account of sickness or disability on the part of the employee concerned or of any member of his immediate family

All applications for sick leave of absence for one full day or more shall be made on the prescribed form and shall be filed immediately upon employee's return from such leave. Notice of absence, however, should be sent to the immediate supervisor and/or to the agency head. Application for a sick leave beyond five (5) successive days shall be accompanied by a proper medical certificate.

5.2 Approval of Sick leave, whether with pay or without pay, is mandatory provided proof of sickness or disability is attached to the application in accordance with the requirements prescribed under the preceding section. Unreasonable delay in the approval thereof or non-approval without justifiable reason shall be ground for appropriate sanction against the official or faculty concerned.

6. **Vacation Leave** refers to leave of absence granted to officials and employees for personal reasons, the approval of which is contingent upon the necessities of the service.

6.1 Conditions For The Grant:

All application for vacation leave of absence for one (1) full day or more shall be submitted on the prescribed form for action by the proper head of agency five (5) days in advance, whenever possible, of the effective date of such leave.

6.2 Leave of absence for any reason other than the illness of an official or employee or of any member of his immediate family must be contingent upon the needs of the service. Hence, the grant of vacation leave shall be at the discretion of the head of department or agency.

Section 12: Faculty 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 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

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

12.1 Priority Areas of Study

Classified under two types of Categories:

Degree Programs

- Medicine;
- Engineering;
- Arts and Sciences;
- Teacher Education;
- Agriculture;
- Fisheries;
- Industrial Technology; and
- Other degrees as may be deemed a priority area by the Scholarship Committee*.

Non-Degree Program along**

- Instruction;
- Research;
- Extension; and
- Production.

* - the Scholarship Committee shall deliberate basing on the DEARTH programs and other needs of the University to include or exclude priority areas. The exclusion of a priority area enumerated in the Manual must be approved by the University President. For programs to be included in the priority area, such must be justified by the Scholarship Committee and approved by the University President. Inclusions must also bear the term of the length of time or period upon which they shall take effect. Inclusions without a period or term shall be treated as “applicable only on the scholarship or program where it was approved”.

** - As may be deemed a priority by the Scholarship Committee.

12.2 Sources of Scholarships

- Internal Scholarship Source (CSU Faculty Development Program); and
- External Scholarship Source, such as:
 - 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; and
- other external agencies which the Scholarship Committee shall identify or accredit as a possible source of scholarship.

12.3 Classification of Scholars

A. FOR DEGREE-ORIENTED PROGRAMS (Master/Doctorate Programs) :

1. Full-Time Scholars

- a. Externally-Based Full-Time Scholars – refer to those who pursue their graduate studies outside the University on a full-time basis and who are entitled to study leave.
- b. University-Based Full-Time Scholars – refer to those who pursue their graduate studies in the University on a full-time basis and who are entitled to study leave.

2. Part-Time Scholars

- a. University-Based Part-Time Scholars – refer to those who pursue their graduate studies in the University while rendering actual service.
- b. Externally-Based Part-Time Scholars – refer to those who pursue their graduate studies in near-by Universities while rendering actual service in CSU.

3. Thesis/Dissertation-Only Grantees – refer to those who are not recipients of a scholarship (full-time or part-time) grant but are recommended to receive financial assistance to complete their thesis/dissertation.

Section 13: FOR NON-DEGREE-ORIENTED PROGRAMS

Non-Degree-oriented program recipients – refer to faculty members who participate in study tours, short term enhancement programs such as trainings, seminars, and conferences are entitled to the monetary incentives indicated in the approved program.

A. Selection of Scholars

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

1st Stage

Pre-qualifying screening by the various colleges of the university shall be based on the criteria based on their assessment or application of faculty. The Deans/Campus Heads/ODI shall recommend a mechanism of selection in their respective colleges/campuses, but must be in accordance with the guidelines of the university (deleted) to the University Scholarship Committee prospective scholars based on the following criteria :

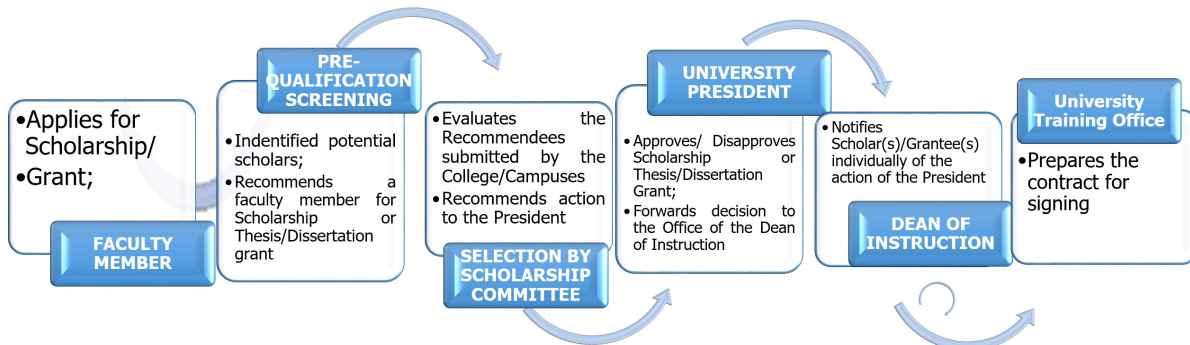
- The area of specialization applied for is in line with the priority program areas of study.
- The applicant possesses the qualification requirements needed by the donors/schools granting the scholarship.
- The applicant is able to do course work.
- The applicant pledges to complete the scholarship

2nd Stage

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
- Training Specialist – Member
- University Finance Officer – Member
- President, University Faculty Association
- Concerned CEO – Member

Based on the deliberation conducted in their respective College/Campus, applicants for scholarship shall be recommended by the Dean/Campus Executive Officer 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.



FLOWCHART FOR SELECTION OF SCHOLARS AND GRANT OF THESIS/DISSERTATION GRANT

Chart 5.0

B. DEGREE-ORIENTED SCHOLARSHIP

1. Aspiring Faculty Member should not be undergoing any scholarship or grant to enjoy CSU scholarships/grants;
2. Course that the faculty member is enrolled in or shall enroll must be needs-based as determined by the college concerned;
3. Admission approved by the University or Agency where scholar intends to enroll in;
4. The applicant must have a regular plantilla position;
5. Awardee must sign scholarship contract with the University before scholarship is awarded;
6. For Full-time Scholars:
 - a. Masters:
 - i. A scholar must complete course within 2 years
 - ii. An extension of 1 semester is allowed (see terms on extension)
 - b. Doctorate:
 - i. A scholar must complete course within 3 years
 - ii. An extension of up to 2 semesters is allowed (see terms on extension)
 - c. Must have been with the university for at least 1 year;

7. Part-time Scholars:
 - a. Masters:
 - i. A scholar must complete course within 2 years
 - ii. An extension of up to 2 semesters is allowed (see terms on extension)
 - b. Doctorate:
 - i. A scholar must complete course within 3 years
 - ii. An extension of up to 3 semesters is allowed (see terms on extension)
8. Terms on Extension:
 - a. Extension may be requested under two grounds:
 - i. For research, which requires a recommendation letter from the grantee's major adviser accompanied by a copy of the research proposal; and
 - ii. For leave of absence, where the Grantee may be allowed to take a leave of absence using his leave credits for extension subject to the following:
 - I. A maximum leave of absence equivalent to 1 school year for unavoidable circumstances/reasons may be permitted by the President provided that the leave of absence is recommended by the academic adviser of the scholar concerned
 - II. Grantee under a leave of absence will not be paid stipends and other monetary incentives during leave of absence
 - III. The Faculty-grantees of study leave whether on regular period of scholarship or extension is not allowed to teach either in the undergraduate or graduate school as their overload
 - b. Request for extension must be made in writing and submitted:
 - I. A month before the start of the semester for extension(s) based on research; or
 - II. As soon as reason for leave of absence occurs for extension(s) based on leave of absence.
9. If enrolled in other Universities/Colleges, the school enrolled in or choice of enrollment of the faculty members should be an institution of prestige, the scholar must be enrolled in accredited institutions;
10. Transfer of field of specialization or school
 - a. Scholars shall not transfer to other fields of specialization without the prior approval of the University
 - b. Scholars shall not transfer to other schools or training agencies without the prior approval of the University
 - c. Unapproved transfer shall be sanctioned by withdrawal of privileges

11. Failure to finish studies or trainings – a scholar who fails to complete studies, trainings, or thesis/dissertation within the prescribed period for unjustified reasons shall be required to return the full amount actually received by the him/her to the University.

C. NON-DEGREE-ORIENTED ASSISTANCE

1. Aspiring Faculty Member should not be undergoing any scholarship or grant under Chapter V of this Manual to enjoy scholarships/grants;
2. Topic/Subject of the Seminar, Workshop, or other forms of training to be attended by the Faculty member should be related to the Priority areas in the manual;
3. Cost to be shouldered by the University shall be deliberated by the Scholarship Committee;
4. A recipient who fails to complete trainings or seminars attended for unjustified reasons shall be required to return the full amount actually received by the him/her to the University;
5. Allowable duration for Non-degree-oriented programs shall be determined by the Scholarship committee;
6. Faculty Members who are under scholarships are not allowed to attend non-degree-oriented assistance or courses

D. Application Requirements to be submitted to the Colleges

D.1 DEGREE-ORIENTED PROGRAMS

1. Letter of intent to apply for scholarship addressed to the Dean;
2. Flyers or other sources of information on the school where faculty member is enrolled in or wishes to enroll in;
3. Clearance; and
4. Official Transcript of Records.

D.2 NON-DEGREE-ORIENTED PROGRAMS

1. Letter of intent to attend seminar, workshop, or other forms of training addressed to the Dean/Campus Executive Officer;
2. Flyers or other sources of information on the organization/group who organized the seminar, workshop, or other forms of training;
3. Clearance; and
4. Literature on the seminar, workshop, or other trainings to be attended to.

Section 14: Responsibilities of the Scholar

14.1 DEGREE-ORIENTED PROGRAMS

1. Maintain a general average of 1.75 or better throughout the scholarship and must not have any failures or dropped subjects due to delinquency;
2. For Full-time scholars:
 - a. Carry the following academic load:
 - i. That which is prescribed by the institution where the scholar is enrolled;
 - ii. But must not go below 12 units during regular semester; and
 - iii. Not below 6 units during summer.
 - b. Devote full time to their studies;
3. For Part-time scholars:
 - a. Carry the following academic load:
 - i. Not lower than 9 units during regular semester; and
 - ii. Not lower than 6 units during summer.
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:
 - Copy of grades before stipend can be released for the succeeding term (for Full-time and Part-time Scholars)
 - 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

14.2 NON-DEGREE PROGRAM

1. Be present in all sessions for the duration of the seminar, works, or other form of trainings attended;
2. Request copies of presentation of speakers/lecturers; and
3. Immediate submission of completion report on study tours, seminars, workshops, conferences, and trainings attended with handouts as attachments to the Dean of Instruction.

Section 15: Assistance to be given to Scholars/Grantees

The assistance give, either in Degree-Oriented or Non-Degree-Oriented Programs shall be subject to auditing procedures as far as they are applicable.

15.1 DEGREE-ORIENTED PROGRAMS

1. Full-time Scholars:

- Tuition and other school with a maximum amount of 30,000/semester);
- 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 (FOR EXTERNALLY-BASED FULL TIME SCHOLARS ONLY) (not to exceed amount as indicated in the contract between the University and the Scholar. If no amount is indicated, then an amount of 10,000.00 for the duration of the scholarship is presumed to have been agreed upon);
- Monthly stipend of P5,000.00;
- Thesis assistance (to cover actual costs of supplies, materials, travel expenses in data gathering, and services such as encoding, printing, and binding of manuscript):
 - o Masters - not more than P25,000;
 - o Doctorate – not more than 40,000;
 - o For experimental researches along applied and natural science, additional thesis/dissertation assistance of P10,000
- Payment of honoraria for members of thesis/dissertation panel (not to exceed a total amount of 5,000.00)
- Payment of graduation expenses charged by the school (not to exceed a total amount of 10,000.00)

2. Part-time Scholars:

- Part-time scholars are entitled to the same benefits granted to full-time scholars except for the provisions indicated hereafter;
- Tuition and other school fees shall be based on actual cost (not to exceed amount as indicated in the contract between the University and the Scholar. If no amount is indicated, then an amount of 30,000/semester is presumed to be the maximum per semester);

- Externally-based Part-Time scholars studying outside the province are entitled to transportation allowance of actual expenses (added); and
 - Part-time scholars shall not be entitled to transportation expenses and monthly stipends.
3. Thesis/Dissertation-only grantees:
- Thesis assistance (to cover actual costs of supplies, materials, travel expenses in data gathering, and services such as encoding, printing, and binding of manuscript):
 - a. Masters - not more than P25,000;
 - b. Doctorate – not more than 40,000;
 - c. For experimental researches along applied and natural science, additional thesis/dissertation assistance of P10,000
 - Payment of honoraria for members of thesis/dissertation panel (not to exceed a total amount of 5,000.00)

15.2 NON-DEGREE-ORIENTED PROGRAMS

1. Cost indicated in the letter request subject to return of excess amounts as against actual cost;
2. Allowed expenses include:
 - a. Travel expenses;
 - b. Meals, if no per diem is released and/or if not included in the registration fee;
 - c. Accommodation, if no per diem is released and/or if not included in the registration fee; and
 - d. Registration fee.

Section 16: Return Service

16.1 DEGREE-ORIENTED PROGRAMS

1. Full-Time and Part-Time Scholars

- Must render a return service of 2 years for every 1 year of scholarship (scholarship durations which are not whole numbers shall be computed in proportion to the actual duration of scholarship).
- FOR EXTERNALLY-BASED FULL-TIME SCHOLARS studying abroad, a return service of 5 years for every 1 year of scholarship shall be followed (scholarship durations which are not whole numbers shall be computed in proportion to the actual duration of scholarship).

2. Thesis/Dissertation-only Grantees

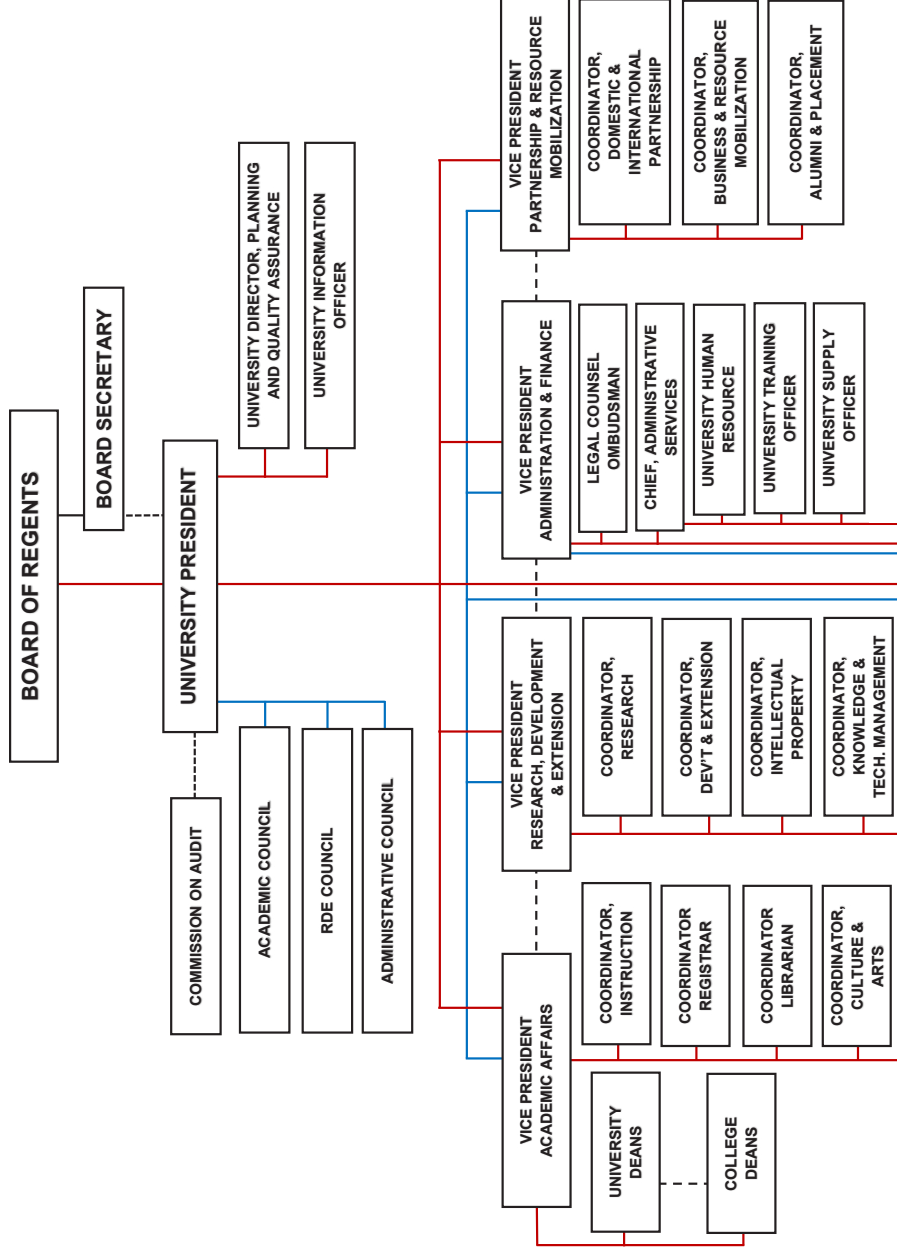
- Must render a return service of 1 year, regardless of amount granted.

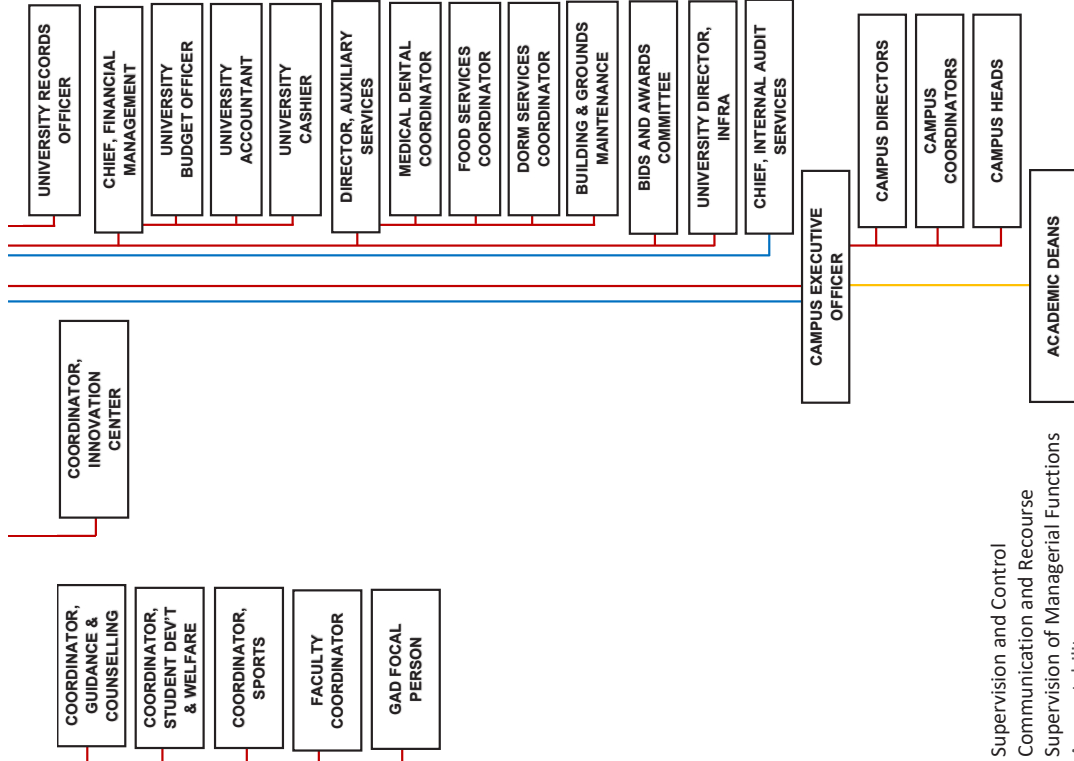
16.2 NON-DEGREE-ORIENTED PROGRAMS

- For International Non-Degree-Oriented Programs attended:
 - o Recipients must echo what they have learned to their respective college/campus
 - o Render return service of 2 years is required
- All other Non-Degree-Oriented Programs attended shall have their return of service indicated in their respective contracts. Such shall be determined by the Scholarship Committee.



THE OPERATIONAL CHART OF THE CAGAYAN STATE UNIVERSITY UNDER THE ADMINISTRATIVE MANUAL OF 2017





LEGEND:

- Red Supervision and Control
- Blue Communication and Recourse
- Yellow Supervision of Managerial Functions
- Dotted Lines Accountability

NOTES



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