



Gov. Alfonso D. Tan College
Maloro, Tanguib City

FACULTY

C – Ranking and Promotion

- **Faculty Ranking and
Promotion Policy and
Procedure**

Chapter 1. Faculty Promotion and Advancement

Section 1. General Guidelines

A faculty shall be promoted/advanced to a higher faculty rank/sub-rank on the basis of the extent to which he/she meets the specific requirements and/or standards.

Section 2. Basis for Promotion and Advancement

2.1. Common Criteria for Evaluation (CCE)

There shall be a quantitative evaluation of the educational qualification, experience and length of service, and the professional development, achievement, and honors of every faculty.

- Educational Qualification
- Experience and Professional Services
- Professional Development, Achievement and Honors

2.2. Qualitative Contribution for Evaluation (QCE)

The following are four functional areas which will serve as the basis for the qualitative evaluation of a faculty member:

- Instruction
- Research
- Extension
- Productivity

Section 3. Procedures for Promotion

3.1. The Human Resource Management Office (HRMO), upon the approval of the College President, shall announce all vacant positions to be filled. Submission of the required documents shall be deemed as an application for a particular vacancy.

3.2. The HRMO shall advise all faculty and academic staff concerned to update their records and submit pertinent documents to the PSB at the start of the evaluation.

3.3. The Personnel Selection Board (PSB) shall evaluate the candidate's credentials and other supporting documents submitted by the HRMO. The results are forwarded to the College President upon the recommendation of the PSB.

3.4. Aggrieved parties shall file protests within 15 days from date of notice of the promotion, upgrading, or advancement.

Section 4. Point Allocation and Salary Grade

The point allocation for each academic sub-rank and the salary grade thereof is shown in Table 1.

Faculty Rank	Sub-Rank	SG	Point Bracket
Instructor	I	12	65 – Below
	II	13	66 – 76
	III	14	77 – 87
Assistant Professor	I	15	88 – 96
	II	16	97 – 105
	III	17	106 – 114
	IV	18	115 – 123
Associate Professor	I	19	124 – 130
	II	20	131 – 137
	III	21	138 – 144
	IV	22	145 – 151
	V	23	152 – 158
Professor	I	24	159 – 164
	II	25	165 – 170
	III	26	171 – 176
	IV	27	177 – 182
	V	28	183 – 188
	VI	29	189 – 194
College Professor		30	195 – 200

Table 1. Point Allocation and Salary Grade.

Chapter 2. Non-Faculty Promotion and Advancement

Section 1. General Guidelines

- 1.1. Selection of employees for appointment shall be open to all qualified men and women according to the principle of merit and fitness.
- 1.2. There shall be equal employment opportunity for men and women at all levels of position, provided they meet the minimum requirements of the position to be filled-in.

Section 2. Basis for Promotion

- 2.1. An employee should have obtained at least Very Satisfactory performance rating for one year in the present position before being considered for promotion.
- 2.2. Vacancies resulting from promotion shall not be filled up until the promotional appointments have been approved/validated by the CSC, except in meritorious cases, as may be authorized by the Commission.
- 2.3. An employee may be promoted to a position which is not more than three (3) salary

Annex A

**Specific Factors and Guidelines for Determining Credits Points Under the
Common Criteria for Evaluation**

1. Educational Qualifications	85 pts.
1.1 Highest relevant academic degree or educational attainment with the following maximum points credits	
1.1.1 Doctorate Degree	85
1.1.2 Master's Degree	65
1.1.3 LLB and MD	65
The MD shall be considered a Doctorate degree if the holder is teaching in a College of Medicine	
1.1.4 Diploma course (above a bachelor's degree)	55
1.1.5 Bachelor's degree (4 years)	45
In the case of a Bachelor's degree which is more than 4 years, additional credit of 5 points is given for every year over 4 years	
1.1.6 Special Courses	
• 3-year post secondary course	30
• 2-year post secondary course	25
1.2 Additional equivalent and relevant degree earned	
1.2.1 Additional Master's degree	4
1.2.2 Additional Bachelor's degree	3
An additional equivalent and relevant degree earned related to the present position refers to another degree on the same level as the advanced degree that the faculty has already earned.	

Relevance is the applicability of the degree to teaching and to the subjects the faculty is teaching, or the duties and functions other than teaching which the faculty performs.

For example, a holder of an M.S. in Math acquired a degree in M.S. Physics. However, an M.A holder, who acquired 2 bachelor degrees like A.B., BSE, shall be credited only for his/her M.A. degree.

1.3 Additional credits earned

1.3.1 For every 3 units earned toward a higher approved degree course (maximum of 10 pts.).....1

2. Experience and Professional Services 25 pts.

The services and experiences of a faculty who is designated to an administrative position like Vice-President, Dean, Director, etc., shall be credited only once, whichever is highest, within the period of his/her designation.

2.1 For every year of full-time academic.....1

service in a state institution of higher learning

Academic service refers to teaching in college or doing research and extension functions.

A year means at least 2 semesters.

Full-time service means the official full time equivalent load (FTEL) hours of actual teaching or its equivalent in other functions approved by the institution's Board of Regents/Board of Trustees.

State institution of higher learning refers to a chartered SUC, CHED-Supervised HEI or TESDA-Supervised TEI whose main function and responsibility is tertiary education and which offers degree programs.

2.2 For every year of full-time academic.....0.75
service in an institute of higher learning other than SUCs, CHED-

Supervised HEIs and TESDA-Supervised TEIs;
service in a public or private research institution

Academic service refers to teaching in the tertiary level in an institution of higher learning which is not a SUC, CHED-Supervised HEI or TESDA-Supervised TEI, or doing research on a professional level in a research institution.

2.3 For every year of administrative designation as:

- a. President.....3.0
- b. Vice-President.....2.5
- c. Dean/Director/School Superintendent.....2.0
- d. Principal/Supervisor/Department.....1.0
Chairperson/Head of Unit

2.4 For every year of full-time industrial/agricultural/teaching experience as:

- a. Engineer, Plant/Farm Manager1.5
- b. Technician.....1.0
- c. Skilled Worker0.5

2.5 For every year of experience as:

- a. Cooperating Teacher.....1.5
- b. Basic Education Teacher.....1.0

3. Professional Development Achievement and Honors.....90pts.

3.1 Innovations, patented inventions, publications and other creative works
(maximum of 30 pts.)

- 3.1.1 For every cost and time-saving1 to 7
innovation, patented invention
and creative work as well as
discovery of an educational,
technical, scientific and/or
cultural value

Sub-categories under 3.1.1 are as follows:

A. Inventions

These are original patented (or must have patent pending) works which have direct contribution to education, science and technology. The basis for the weight is the patent score.

Criteria	Credits
1. If patented	Multiply patent score by weight assigned according to criterion of utility
2. If patent pending	Multiply patent by weight according to utility

Per invention or discovery the following additional criteria and point allocations are prescribed:

Commercial utility on:

- an international scale.....7
- a national scale.....5
- institutional level.....2

The accrediting bodies for these factors on the international and national scale are:

- Science and technology.....DOST
- Education.....DECS/CHED/TESDA

For the institutional level, a University Committee shall be the accrediting body. The paper/document must be presented to ascertain patent score.

Credit points are divided equally among 2 or more individuals claiming credit for the same invention.

B. Discoveries

A discovery must be the first of its kind or not of common knowledge. It shall be the result or product of the research of an individual or a group of faculty.

Criteria	Credits
1. Originality, educational impact, documentation	60% of 7 (0.6 x 7)
2. Evidence of wide dissemination, e.g. exhibits, publications	40% of 7 (0.4 x 7)

Where there are more than one proponent, the points are to be divided equally among them. If only one factor, e.g., (1), is satisfied, credit is awarded only for that factor.

C. Creative work has to satisfy one or more of the following criteria:

1. Originality 25% of 1 – 7 pts.
2. Acceptability and recognition 25% of 1 – 7 pts.
3. Relevance and value 25% of 1 – 7 pts.
4. Documentation and evidence of dissemination 25% of 1 – 7 pts

3.1.2 For every published book, original, edited, or compiled, copyrighted/ published within the last 10 years

- a. As original author3 – 7
- b. As co-author 2 – 5
- c. As reviewer 1 – 4
- d. As translator 1 – 4
- e. As editor 1 – 3
- f. As compiler 1 – 2

The factors and their weights are:

Textbooks, including Science and Technology and references

Role	Tertiary	High School	Elementary
Single author	7 pts.	5 pts.	4 pts.
Co-author	5	3	2
Reviewer	4	2	1

Translator	4	2	1
Editor	3	2	1
Compiler	2	1	1

3.1.3 For every scholarly research/monograph/educational technical articles in a technical/scientific/professional journal

- a. International.....5
- b. National.....3
- c. Local.....2

3.1.4 For every instructional manual/audio-visual material developed and approved for use.....1-3

Under this item are approved and published sets of complete modules, laboratory manuals, operation manuals, workbooks, teaching guides, including software, prototype and computer-aided instruction materials. Syllabi, flip-charts, compiled copies of machine-copied documents, mock-ups are not considered under this item. Those which can be credited are approved by the department or college for instructional purposes.

<u>Role</u>	<u>Credit</u>
Single author or maker	Full
Co-author, co-maker	Half

For credits to be granted, as sample of the material and a certification by the College/Department as to its usefulness and acceptability for instruction must be presented.

3.2 For expert services, training and active participation in professional/technical activities (Maximum of 30 pts.)

3.2.1 Training and Seminars (Maximum of 10 pts.)

3.2.1.1 For every training course with a duration of at least one year (Pro-rated for less than a year and not to exceed 10 pts.)

- a. International.....5
- b. National.....3
- c. Local.....2

3.2.1.2 For certified industrial, agro-industrial.....1/120h or fishery training (maximum of 5 pts.)

3.2.1.3

For participation in conferences, seminars, workshops

- a. International.....3
- d. National.....2
- e. Local.....1

3.2.2 Expert services rendered (Maximum of 20 pts)

3.2.2.1

For serving as a short-term consultant/expert in an activity of an educational, technological, professional, scientific or cultural nature (foreign or local) sponsored by the government or other agencies

- a. International.....5
- b. National.....3
- c. Local.....2

3.2.2.2

For services rendered as coordinator, lecturer, resource person or guest speaker in conferences, workshops, and/or training courses

- a. International.....5
- b. National.....3
- c. Local.....2

3.2.2.3

For expert services as adviser in doctoral dissertation, masteral and undergraduate theses (maximum of 10 pts.)

- a. Doctoral dissertation.....1.00
- b. Masteral thesis.....0.50
- c. Undergraduate thesis.....0.25