



**Gov. Alfonso D. Tan College**  
Maloro, Tanguib City

# FACULTY

## D – Faculty Loading

D.2

- **Faculty Loading System**  
with Implementation Guidelines  
on Rewards, Service Credits,  
Honorary, Points of  
Promotions and Ranking and  
Recognition



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## CHAPTER V THE FACULTY

All faculty members, who are formally engaged in actual teaching service and/or research assignments, either on full time or part time basis, shall be considered as members of the faculty of GADTC

### 1.1. Faculty Classification

In the context of the faculty categories, load refers to the faculty member's total teaching units and/or non-teaching duties with unit's equivalents on terms specified by the Institute Dean approved by the Vice President of the Academic Affairs. Accordingly, a faculty member may be either full time or Part time

#### 1.1.1. Full time Faculty

These are faculty members who are hired on a full-time basis and whose main functions include instruction, research, extension services, and production in pursuance of the vision-mission of the College.

He/she must have an academic load of not more than twenty four (24) units or the equivalent administrative functions within the institute.

1.1.1.1.1. Eighteen (18) units of the twenty four (24) units load is intended for academic teaching, and

1.1.1.1.2. Six (6) units of the twenty four (24) units load is intended for research and other academic functions.

Teaching is the major activity of full-time faculty members who shall teach their major/specialized disciplines. Teaching assignment shall be made by the Dean and shall be endorsed by the VP for Academic Affairs to the College President for approval.

1.1.2. Appointment to the position of Instructor shall be subject to the following requirements:

1.1.2.1. A Master's Degree in the area of Specialization;

1.1.2.2. A Bachelor's Degree with academic honors such as summa, magna cum laude, or cum laude or one belonging to the first ten in the appropriate Board

Examination provided the appointment shall be temporary. He/she is given two years to finish the appropriate Master's degree.

## **1.2. Part-time Faculty**

These are faculty members employed to teach on a term basis (semester or summer). He/she teaches a maximum of fifteen (15) unit academic load. They receive remuneration on an hourly rate. Though their presence is required during class hours only, they are also expected to undertake assigned tasks and spend time to conduct research, improve and augment productivity, and promote and develop extension services in pursuance of the vision-mission of the College.

## **1.4. FUNCTIONS**

**1.4.1. Teaching.** Teaching, the primary function of every faculty member means facilitating the transfer of knowledge, skills and values to the students with authority and direction. It is the principal activity in the university geared toward the development of analytical and creative faculties, of the students. It embraces specific responsibilities such as student consultation, academic advising and all other programs that facilitate the process of learning.

### **1.4.1. Instructional Responsibilities:**

**1.4.1.1.** Prepare syllabi in connection with members, of his/her College. Copies of the course outline based on approved syllabi should be distributed to the students during the first week of classes

**1.4.1.2.** Meet classes regularly, start and end classes on time. Before leaving the classroom students should see to it that chalkboard /whiteboards are clean, chairs are in proper order, lights, electric fans and/air-conditioning units are turned off.

**1.4.1.3.** Manage class effectively and efficiently:

**1.4.1.3.1.** Established a conducive climate to faster learning in the classroom

**1.4.1.3.2.** Lead students to discover their potentials and develop proper attitude, habits and aspirations:

- 4.12. **Faculty Performance Evaluation** Each Faculty member shall undergo self, students, deans, peer's evaluation, and other feedback mechanisms such as industry, community, or stakeholders every semester of the Academic Year.
- 4.13. **Make-up Classes.** A faculty member is required to apply for a make-up class if he/she will be absent from his/her regular class. The application form must be recommended by the Institute Dean and approved by the Vice President for Academics, and then the same must be submitted to the registrar
- 4.14. **Academic Counseling.** There shall be an academic counseling for students having difficulties or problems with their academic performance as evident in their grades and class attendance. The program head with the supervision of the institute dean shall call out the attention of the student prior to the conduct of counseling.
- 4.15. **Examinations.** There shall be two (2) periodic examinations per semester: midterm and final examinations.
- 4.16. **Teaching Preparations.** A full-time faculty member is usually given a maximum of four (4) teaching preparations. However, a full time faculty may be given more than four (4) teaching preparations when there is exigency of needs provided that there will only be a maximum of three (3) courses allowed to be in a successive schedule.
- 4.17. **Methods of Instruction** Methods, strategies of instruction, and assessment tools to be used shall be in accordance with the needs of the specific academic program indicated in the OBTLF approved by the Dean.
- 4.18. **Cheating** cheating should never be tolerated. Instructors should be vigilant when administering test. A student caught cheating shall be referred to the Director of Student Affairs for proper disciplinary action
- 4.19. **Grading System** the College shall adopt a uniform OBE approach grading system (refer to student manual).
5. **Consultation Hours.** The instructor shall devote one (1) hour per three (3) unit course for student's consultation every week

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