

AP. 2
3 October 2019

CHAPTER X

FACULTY DEVELOPMENT PROGRAM

In order to achieve the objective of bringing about highly educated and professionalized manpower resources, the College shall develop and implement a continuing program of training and development and scholarships program for its faculty. Selection of participants/grantees to trainings seminars/scholarship grants shall be based on actual needs of the College for specialization and enhancement of competence, taking into consideration the development program thrusts and development plan of the institution.

1. Support in Scholarship and Privileges

1.1. Faculty Initiated Scholarships. Faculty may scout his/her scholarship to the approval of the College President recommended by the VP for Academic Affairs coordinated by the College HRMO.

GADTC Faculty Scholarship Assistance Program for CHED Scholar Grantees

Procedures on the Application for Grant

1.1. The faculty applies in writing to the College President through channels at least 6 months before he/she intends to enroll for action of the MANCOM.

1.2. The applicant must be informed of the action on his request.

1.2.1. Criteria for Candidates

1.2.1.1. They must be faculty members and have served the College for at least two (2) years.

1.2.1.2. They must still have sufficient time to serve the College after completion of the sought degrees as stipulated in their contract prior to retirement.

1.2.1.3. They must be qualified for admission to the Institute of Graduate Studies.

1.2.1.4. They must enroll in the fields of study that are within the priority needs of the College.

1.2.1.5. They must have obtained a very satisfactory work performance rating in the year preceding the application for the study grant.

1.2.2. The study grant shall consist of the following:

1.2.2.1. 7,500 per month (transportation/lodge/allowance, etc.)

1.2.2.2. 2,500 book allowance per semester

1.2.2.3. Book allowance must be supported by receipts after the end of the semester/trimester/summer. This is a prerequisite to the release of book allowance for the next semester/trimester/summer

1.2.2.4. Thesis aid (refer to Board Resolution 2011-06-15)

1.2.3. Obligation of the Grantees

1.2.3.1. o sign an appropriate contract of return service (a semester is equivalent to Two Year return Service).

1.2.3.2. To reimburse the College the equivalent cost if he/she fails to finish the degree as specified in the contract and in the event of failure to return and serve the College.

2. Support during the conduct of Research

The Institution will provide 70% of the total research expenses as financial assistance.

3. Support for Paper Presentations in Conferences

3.1. Objectives

1. To encourage faculty members to engage in high quality research that would result in journal publications.

2. To provide opportunities for faculty members to network with international and local researchers for possible collaboration in research and other academic pursuits.

3.2. Strategy

Support for faculty members who present papers in international and local conferences.

3.3. Eligibility

Faculty members who meet the following criteria may apply for the incentive.

1. Must be a full-time (permanent or probationary)

2. Must present a paper in a conference.

3.4. Benefits

For International Conference

1. Travel allowance equivalent to PHP50,000.00 to be provided once every academic year

2. Pre-departure expenses to include passport and visa application fees, travel tax, airport terminal fees and insurance coverage.

For Local Conference

Travel and conference subsidy:

1. PHP 2,000.00 to cover registration fee per day

3.5. Policies

1. Except for travel allowance and registration fee for international conference, a full time-faculty member may avail of this incentive as often as there are conferences for paper presentations.

2. The paper to be presented should be in line with the faculty member's area of discipline or a product of interdisciplinary or multidisciplinary research as defined by the Research and Development Office

3. The faculty member shall submit post-conference report/summary of activities and liquidate financial obligations within two (2) weeks after returning from the conference.

4. Regulations on disbursements, liquidation, and oversight shall follow relevant accounting procedures.

5. Faculty absence while on official business shall be covered by existing college rules on faculty attendance.

3.6. Procedures

1. The faculty member initiates the process by writing a formal application addressed to the College President, duly endorsed by the VPAA recommended by the Institute Dean

2. The application must be submitted to the VPAA Office at least two (2) weeks prior to the conference.

3. Application should be accompanied by the following:

- a. Application form
- b. A copy of the abstract, the program or call for Papers of the conference/symposium to be participated in, and proof of paper acceptance or copy of invitation to deliver the keynote presentation or as an invited speaker.
- c. An itinerary or outline of conference activities, including arrival and departure dates, and as well as when the faculty member expects to return to his/her work in the College.
- d. A brief description of how the faculty member plans to manage the classes to be missed while on official business.

4. Support for Publication in Pre-selected High-Impact Journals

4.1. Objectives

- To guide the faculty in choosing high-impact research journals for the publication of the faculty research outputs
- To allow faculty members to network with international circles of researchers and college professors for possible collaborations for themselves, for their departments or laboratories/institutes, or for the entire college.

4.2. Eligibility

Permanent full-time faculty members who conducted at least 3 quality researches with high impact to either industry, institution, local government, curriculum and instruction and community. Must have presented his/her paper in any national/international research fora.

4.3. Benefits

The first publication expenses of the faculty will be paid by the institution.

5.4. Incentives

1. The faculty will receive P25,000 for national publication in any CHED accredited research journals.

2. The faculty will receive P50,000 for international publication in any high-impact research journals.

5.5. Procedures

1. The faculty member initiates the process by writing a formal application addressed to the VPAA, duly endorsed by the Dean. Endorsement and approval process shall follow the university's organizational structure.

2. The application should be accompanied by the following:

a. Application form

b. Copy of the journal paper

c. Proof of acceptance from the journal editor

d. Call for Papers of conference/symposium

6. Support for Participation in Local and National Conferences/Seminars/Trainings

6.1. Objectives

1. To upgrade the knowledge and skills of faculty members in their area of discipline.

2. To provide opportunities for faculty members to network with local and national researchers.

6.2. Strategy

Support for faculty members for their participation in conferences, seminars and trainings.

6.3. Eligibility

Full-time (permanent or probationary).

6.4. Benefits

Travel and conference subsidy:

1. Maximum of Php2,000.00 to cover registration fee per day.

6.5. Policies

1. The theme of the conference must be in line with the faculty member's area of discipline.
2. Faculty absence while on official business shall be covered by existing college rules on faculty attendance.
3. The faculty member shall submit post-conference report/summary of activities to the VPAA Office within two (2) weeks upon return from the conference.
4. Regulations on disbursements, liquidation, and oversight shall follow relevant government accounting procedures.

6.6. Procedures

1. The faculty member initiates the process by writing a formal application addressed to the college President, duly endorsed by the VPAA recommended by the Institute Deans.
2. The application must be submitted to the VPAA Office at least one (1) month before the conference.

3. Application should be accompanied by the following:
 - a. The applicant shall fill-up the travel accomplishment report
 - b. The applicant shall conduct echo seminar after the seminars/trainings/workshops attended.
 - c. A copy of the invitation and program of the conference.
 - d. A brief description of how the faculty member plans to manage the classes to be missed while on official business.

7. Support to Membership in Professional Organization

7.1. Objectives

- To provide faculty members the opportunity to network with professionals, industry practitioners and researchers in their field of discipline for possible collaboration in research and other academic/ professional pursuits.
- To upgrade the knowledge and skills of faculty members through the annual conference and meetings of professional organizations.

7.2. Eligibility

1. Full-time Faculty Members (permanent or probationary) may avail of the annual membership fee.
2. Only permanent full time faculty members with the rank of Associate Professor and up may avail of the lifetime membership fee.

7.3. Benefits

1. Annual membership fee at a maximum of Ph3,000.00 per professional organization
2. A lifetime membership fee at a maximum of PhP15,000.00 for local professional organization

3. A lifetime membership fee of a maximum of US\$500.00 for international professional organization

7.4. Policies

For annual membership fee:

1. A faculty may avail of this incentive for 1 local and 1 international professional organizations. In case a faculty wishes to join an additional professional organization, he/she should present a paper in the organization's annual conference and meeting to be eligible for reimbursement of the membership fee.
2. The faculty should determine the quality of the professional organization he/she intends to be a member of.
3. Regulations on disbursements, liquidation and oversight shall follow relevant government accounting procedures.

For lifetime membership fee:

1. The faculty member must have presented at least five (5) papers (cumulative) in the organization's annual conference and meeting.
2. Only one (1) lifetime membership fee may be availed of.
3. The faculty should determine the quality of the professional organization he/she intends to be a member of.
4. Regulations on disbursements, liquidation and oversight shall follow relevant government accounting procedures.

7.5 Procedures

1. The faculty member initiates the process by writing a formal application letter of intent to avail addressed to the College President, duly endorsed by the VPAA and being recommended by the Institute Dean.

2. Application should be accompanied by the following:

a. Application form

b. A completely filled out membership form from the professional organization

c. Print-outs/brochures that will determine the credentials of the professional organization

For lifetime membership, additional documents are required:

d. Copies of the organization's annual conference and meeting program/s showing the paper presentations of the faculty; or

8. Support to Advance Short-Term Courses

8.1. Objectives

- To advance the knowledge and competencies of faculty members on the state of the art or frontier of knowledge in their area discipline through advanced short terms courses.
- To provide opportunities for faculty members to network with top experts in their of discipline.

8.2. Eligibility

Permanent full-time faculty member.

8.3. Benefits

1. Tuition and other fees.
2. Reimbursement for books and other materials needed for a maximum amount of P5,000
3. Regular salary for the entire duration of the study.
4. The entire leave shall be credited towards years of continuous service, including years of service for purposes of promotion, service leave, sabbatical leave, research incentive and longevity benefits.