



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

# **FACULTY**

## **D – Faculty Loading**

**D.1**

### **●Faculty Loading Policy**

## CHAPTER VI ACADEMIC POLICIES

### 1. Faculty Work hours

Work hours shall refer to the hours the academic rank holders shall render compliance with the required 40hours a week under Republic Act NO. 1880, other known as the Fourthly

Hour Week Law.

- 1.1. Flexible may also be adopted for the following and such hours may be from 7:00am to 8:00pm, exclusive of the time for lunch, from Monday to Friday.

- 1.2. Academic rank holders with full time classroom teaching 40 hours /week

- 1.3. Academic rank holders designated to perform administrative assignment, research and extension functions 40 hours /week

- 1.4. Academic rank holders tasked to have other/ nonacademic functions 40 hours/week

Computation of the honoraria for emergency teaching load shall be in accordance with the existing compensation guidelines of the DBM. For this purpose, the deans identifying those academic rank holders who shall be authorized to render emergency teaching load with in the first month of the semester.

### 2. Tutorial Load

Maximum of three (3) students shall only be allowed to each instructor.

#### General Rule:

A student is allowed to have a tutorial subject under the following conditions:

1. if he/she is graduating;
2. if the subject is not offered in the current semester he/she is to graduate;
3. if the subject is offered but the schedule is in conflict with his/her major subjects or practicum/internship.

- 2.1. **Remedial Class.** Remedial class is part of the intervention program of the college which a faculty member has to undertake to aid the non-performing students.

3. **Other Academic Functions** A faculty member may be given units aside from teaching intended for the other academic functions. This applies to any workload that the college may assign to a faculty.

**4. Classroom Management**

- 4.1. **Faculty Summer Class Load.** Faculty who will be teaching in summer class shall only be allowed to teach a maximum of nine (9) units during summer class.
- 4.2. **Petition Class.** Minimum of fifteen (15) students shall only be allowed to open a petition class.
- 4.3. **Class Size** The number of students in a regular semester class is at most forty (40 to 45) but not less than fifteen (15). While in laboratory courses and Research Subjects, twenty five (25) students are at most but not less than five (15) students. The number of students in a class in summer is at most forty (40) but not less than ten (15) students.

- 4.4. **Faculty Attendance** Instructors are expected to attend their classes regularly and punctually from the start up to the end of classes. They must set the example of exactness and conscientiousness for the students. Carelessness in the matters of attendance and punctuality destroy students' appreciation of diligence, thoroughness, and punctuality.

- 4.4.1. Instructors are required to meet his students for eighteen (18) class hours per unit course in a semester. Sending students to the library for research work is never a substitute for regular class meeting. While the instructor may assign research work to encourage independent study on the part of the students, library work should be done on the students' vacant time.

- 4.4.2. In case the instructor cannot attend his/her class, he/she shall notify the Dean and the latter may request an instructor to handle the course of the former. However, the Dean may designate a substitute even if the instructor fails to notify him/her.

- 4.5. **Norms of Conduct** An Instructor must inspire students to live by the norms prescribed for GADTC students. He must perform his teaching functions with dedication

expected of a public servant. (See Appendix B, Republic Act No. 6713, "Code of Conduct and Ethical Standards for Public Officials and employees")

4.5.1 Instructor assumes full responsibility for discipline in the classroom. He shall refer to the appropriate office (Institute Dean, Director of Student Affairs, Guidance, Health Service, Security services etc.) cases that are beyond his/her control.

4.6. **Class Attendance.** The classroom is the usual place where students and instructor interact in the learning process. The instructor therefore must inspire and enforce punctuality to and diligent attendance of students to class activities.

4.6.1.1. On the first meeting, the Instructor shall collect the study load and affix his signature on the space provided for in the study load. This is to check whether the student is officially enrolled in that particular course or not.

4.7. **Faculty Substitution.** In case a faculty expects to be absent for a class, he/she must inform the institute dean three (3) days before the day of absence and propose for a substitute faculty. A substitute faculty must be approved by the institute dean and must possess the qualifications to teach the course.

4.8. **Suspension/Postponement of Classes.** Classes shall not be suspended without prior memorandum or notice from the Office of the College President or VP for Academic Affairs

4.9. **Class Dismissal.** Early dismissal is not allowed.

4.10. **Submission of Grades.** The instructor shall submit the students' midterm grades within fourteen (14) days after the last day of examinations. While, the students' final grades shall be submitted within seven (7) working days after the last day of examinations.

4.11. **Evaluation and Reports of Grades.** The instructor must monitor the progress of the student learning process based on the assessment tasks stipulated in the Outcomes-Based Teaching Learning Plan.

- 4.12. **Faculty Performance Evaluation** Each Faculty member shall undergo self, students, deans, peers 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 OBTLIP 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

6. **Curriculum Development.** The curriculum development must be aligned with the respective CMOs. There shall be a committee for the Curriculum Development.

6.1. **Curriculum Development Committee.** The curriculum development committee is composed of the institute dean, faculty member/s, senior faculty representative/s, program head/s, alumni representative/s, industry representatives, senior students, and parents.

7. **Sequence of Courses.** The courses stipulated in the curricula shall be followed sequentially. The program heads shall properly monitor the pre-requisites prior to the enrollment period.

10.1 Faculty Teaching

## CHAPTER VI ACADEMIC POLICIES

### 1. Faculty Work hours

Work hours shall refer to the hours the academic rank holders shall render compliance with the required 40hours a week under Republic Act NO. 1880, other known as the Fourthly Hour Week Law.

- 1.1. Flexible may also be adopted for the following and such hours may be from 7:00am to 8:00pm, exclusive of the time for lunch, from Monday to Friday.

- 1.2. Academic rank holders with full time classroom teaching 40 hours /week

- 1.3. Academic rank holders designated to perform administrative assignment, research and extension functions 40 hours /week

- 1.4. Academic rank holders tasked to have other/ nonacademic functions 40 hours/week

Computation of the honoraria for emergency teaching load shall be in accordance with the existing compensation guidelines of the DBM. For this purpose, the deans identifying those academic rank holders who shall be authorized to render emergency teaching load with in the first month of the semester.

### 2. Tutorial Load

Maximum of three (3) students shall only be allowed to each instructor.

#### General Rule:

A student is allowed to have a tutorial subject under the following conditions:

1. if he/she is graduating;
2. if the subject is not offered in the current semester he/she is to graduate;
3. if the subject is offered but the schedule is in conflict with his/her major subjects or practicum/internship.

- 2.1. **Remedial Class.** Remedial class is part of the intervention program of the college which a faculty member has to undertake to aid the non-performing students.

3. **Other Academic Functions**      A faculty member may be given units aside from teaching intended for the other academic functions. This applies to any workload that the college may assign to a faculty.

**4. Classroom Management**

- 4.1.      **Faculty Summer Class Load.** Faculty who will be teaching in summer class shall only be allowed to teach a maximum of nine (9) units during summer class.

- 4.2.      **Petition Class.** Minimum of fifteen (15) students shall only be allowed to open a petition class.

- 4.3.      **Class Size**      The number of students in a regular semester class is at most forty (40 to 45) but not less than fifteen (15). While in laboratory courses and Research Subjects, twenty five (25) students are at most but not less than five (15) students. The number of students in a class in summer is at most forty (40) but not less than ten (15) students.

- 4.4.      **Faculty Attendance**      Instructors are expected to attend their classes regularly and punctually from the start up to the end of classes. They must set the example of exactness and conscientiousness for the students. Carelessness in the matters of attendance and punctuality destroy students' appreciation of diligence, thoroughness, and punctuality.

- 4.4.1.      Instructors are required to meet his students for eighteen (18) class hours per unit course in a semester. Sending students to the library for research work is never a substitute for regular class meeting. While the instructor may assign research work to encourage independent study on the part of the students, library work should be done on the students' vacant time.

- 4.4.2.      In case the instructor cannot attend his/her class, he/she shall notify the Dean and the latter may request an instructor to handle the course of the former. However, the Dean may designate a substitute even if the instructor fails to notify him/her.

- 4.5.      **Norms of Conduct**      An Instructor must inspire students to live by the norms prescribed for GADTC students. He must perform his teaching functions with dedication



expected of a public servant. (See Appendix B, Republic Act No. 6713,"Code of Conduct and Ethical Standards for Public Officials and employees")

4.5.1 Instructor assumes full responsibility for discipline in the classroom. He shall refer to the appropriate office (Institute Dean, Director of Student Affairs, Guidance, Health Service, Security services etc.) cases that are beyond his/her control.

4.6. **Class Attendance.** The classroom is the usual place where students and instructor interact in the learning process. The instructor therefore must inspire and enforce punctuality to and diligent attendance of students to class activities.

4.6.1.1. On the first meeting, the Instructor shall collect the study load and affix his signature on the space provided for in the study load. This is to check whether the student is officially enrolled in that particular course or not.

4.7. **Faculty Substitution.** In case a faculty expects to be absent for a class, he/she must inform the institute dean three (3) days before the day of absence and propose for a substitute faculty. A substitute faculty must be approved by the institute dean and must possess the qualifications to teach the course.

4.8. **Suspension/Postponement of Classes.** Classes shall not be suspended without prior memorandum or notice from the Office of the College President or VP for Academic Affairs

4.9. **Class Dismissal.** Early dismissal is not allowed.

4.10. **Submission of Grades.** The instructor shall submit the students' midterm grades within fourteen (14) days after the last day of examinations. While, the students' final grades shall be submitted within seven (7) working days after the last day of examinations.

4.11. **Evaluation and Reports of Grades.** The instructor must monitor the progress of the student learning process based on the assessment tasks stipulated in the Outcomes-Based Teaching Learning Plan.

4.12. **Faculty Performance Evaluation** Each Faculty member shall undergo self, students, deans, peers 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 OBTLIP 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

**6. Curriculum Development.** The curriculum development must be aligned with the respective CMOs. There shall be a committee for the Curriculum Development.

**6.1. Curriculum Development Committee.** The curriculum development committee is composed of the institute dean, faculty member/s, senior faculty representative/s, program head/s, alumni representative/s, industry representatives, senior students, and parents.

**7. Sequence of Courses .** The courses stipulated in the curricula shall be followed sequentially. The program heads shall properly monitor the pre-requisites prior to the enrollment period.