

- 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 OBTL P 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