



EXECUTIVE ORDER
No. 23, Series of 2024

TO : ALL CONCERNED

SUBJECT : POLICY ON RESEARCH LOAD

DATE : July 3, 2024

I. PURPOSE

The University gearing towards National Polytechnic University (NPU) provides more opportunities for its faculty members to develop professionally and to establish themselves as scholars with reputable research profiles.

Being the NPU means more expectations and responsibilities to carry, especially in the areas of research production. At present, the world and its higher education institutions take the Sustainable Development Goals (SDGs) seriously. The nudge that the University has to take is to ensure that its faculty members are greatly contributing to the implementation and success of the SDGs based on the University's identified niche of expertise in teaching, research, and extension. Hence, the need for a policy that promotes scholarly works is established benefiting the university, its academic community, and external stakeholders. This likewise complements the Institutional Development Plan (IDP) and the roadmap of the Research Sector.

II. SCOPE

This policy shall apply to all regular, temporary status, or part-time faculty members and regular or casual administrative personnel, regardless of rank, who are at least master's graduates and have been serving the University in the last three (3) years. Remuneration shall be in the form of Part-Time Teaching Pay (PT Pay) in which rates vary based on faculty rank.

III. GENERAL PROVISION

1. Definition of Terms

- 1.1 Applied Research Work refers to research work that is designed to solve practical problems of the modern world, rather than to acquire knowledge for knowledge's sake. The goal of the research work is to improve the human condition resulting in the development of a product for technology transfer or commercialization.





- 1.2 Basic Research Work refers to a systematic study directed toward greater knowledge or understanding of the fundamental aspects of phenomena and of observable facts without specific applications toward processes or products in mind.
- 1.3 Research Load refers to the extra load that is exclusively designed to produce action or basic research works. However, an applied research work may be considered provided that the faculty member promised to complete the research work considering the limitations of equipment.
- 1.4 Regular Faculty refers to teaching personnel with or without designations occupying permanent plantilla positions and rendering an equivalent of forty (40) hours of work a week. The 40 hours may consist of teaching, administrative, and quasi-teaching duties.
- 1.5 Honorarium refers to a form of compensation or reward paid over and above the regular pay in recognition of gratuitous services rendered by personnel covered by this Policy. In general, honorarium is paid to personnel for additional work rendered which is not among his regular functions, and/or personnel with professional standing in recognition of his broad superior knowledge in specific fields.
- 1.6 Faculty Assignment refers to the schedule of the faculty members for both teaching and quasi-teaching activities (research, extension, and consultation activities).
- 1.7 Part-Time (PT) Teaching Assignment refers to the maximum of 12-unit teaching load on top of the 15-unit Regular Teaching Load.

2. Eligibility

- 2.1 Only regular, temporary status, and part-time appointment faculty members with at least a master's degree can avail of this scheme.
- 2.2 Only regular, temporary status, and part-time appointment faculty members who are affiliated with the university in the last three (3) years.
- 2.3 Regular administrative employees with at least a master's degree and are part-time faculty members of the University can avail of this Research Load provided that a permit to teach is secured.

3. Limitation

This policy only includes the remuneration of faculty members who have approved Research Load. This precludes funding support for Maintenance and Other Operating Expenses and Capital Outlays.





4. Evaluation

- 4.1 An ad hoc committee shall be constituted by the college or campus to evaluate the capsulized research proposals of faculty members who are applying for Research Load.
- 4.2 The ad hoc committee, as approved by the Office of the Vice President for Academic Affairs (OVPA) or Office of the Vice President for Campuses (OVPC), shall be composed of the dean/campus director, academic program chair/head of academic programs, RMO representative, and two (2) senior faculty members
- 4.3 In the case that a member of the ad hoc committee will apply for a research load, s/he shall inhibit from the evaluation process and be replaced by an alternate member.
- 4.4 The alternate member, who is a regular faculty member of the college or campus, shall have an established reputation as a published researcher.
- 4.5 The ad hoc committee shall evaluate the capsulized research proposals based on the following: (a) alignment to the University Research Agenda (URA) and the United Nation's Sustainable Development Goals (SDG); (b) must be advantageous for the University in terms of publication, commercialization, policy making and patent/Intellectual property rights; and (c) must be leading to the 6Ps of DOST.
- 4.6 The results of the evaluation and approval of the ad hoc committee and the copy of the notarized contract or MOA will be submitted to the Research Management Office (RMO) for record keeping.
- 4.7 The college dean or campus director shall endorse the Research Load to the Office of the Vice President for Academic Affairs (OVPA) or Office of the Vice President for Campuses (OVPC) for the approval of the faculty assignment.

IV. IMPLEMENTING RULES AND REGULATIONS

1. Documentary Requirements

- 1.1 Letter of application must be addressed to the college dean or campus director
- 1.2 Capsulized Research Proposal
- 1.3 Evaluation report of the ad hoc committee
- 1.4 Endorsement of the college dean for the OVPA or campus director to the OVPC
- 1.5 All documentary requirements must be submitted in two (2) copies





2. Faculty Assignment

- 2.1 The Research Load shall be considered a Part-Time Teaching Assignment that is not more than 12 units equivalent to two (2) Research Loads. This can be identified as Part-Time load.

Sample Research Load Distribution Scenario A

Regular Load	PT Load		Total
	Teaching	Research	
15	6	6	27 units

Sample Research Load Distribution Scenario B

Regular Load	PT Load		Total
	Teaching	Research	
15	0	12	27 units

- 2.2 Each Research Load is equivalent to six (6) units per semester. Further, each Research Load must have two (2) phases which is equivalent to two (2) semesters.

Research Phase	Expectation (per EO 22, series of 2023)
1	a. Conceptualizing the problem b. Designing the research project c. Collecting data
2	a. Editing drafts b. Backing up drafts c. Keeping notes d. Resolving intellectual differences

- 2.3 The remuneration of the Research Load shall be processed monthly in the guise of PT pay. Each faculty who availed of this Research Load must make sure to complete all the activities intended for a semester. The expectation for each research phase stipulated in this Policy must be achieved.
- 2.4 The PT per-hour rate to be used as payment shall be the same as the approved per-hour rate of the faculty member.
- 2.5 In the case of administrative personnel who would like to apply for a Research Load, they must have identified their field of specialization and the specific college or campus that will adopt them as faculty members. The Faculty Evaluation Office (FEO) shall evaluate their profile to determine their faculty rank and subsequent per-hour rate based on the prevailing rules and regulations.



- 2.6 To receive remuneration, the monthly progress report based on the submitted timeline and the daily time record (DTR) must be submitted to the college or campus, copy furnished to the RMO, at the end of each month to justify the monthly salary. If the faculty member/administrative personnel fails to submit the monthly progress report and DTR, the monthly salary shall be halted.
- 2.7 At the end of each semester, the terminal report, derived research article (for phase 2), and others as may be deemed necessary shall be submitted to the college or campus copy furnished the RMO to qualify for the Research Load the following semester.
- 2.8 All Research Loads must be scheduled outside the 40-hour work scheme. Thus, each Research Load is expected to be scheduled during night school or on weekends.
- 2.9 In the case that the deliverables for each Research Load are deemed completed only in the first phase, the ownership shall be owned by the researcher and the University.
- 2.10 In the case that the deliverables for each Research Load are deemed completed in both phases, the results of the research work and its derived results shall be owned by the researcher and the University.

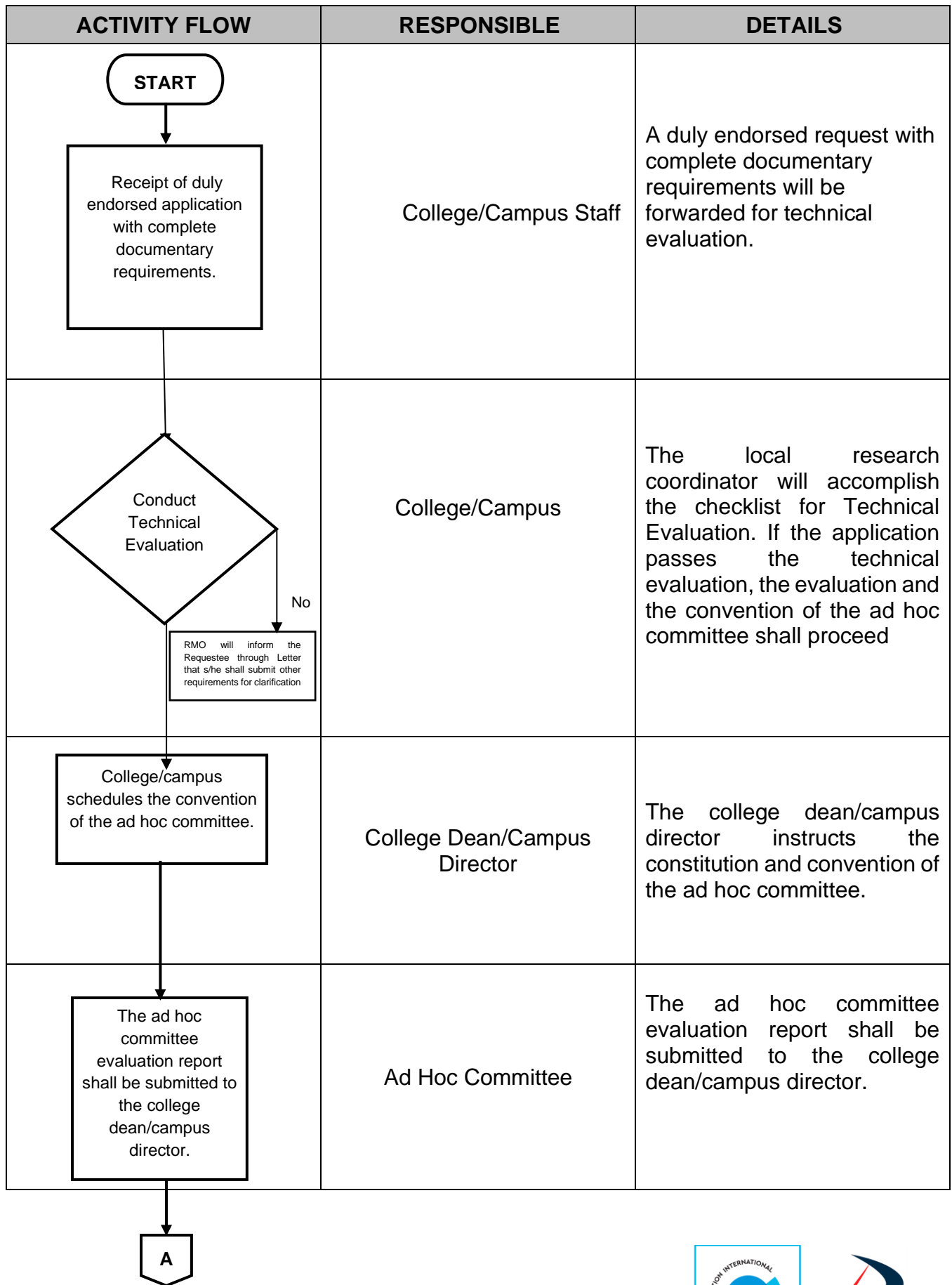
3. Limitations

- 3.1 The rules on faculty assignment as regards the total number of allowed teaching hours shall prevail. This precludes the effect of a “Satisfactory” student evaluation to the number of teaching units allowed for each PT Research Load.
- 3.2 Faculty members who avail of this scheme must ensure to complete the basic research work’s phase one (1) and phase two (2) in two (2) succeeding semesters.
- 3.3 Faculty members who failed to complete phase one (1) of the research work shall not be entitled to a PT load either teaching or research for two (2) succeeding semesters.
- 3.4 Faculty members who completed phase one (1) of the research work but failed to complete phase two (2) shall not be entitled to a PT load either teaching or research for two (2) succeeding semesters.
- 3.5 Faculty members who avail research load may apply for a funded research work either funded by the university or any external agency.





4. Process Flow Chart (Last section to edit once previous articles and sections are approved)





ACTIVITY FLOW	RESPONSIBLE	DETAILS
<pre>graph TD; A[A] --> B[Review and Improve Activities through Research Monitoring]; B --> C{Targets achieve?}; C --> D[END]; C --> E[Corrective Action]; E --> C;</pre>	College/Campus	Quarterly review of process, risks, and opportunities submitted to QMS Sector Head emanated from the monthly research progress report
	College/Campus	The college dean/campus director shall check if the targets set are achieved or not. If targets are not achieved corresponding corrective actions shall be undertaken focusing on achieving the targets set by the section.

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V. SAVING CLAUSE

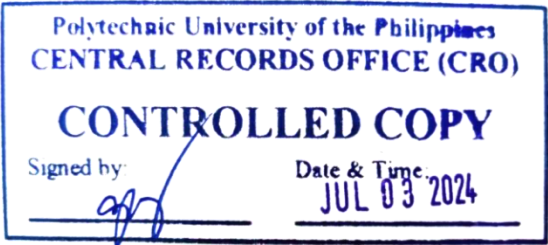
Cases not covered by the provisions of this Policy shall be submitted to the Office of the President for resolution.

VI. REPEALING CLAUSE

All previous issuances and other provisions that are inconsistent with any of the provisions of this Policy are deemed amended, repealed, and superseded accordingly.

VII. EFFECTIVITY

This Policy shall take effect immediately upon the approval of the Board of Regents during its Special Meeting held on May 31, 2024.



(Sgd.) MANUEL M. MUHI, D.Tech, ASEAN Engr.
University President

