Document Revision History

Version	Date	Author	Description
1.0	1 August 2011	CMI	Version for publication

I.   OBJECTIVE

To come up with an appropriate schedule of classes for the faculty members

II.   SCOPE

This process starts with the assignment of teaching load to faculty members and ends with changes made in the faculty loading after the deactivation of the faculty loading module in Project Flavio.

III.   POLICIES

1. Full-time faculty members should have a maximum load (consisting of teaching and administrative load) of eighteen (18) units per term.

2. Schedules of individual faculty members should not have more than two (2) consecutive classes at any given time.

3. A full-time faculty member should not exceed eight (8) hours of work at any given day.

4. If a Program Director (PD) wishes to assign a class to a faculty member belonging to another academic unit, the PD must first seek clearance from the PD of the other academic unit.

5. The deactivation of the faculty loading module in Project Flavio is done after the enrolment period for the current term has ended.

6. Faculty load revision after the deactivation of the faculty loading module in Project Flavio must be completed two weeks after the deactivation.

7. Any other faculty load revision due to exigencies must be recorded not later than one week after the revision.

IV.   DEFINITION OF TERMS

Project Flavio	- refers to the information system of Asia Pacific College
Service Subject	- a subject that another academic unit within APC offers (i.e. General Education subjects, IT subjects, etc.)
Faculty Load	- the number of units (including administrative and teaching load) assigned to a faculty member
Faculty Loading module	- the module in Project Flavio that enables a Program Director or Program/Cluster Coordinator to assign loads

to faculty members.

Faculty Load revision - any change in the teaching or administrative load of a faculty member after the end of the enrolment period

V.   PROCEDURES

1. Program Director (PD) and/ or Program Coordinator/ Cluster Coordinator (PC/CC) consults the faculty members regarding their availability for the following term.

2. PD and/or PC/CC assigns a faculty member to a class based on his/her expertise and availability. In the case of a service subject, the PD and/or CC of the academic unit offering the service subject will be in charge of assigning a faculty member to a class.

3. PD and/or PC/CC informs faculty members of their respective tentative load.

4. PD and/or PC/CC revises the faculty loading if there are changes in the schedule or subject offering, i.e. when classes are merged or dissolved, or when petitioned subjects are opened.

5. PD and/or PC/CC informs the faculty members of their respective final load.

6. PD and/or PC/CC finalizes the loading using the Faculty Loading module in FLAVIO.

7. In case of faculty load revision after the end of the enrolment period, PD and/or PC/CC secures a faculty load revision form (refer to Annex F3 – Faculty Load Revision Form) from the HR Department.

8. PD and/or PC/CC fills up the form, indicating the specific revisions in the load of the faculty member concerned (e.g. additional subjects, dissolved subjects, additional administrative load, etc.).

9. PD approves the recommended revision.

10. PD and/or PC/CC forwards the approved form to the Registrar's Office not later than a week after the revision.

11. Record Officer of the Registrar's Office signs the form, encodes the revision in Project Flavio, and forwards the same to the HR Department.

12. HR Director signs the form and forwards the same to the Payroll Office.

13. Payroll Officer considers the changes in the faculty load revision in computing for any salary change of the faculty member/s concerned, and keeps the faculty load revision form in their file.

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