Current Process

Faculty Loading System – Current Process [2]

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.

Online Teaching Evaluation (OTE) – Current Process

Currently, a standard OTE report in the HR Module of Flavio System, generates and shows the faculty evaluation rating per course. This OTE information is not integrated in the faculty loading module, but is considered by the Program Head/s during teaching assignments.

History of Teaching Assignments – Current Process

The history of faculty teaching assignments are found in Flavio System, but only the Executive Directors (at times Program Head) are allowed to view it.

Course Offerings from Office of the Registrar – Current Process

Course offerings are entered by the Program Head at most a week prior to pre-registration period. The APC pre-registration period usually happens on the 8th to 10th week of the term. These course offerings serve as basis of faculty teaching assignments.