

AREA II

FACULTY

PARAMETERS

- A.** Academic, Qualifications and Professional Experience
- B.** Recruitment, Selection and Orientation
- C.** Adequacy and Loading
- D.** Rank and Tenure
- E.** . Faculty Development
- F.** Professional Performance and Scholarly Works
- G.** Salaries, Fringe Benefits and Incentives
- H.** Professionalism

Program : _____

Level : _____

SUC : _____

Campus : _____

Date of Actual Survey: _____ **AREA II:**
FACULTY

The standard or quality of an institution or program is greatly measured by the qualifications of its faculty. In this light, the faculty should be composed of competent members in terms of academic qualifications, experience and professional expertise. In addition, they should manifest desirable personal qualities and high level of professionalism.

To be effective, faculty members should be properly compensated and taken care of. They must be given opportunities for continuous personal and professional development. A policy fair and equitable distribution of teaching assignments and workload should be practices. Likewise, objective and efficient promotion criteria/scheme should be adopted by the institution.

Criteria:

A. Academic Qualifications and Professional Experience

The faculty should have the appropriate academic preparation and experience relevant to the program. They must be holders of appropriate degrees. In case of any deficiency, they

should possess relevant and/or compensatory qualifications. Moreover, they must be licensed (where applicable) if they are handling professional subjects. They must exhibit competence as evidenced by their professional license, performance evaluation, consultancy and scholarly works.

B. Recruitment, Selection and Orientation

Recruitment and selection of the faculty are among the important activities undertaken by an institution. Success in the implementation of an academic program depends to a great extent on the quality of the faculty.

The institution should have an effective system of recruitment and selection of the most qualified faculty. The system may include the conduct of a psychological test, interview, demonstration teaching, etc. The process is a participative effort of the dean, chairperson, faculty representative/s, and designated official. New faculty members must be given orientation on the institution's VMGO and policies as well as on their responsibilities and privileges.

C. Faculty Adequacy and Loading

The Institution should have an adequate number of faculties with the appropriate qualifications to handle the courses offered by a particular program. Teaching assignment/loading should be based on the major/minor fields of specialization of the faculty. Their workload should allow them time to prepare lessons, check papers and other course requirements, advise students, conduct research and extension activity and perform other instruction-related activities and institutional service. If possible, the faculty should not be given more than three academic subject preparations.

D. Rank and Tenure

The institution should implement a system of proportion in rank and salary based on existing policies and guidelines. Faculty members must be informed of the institutional policies on probation, extension, renewal or termination of contract, promotion, and retirement.

E. Faculty Development

The institution should have a Faculty Development Program. The program should include criteria for the selection of scholars/grantees, and opportunities/study privileges, research grants, training, etc., that are available. Faculty members should be encouraged to join professional organizations and to continuously upgrade their knowledge and competence by participating in in-service training activities such as seminars, conferences, workshops, etc.

F. Professional Performance and Scholarly Works

Teaching is the main function of the faculty should also be involved in the dissemination of knowledge, innovations, and technologies in national and international fora and in the

development of instructional materials such as modules, software, multi-media devices, etc. Moreover, they are expected to render expert services and consultancies.

G. Salaries, Fringe Benefits and Incentives

The salary scale of the faculty follows the DBM Salary Standardization Scheme and the most recent government issuances on compensation. Fringe benefits of faculty members such as leave privileges and financial assistance should be embodied in the institution's code or manual in consonance with CSC and other government policies and guidelines. Outstanding performance of faculty should be recognized and incentives be given correspondingly.

H. Professionalism

Professionalism should be practiced based on the Civil Service Code of Ethical Standard for Government Officials and Employees (RA 6713), and the Code of Ethics for the Profession. Academic freedom should be judiciously exercised.

The following documents, additional information and exhibits will be useful evaluating this Area, and should be made available, preferably at the Accreditation Center.

1. Board Resolutions on rank and tenure, and others that concern the faculty.
2. Bulletins/display boards where important legislations, memoranda, directives and circulars on fringe benefits are posted.
3. CMO and other pertinent policies and guidelines;
4. Class Records.
5. Class Schedule for the current semester and for the two (2) preceding semesters.
6. Code of Professional Ethics/R.A. 6713 and other pertinent CSC issuances.
7. Faculty Development Program.
8. Faculty journal.
9. Faculty Manual.
10. Faculty Performance and Rating System.
11. Faculty Profile.
12. List of faculty and the training, seminars, and conferences they attended (indicate the date and place).
13. Merit System and Promotion Plan.
14. Minutes and attendance record of faculty meetings.
15. Minutes of meetings of the Selection Board.
16. Personal records of disciplinary/administrative cases.
17. Plantilla of faculty.
18. Qualification standards.
19. Records of termination cases, if any.

20. Samples of results of recruitment and selection process conducted showing the names of applicants.
21. Issuances on Compensation, Fringe Benefits and Incentives.

| RATING SCALE | | | | | | |
|---------------------------|----------------|---|---|---|--|---|
| NA | 0 | 1 | 2 | 3 | 4 | 5 |
| - | - | Poor | Fair | Satisfactor y | Very Satisfactory | Excellent |
| <i>Not Applicable</i> | <i>Missing</i> | <i>Criterion is met minimally in some respects, but much improvement is needed to overcome weaknesses</i> <i>(75% lesser than the standards)</i> | <i>Criterion is met in most respects, but some improvement is needed to overcome weaknesses</i> <i>(50% lesser than the standards)</i> | <i>Criterion is met in most respects</i> <i>(100% compliance with the standards)</i> | <i>Criterion is fully met in all respects, at a level that demonstrates good practice</i> <i>(50% greater than the standards)</i> | <i>Criterion is fully met with substantial number of good practices, at a level that provides a model for others</i> <i>(75% greater than the standards)</i> |

| Indicators | Item Rating (IR) | System - Implementation - Outcome Mean SIOI | Parameter Mean (PM) |
|---|------------------|---|---------------------|
| PARAMETER A: ACADEMIC QUALIFICATIONS AND PROFESSIONAL SYSTEM - INPUTS AND PROCESSES | | | |
| S.1. The Required number of faculty possessed graduate degrees appropriate and relevant/allied to the Electronics Engineering to the program, namely: | | | |
| S.1.1. At least 20% of the faculty members handling professional courses of the school/college of engineering shall be holders of masters' degree in their field of specialization or in engineering education, provided that half are full-time faculty, or as alternative, the holders of the master's degree may set at 10% provided that the other 10% of the faculty have had at least ten (10) years experience in teaching professional engineering subjects or ten (10) years of field experience | | | |
| S.1.2. Shall be registered engineers and preferably with field experience; and | | | |
| S.1.3. At least 40% of the faculty members teaching Mathematics, Physical Sciences and Basic Engineering shall be holders of Baccalaureate degree and at least master's degree in either engineering, physics, chemistry, mathematics or computer science. | | | |
| S.2. Other qualifications such as the following are considered: | | | |
| S.2.1. Related profession experience; | | | |
| S.2.2. Educational qualifications; | | | |
| S.2.3. Specialization; | | | |

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| S.2.4. Technical skills and competence; and | | | |
| S.2.5. Special abilities, computer literacy, research productivity | | | |
| S.3. Faculty handling OJT/practicum courses have had at least three (3) years of teaching and industry-based experience in the field. | | | |
| S.4. At least 50% of the faculty Graduate degree holders. | | | |

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| IMPLEMENTATION | | | |
| I.1 Faculty members demonstrate professional competence and are engaged in any or a combination of the following: | | | |
| I.1.1 Instruction; | | | |
| I.1.2 Research; | | | |
| I.1.3 Extension | | | |
| I.1.4 Production | | | |
| I.1.5 consultancy and expert service | | | |
| I.1.6 publication, creative and scholarly work | | | |
| Indicators | IR | SIO M | PM |
| I.4. The faculty pursue graduate degrees in Electronics Engineering and/or allied fields from reputable institutions (with at least Level II accreditation status or World/Asian rank). | | | |

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| OUTCOMES | IR | SIO M | PM |
| 0.1. The institution has qualified and competent faculty. | | | |

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| PARAMETER B: RECRUITMENT, SELECTION AND ORIENTATION | | | |
| SYSTEM-INPUTS AND PROCESSES | | | |
| S.1. There is an institutional Human Resource Development Plan/Program designed for faculty recruitment. | | | |

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| IMPLEMENTATION | | | |
| I.1. Recruitment and selection of faculty is processed by the Faculty Selection Board using the following criteria: | | | |
| I.1.1 academic qualifications; | | | |
| I.1.2 personal qualities: | | | |
| I.1.3 communication skills; | | | |
| I.1.4 teaching ability | | | |
| I.1.5 medical examination result | | | |
| I.1.6 psychological examination result; | | | |
| OPTIONAL | | | |
| I.1.7 relevant professional experience, (if any); | | | |
| I.1.8 previous record of employment, (if any); | | | |

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| INDICATORS | IR | SOIM | PM |
| I.1.9 technical/special skills and abilities; and | | | |
| I.1.10 previous performance rating,, (if any) | | | |
| I.2. The hiring system adopts an open competitive selection, based on the CSC approved Merit System and Promotion Plan of the Institution published and well disseminated through various means of communication: | | | |
| 1.2.1. print media (newspaper, flyers , bulletin of vacant positions); | | | |
| 1.2.2. broadcast media (tv radio); | | | |
| 1.2.3. website; | | | |
| 1.2.4. bulletin boards; and | | | |

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| 1.2.5. others (please specify) _____ | | | |
| I.3. A Screening Committee selects and recommends the best and most qualified applicant. | | | |
| I.4. Measures to avoid professional in-breeding are observed. | | | |
| I.5. The institution conducts orientation for newly-hired faculty on the institutional vision and mission CSC, ORC, DBM, and administration policies duties, responsibilities, benefits and other academic concerns. | | | |

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| OUTCOMES | | | |
| S.1. The most qualified faculty are selected. | | | |

| Indicators | IR | SOIM | PM |
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| PARAMETER C: FACULTY ADEQUACY AND LOADING | | | |
| SYSTEM – INPUTS AND PROCESSES | | | |
| S.1. Faculty-student ratio is in accordance with the program requirement and standards. | | | |
| S.2. There is a provision for incentives of overload teaching in accordance with the CMO of the program and/or institutional guidelines. | | | |
| S.3. There are full-time faculty classified by rank, subject/specialization. | | | |
| S.4. Faculty schedule has time for preparation of lessons, scoring of papers, record keeping, class evaluation and other instruction-related activities. | | | |
| S.5. Workload Guidelines contain sufficient time for teaching and/or research, extension, production and other assigned tasks. | | | |
| S.6. There is equitable, measurable and fair distribution of teaching load and other assignments | | | |

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| IMPLEMENTATION | | | |
| I.1. The maximum total load is assigned to regular full-time faculty in accordance to the CMO of the program and/or institutional guidelines | | | |
| I.2. A Faculty Manual is published formalizing faculty policies, standards and guidelines. | | | |
| I.3. Professional subjects are handles by specialist in the discipline | | | |

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| I.4. Faculty are assigned to teach their major/minor fields of specialization, for a maximum of four (4) of different subject preparations within a semester. | | | |
| I.5. Administrative arrangements are adopted whenever vacancies/leaves of absence occur during the term. | | | |
| Indicators | IR | SOIM | PM |
| I.6. No less than 60% of the professional subjects in Electronics Engineering program are handled by full-time faculty. | | | |
| I.7. Teaching schedule does not allow more than six (6) hours of continuous teaching. | | | |
| I.8. Administrative, research and/or professional assignment outside of regular teaching are given credits. | | | |
| I.9. Consultation, tutorial, remedial classes, exert services, and other instructionrelated activities are given credits in consonance with faculty workload guidelines. | | | |
| I.10. Workload assignments and number of preparations are in accordance with existing workload guidelines. | | | |
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| OUTCOME/S | | | |
| O.1 The faculty are efficient and effective, with sufficient time for instruction, research, extension, production and other assigned task. | | | |

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| PARAMETER D: RANK AND TENURE | | | |
| SYSTEM – INPUTS AND PROCESSES | | | |
| S.1. The institution implements a system of promotion in rank and salary based on existing policies and issuances. | | | |
| S.2. The institution has a policy on probationary status of employment | | | |
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| S.3. At least 50% of the full-time faculty teaching the professional courses are under permanent/regular status. | | | |
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| IMPLEMENTATION | | | |
| I.1. The institution implements the system of promotion in rank and salary based on existing policies and issuances (e.g. NBC 461). | | | |
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| Indicators | | | |
| I.2. Retirement, separation or termination benefits are granted In accordance with institutional and government (CSC, GSIS/ DBM) policies and guidelines. | | | |
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| I.3. The faculty are officially informed of their rank and tenure after evaluation of the credentials and performances. | | | |
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| I.4. The faculty concerned is officially informed of the extension, renewal, or termination of their appointments. | | | |
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| I.5. The institution implements a CSC-approved Strategic Performance Management System (SPMS) which emphasizes quality teaching performance, research, creative work, extension and production services. | | | |
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| I.6. The probationary period or temporary status required before a permanent status is granted to the faculty members is in accordance with Civil Service and institutional policies and guidelines | | | |
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| OUTCOME/S | | | |
| O.1. The faculty are satisfied with their rank and employment status. | | | |
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| PARAMETERS: FACULTY AND DEVELOPMENT | | | |
| SYSTEM – INPUTS AND PROCESSES | | | |
| S.1. The institution has an approved and sustainable Faculty Development Program (FDP). | | | |
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| S.2. There are policies on faculty academic recognition and grant of scholarships/fellowships awards. | | | |
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| S.3. Every faculty has at least one active membership in professional/scientific organization or honor society relevant to his/her assignment and field of specialization. | | | |
| Indicators | | | |
| S.4. The budget allocation for faculty development is adequate. | | | |

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| IMPLEMENTATION | | | |
| I.1. The Institution implements a sustainable Faculty development program based on identified priorities/needs as follows: | | | |
| I.1.1 upgraded educational qualifications (graduate studies); | | | |
| I.1.2 attendance to seminars, symposia and conferences for continuing education; | | | |
| I.1.3 conduct of research activities and publication of research output; and | | | |
| I.1.4 giving lectures and presentation of papers in national/international conferences, symposia and seminars | | | |
| I.2. The Institution supports the professional growth of the faculty through attendance in educational lectures, symposia, conference, seminars and workshops, conference, and other forms of training | | | |
| I.3. The institution conducts in-service training activities regularly at least once per term. | | | |
| I.4. Selection of deserving faculty to be granted scholarships, fellowships, seminars, conferences and/or training grants is done objectively. | | | |
| I.5. The budget for faculty development is adequately allocated | | | |
| I.6. The allocated budget for faculty development is wisely utilized. | | | |
| I.7. The Faculty development Program is implemented with the following provision: | | | |
| I.7.1 Adequate and qualified supervision on faculty; | | | |
| I.7.2 Scholarships, fellowships, sabbatical leaves, and research grants; | | | |
| I.7.3 Financial support for active membership in professional organizations; | | | |
| I.7.4 Deloading to finish the faculty's thesis/dissertation | | | |

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| I.7.5 Attendance in continuing professional education (CPE) programs such as seminars, workshops and conferences or some in-service training course; | | | |
| I.7.6 Conducting research activities related to the program | | | |
| I.7.7 Publishing scholarly articles and research outputs; and | | | |
| I.7.8 Production of instructional materials (IMs). | | | |
| I.8. Opportunities for the faculty to attend/participate in capability building and enhancing activities are fairly distributed. | | | |
| I.9. Tuition fee privilege and other forms of assistance are utilized by faculty pursuing advanced (master's and/or doctoral) degrees. | | | |
| I.10. Faculty are given incentives for book writing, manuals, handbooks, compilations and instructional materials to keep up with new knowledge and techniques in the field of specialization. | | | |

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| OUTCOME/S | | | |
| O.1. The faculty are well-trained and competent to serve the institution. | | | |
| O.2. The faculty are committed to serve and support the programs and projects of the institution. | | | |

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| PARAMETERS F: PROFESSIONAL PERFORMANCES AND SCHOLARLY WORKS | IR | SOIM | PM |
| SYSTEM INPUTS AND PROCESSES | | | |
| S.1. The institution has a system of evaluating the faculty on the following: | | | |
| S.1.1. professional performance; and | | | |
| S.1.2. scholarly works. | | | |

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| IMPLEMENTATION | | | |
| The Faculty | | | |
| I.1. Demonstrate skills and competencies in all of the following: | | | |
| I.1.1 knowledge of the program objectives/outcomes(s) | | | |

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| I.1.2 reflecting the program outcomes clearly in the course objective. | | | |
| I.1.3 knowledge/mastery of the content, issues, and methodologies in the discipline | | | |
| I.1.4 proficiency in the use of the language of instruction | | | |
| I.1.5 the use of higher order thinking skills such as analytical, critical, creative, innovative and problem solving; | | | |
| I.1.6 innovativeness and resourcefulness in the different instructional processes; | | | |
| I.1.7 integration of values and work Ethic in teaching-learning processes; | | | |
| I.1.8 integration of Gender and development (GAD) activities | | | |
| I.2. promptly submit requires reports and other academic outputs. | | | |
| I.3. Update lecture notes through an interface of relevant research findings and new knowledge. | | | |
| I.4. Serve as resources person/lecturer/consultant in Electronics Engineering. | | | |
| I.5. Present papers in regional/national for a and/or international for a. | | | |
| I.6. Publish papers in regional, national and international magazines/journal | | | |
| I.7. Conduct research and publish outputs in refereed journals of national and international circulation. | | | |
| I.8. Conduct outreach activities/extension services | | | |
| I.9. Regularly update respective course syllabi. | | | |
| I.10. Utilizes ICT and other resources in the enhancement of the teaching-learning process. | | | |
| I.11. Produce instructional materials e.g. workbooks, manuals, modules, audiovisuals, etc. to facilitate teaching and learning. | | | |

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| OUTCOME/S | | | |
| O.1. The faculty performance is generally satisfactory. | | | |
| O.2. The scholarly works of faculty are commendable. | | | |

| INDICATORS | IR | SOIM | PM |
|---|----|------|----|
| PARAMETER G: FRONGE, BENEFITS, AND INCENTIVES | | | |
| SYSTEM – INPUTS AND PROCESSES | | | |
| S.1. The institution has a system of compensation and rewards to its faculty and staff. | | | |

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| IMPLEMENTATION | | | |
| I.1. The following fringe benefits are granted. | | | |
| 1.1.1. maternity/paternity leave with pay; | | | |
| 1.1.2. sick leave.; | | | |
| 1.1.3. study leave (with or without pay); | | | |
| 1.1.4. vacation leave. | | | |
| 1.1.5. tuition discount for faculty and dependents | | | |
| 1.1.6. clothing/uniform allowance | | | |
| 1.1.7. performance based bonus (PBB); | | | |
| 1.1.8. anniversary bonus; | | | |
| 1.1.9. honoraria/incentive for conducting research or for the production of scholarly works; | | | |
| 1.1.10. housing privilege; | | | |
| 1.1.11. sabbatical leave; | | | |
| 1.1.12. compensatory leave credit; | | | |
| 1.1.13. deloading to finish thesis/dissertation; and | | | |
| 1.1.14. others. (please specify) _____. | | | |

| Indicators | IR | SOIM | PM |
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| I.2. . Policies on salaries/benefits and other privileges are disseminated to the faculty. | | | |
| I.3. Salaries are paid regularly and promptly. | | | |
| I.4. Teaching assignment beyond the regular load are compensated (e.g., over load pay, service credits, etc.) | | | |
| I.5. Faculty who are actually involves in the production in the production of scholarly materials are given credits to their work. | | | |
| I.6. Faculty with outstanding performance is given recognition/awards and incentives. | | | |

| OUTCOME/S | | | |
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| O.1. The faculty are satisfied with their compensation and rewards. | | | |

| PARAMETER H: PROFESIONALISM | | | |
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| SYSTEM – INPUTS AND PROCESSES | | | |
| S.1. There are approved SUC Code and SUC Faculty Manual that define the policies, guidelines, rules and regulations affecting the faculty. | | | |

| IMPLEMENTATION | | | |
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| The faculty | | | |
| I.1. Responsibly observed the following: | | | |
| I.1.1 regular and prompt attendance in classes | | | |
| I.1.2 participation in faculty meetings and university/college activities; | | | |
| I.1.3 completion of assigned tasks on time | | | |

| Indicators | IR | SOIM | PM |
|---|----|------|----|
| I.1.4 submission of all required reports; and | | | |
| I.1.5 decorum at all time | | | |
| I.2. Follow the Code of Ethics of the Profession, including the Code of Ethical Standards for Government Officials and employees. | | | |
| I.3. Exercise academic freedom judiciously. | | | |
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| I.4. Show commitment and loyalty to the Institution as evidenced by: | | | |
| I.4.1. observance of official time; | | | |
| I.4.2. productive use of official time; | | | |
| I.4.3. performance of assignment, with or without compensation | | | |
| I.4.4. compliance with terms of agreement/contracts (e.g., scholarship and training). | | | |
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| I.5. Maintain harmonious interpersonal relations with superiors, peers, students, parents, and the community. | | | |
| I.6. Demonstrate knowledge of recent educational trends/issues/resources/in the field of Electronics Engineering. | | | |
| I.7. Show evidence of professional growth thought further and continuing studies. | | | |
| I.8. Engage in practices which enable the faculty to demonstrate harmonious interpersonal relations with the students, parents and the community. | | | |

| OUTCOME/S | | | |
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| O.1. The corps of faculty manifests a commendable level of professionalism. | | | |
| Area mean: | | | |

SUMMARY OF RATINGS

AREA II: FACULTY

| Parameters | | Numerical Rating | Descriptive Rating |
|------------|---|------------------|--------------------|
| A | ACADEMIC QUALIFICATIONS AND PROFESSIONAL EXPERIENCE | | |
| B | RECRUITMENT, SELECTION AND ORIENTATION | | |
| C | FACULTY ADEQUACY AND LOADING | | |
| D | RANK AND TENURE | | |
| E | FACULTY DEVELOPMENT | | |
| F | PROFESSIONAL PERFORMANCE AND SCHOLARLY WORKS | | |
| G | SALARIES, FRIDGE BENEFITS AND INCENTIVES | | |
| I | PROFESSIONALISM | | |

Total: _____

Mean:

LEAD ACCREDITOR/S:
