



UNIVERSITY OF THE PHILIPPINES

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Office of the Vice President for Academic Affairs

30 July 2022

OVPA MEMORANDUM NO. 2022-112

To: **THE CHANCELLORS**

Cc: **VICE CHANCELLORS FOR ACADEMIC AFFAIRS**

CRB

From: Maria Cynthia Rose Banzon Bautista
Vice President for Academic Affairs

Subject: **DOCUMENTARY REQUIREMENTS FOR FACULTY APPOINTMENTS**

To standardize the submission of documents for the recommendation for 1) [Tenure](#); 2) [Waiver of the Tenure Rule](#); 3) [Waiver of the Up-or-Out Rule](#); 4) [Automatic Promotion and Merit Automatic Promotion](#), and 5) [Extension Beyond 65 years old](#), the annexed tables provide guidance on the list of documents required.

Evaluators are enjoined to ensure the veracity and correctness of the information being submitted, as these documents will form part of the faculty member's personnel record and form the basis of the recommendation to the UP President and the Board of Regents. The complete submission of these documents will also facilitate evaluation at the CU and System level.

May we also reiterate our request to utilize the Document Routing System (DRS) in submitting documents on faculty appointments that need the President's or the Board's approval?

Thank you.

DOCUMENTARY REQUIREMENTS FOR APPOINTMENT APPLICATIONS

A. TENURE

Process/Criteria	Documents to be Submitted	Remarks
I. Application		
A. Application letter	<ol style="list-style-type: none"> 1. Application for tenure addressed to the department 2. Curriculum vitae 3. Other requirements in Section III 	<p>Include a narration of the faculty member's teaching, research and service performance in the University. Table 1. Standards for Evaluation of Tenure-Track Faculty and the Minimum Expectations for Faculty Ranks can be used as a guide.</p>
II. Endorsements		
A. From the Tenured Faculty	Endorsement letter signed by the members of the tenured faculty of the department/institute/college	
B. From the unit	Endorsement letter by the head of unit	<p>This should include the unit's evaluation of the performance on the desired quality and attributes of the tenure-track faculty in terms of teaching, research and service to the University. Table 1. Standards for Evaluation of Tenure-Track Faculty and the Minimum Expectations for Faculty Ranks can be used as a guide.</p> <p>Stricter tenure rules should have the approval of the BOR.</p> <p><i>Note: Faculty on study leave may be recommended for tenure and if approved, will be effective upon report for duty.</i></p>
C. From the CU	<ol style="list-style-type: none"> 1. Endorsement letter of the APFC/APC/AcPFC Chair/VCAA 2. Accomplished Basic Paper 3. Service Record 	<p>On the Basic Paper:</p> <ul style="list-style-type: none"> ● Ensure correctness and completeness of information ● Do not leave any item blank. Each entry is essential to the information of the applicant. ● If requested information is not applicable, indicate N/A or if information is found in another document, indicate as attachment. ● Complete all required signatures <p>On the Service Record:</p> <ul style="list-style-type: none"> ● should be certified correct ● updated up to the time of evaluation of the CU APFC/APC/AcPFC. ● Include study leave, nature of promotion (e.g.,

Process/Criteria	Documents to be Submitted	Remarks
		merit promo, auto promo), secondment, etc.
III. Tenure requirements		
A. Graduate degree	Copy of diploma and attestation by the HRDO Director/VCAA that the degree has been verified	The attestation of the HRDO Director/VCAA on the graduate degree completion may be indicated in the recommendation letter.
B. Satisfactory teaching	Summary of the Student Evaluation of Teaching (SET)	<p>SET for all the semesters from the time tenure-track faculty was appointed as Assistant Professor/Associate Professor/Professor.</p> <p>Include scores for all courses taught</p> <p>If faculty received a SET score of greater or equal to 2.0 (old SET) and equal or below 3.0 (new SET) from <u>any course</u> (not the average): Letter from the head of unit and the faculty should be submitted to include the circumstances and interventions done to improve the teaching performance of the faculty in the course</p>
C. Sole or lead authorship of refereed journal article (local or international) or academic publication by a recognized academic publisher	<p>Copy of the complete article including the front matter of the journal and table of contents</p> <p>If lead author: proof of role of faculty in the writing of the article, if not stated as the corresponding author</p>	<p>Complete citation of the article should be indicated.</p> <p>The front matter will show the review process of the journal.</p> <p>If UP affiliation is not indicated in the journal, include the section about the authors or the biopage.</p>
D. Academic publication by a literary publisher in the case of literary work; or in the field of visual arts, creative work that was exhibited and juried, or a similar requirement in music and other performing arts.	<ol style="list-style-type: none"> 1. Copy of creative work 2. Proof of exhibition and jury process 	Proof of UP affiliation indicated in relation to the work
E. Mentoring	List of mentored students as Adviser,	For the College of Science, UP Diliman only

Process/Criteria	Documents to be Submitted	Remarks
	Co-authoring of a publication	
F. Citizenship	Proof of Filipino citizenship verified by the HRDO Director/ VCAA; can be indicated in the Personal Data Sheet that was verified by the HRDO or in the endorsement letter of the APFC/APC/AcPFC Chair/VCAA	This is related to the Dual Citizenship Law. Refer to: Civil Service Commission (CSC) MC No. 23, s. 2016: Policy on Employment in the Government Service of Filipino Citizens with Dual Citizenships and CSC MC No. 08, s. 2017: Clarification on the Policy on Employment in the Government Service of Filipino Citizens with Dual Citizenship
G. Updated Curriculum Vitae and/or Personal Data Sheet		Include all publications, presentations, education, etc.
H. Medical Certificate		Issued by the CU University Health Service or its equivalent in the CU

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- ANNEX 01 Accomplished Basic Paper
- ANNEX 02 Endorsement letter of the APFC/APC/AcPFC Chair/VCAA
- ANNEX 03 Endorsement letter by the head of the unit
- ANNEX 04 Endorsement letter signed by the members of the tenured faculty
- ANNEX 05 Application for tenure addressed to the department
- ANNEX 06 Curriculum vitae
- ANNEX 07 Service Record
- ANNEX 08 Copy of Diploma
- ANNEX 09 Summary of the Student Evaluation of Teaching (SET)
- ANNEX 10 Copy of the complete article/Copy of creative work
- ANNEX 11 List of mentored students as adviser
- ANNEX 12 Copy of the Medical Certificate

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B. WAIVER OF TENURE RULE

Process/Criteria	Documents to be Submitted	Remarks
I. Application		
A. Application letter	1. Application for renewal and waiver of the tenure rule addressed to the department/institute 2. Curriculum vitae 3. Other requirements in Section III	Include the reason/s for non-tenure and when the requirements will be complied with. Include a narration of the faculty member's teaching, research and service performance in the University. Table 1. Standards for Evaluation of Tenure-Track Faculty and the Minimum Expectations for Faculty Ranks can be used as a guide.
II. Endorsements		
A. From the Tenured Faculty	Endorsement letter signed by the members of the tenured faculty	
B. From the unit	Endorsement letter by the head of unit	This should include the unit's evaluation of the performance on the desired quality and attributes of the tenure-track faculty in terms of teaching, research and service to the University. Table 1. Standards for Evaluation of Tenure-Track Faculty and the Minimum Expectations for Faculty Ranks can be used as a guide. Include the justification for the extension of appointment and waiver of the tenure rule.
C. From the CU	1. Endorsement letter of the APFC/APC/AcPFC Chair/VCAA 2. Accomplished Basic Paper 3. Service Record	On the Endorsement Letter: Include how many extensions or waivers have been applied for by the applicant and the justification/s. On the Basic Paper: <ul style="list-style-type: none"> ● Ensure correctness and completeness of information ● Do not leave any item blank. Each entry is essential to the information of the applicant. ● If requested information is not applicable, indicate N/A or if information is found in another document, indicate as attachment. ● Complete all required signatures

Process/Criteria	Documents to be Submitted	Remarks
		<p>On the Service Record:</p> <ul style="list-style-type: none"> ● should be certified correct ● updated up to the time of evaluation of the CU APFC/APC/AcPFC. ● Include study leave, nature of promotion (e.g., merit promo, auto promo), secondment, etc.
III. Tenure requirements		
A. Graduate degree	Copy of diploma and attestation by the HRDO Director/VCAA that the degree has been verified	The attestation of the HRDO Director/VCAA on the graduate degree completion may be indicated in the recommendation letter.
B. Satisfactory teaching	Summary of the Student Evaluation of Teaching (SET)	<p>SET for all the semesters from the time tenure-track faculty was appointed as Assistant Professor/Associate Professor/Professor.</p> <p>Include scores for all courses taught</p> <p>If faculty received a SET score of greater or equal to 2.0 (old SET) and equal or below 3.0 (new SET) from any course (not the average): Letter from the head of unit and the faculty should be submitted to include the circumstances and interventions done to improve the teaching performance of the faculty in the course</p>
C. Sole or lead authorship of refereed journal article (local or international) or academic publication by a recognized academic publisher	If the lacking requirement for evaluation for tenure is the publication, a certification from the publisher signifying the acceptance of the manuscript and expected date of publication whether online or print should be submitted with a copy of the submitted manuscript.	
D. Academic publication by a literary publisher in the case of literary work; or in the field of visual arts, creative work that was exhibited and juried, or a similar requirement in	If the lacking requirement for evaluation for tenure is a creative work, a certification on the expected date of publication or exhibition should be submitted with the copy of the submitted work.	

Process/Criteria	Documents to be Submitted	Remarks
music and other performing arts.		
E. Mentoring	List of mentored students as Adviser, Co-authoring of a publication with an advisee	For the College of Science, UP Diliman only
F. Citizenship	Proof of Filipino citizenship verified by the HRDO Director/ VCAA; can be indicated in the Personal Data Sheet that was verified by the HRDO or in the endorsement letter of the APFC/APC/AcPFC Chair/VCAA	This is related to the Dual Citizenship Law. Refer to: Civil Service Commission (CSC) MC No. 23, s. 2016: Policy on Employment in the Government Service of Filipino Citizens with Dual Citizenships and CSC MC No. 08, s. 2017: Clarification on the Policy on Employment in the Government Service of Filipino Citizens with Dual Citizenship
G. Updated Curriculum Vitae and/or Personal Data Sheet		Include all publications, presentations, education, etc.

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- ANNEX 06 Curriculum vitae
- ANNEX 07 Service Record
- ANNEX 08 Copy of Diploma
- ANNEX 09 Summary of the Student Evaluation of Teaching (SET)
- ANNEX 10 Certification of acceptance from the publisher, etc. and copy of the manuscript/creative work
- ANNEX 11 List of mentored students as adviser

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C. WAIVER OF UP-OR-OUT RULE

Process/Criteria	Documents to be Submitted	Remarks
I. Application		
A. Application letter	<ol style="list-style-type: none"> 1. Application for renewal and waiver of the up-or-out rule addressed to the department 2. Curriculum vitae 3. Other requirements in Section III 	<p>Include the reason/s for non-completion and progress of graduate degree.</p> <p>Include a narration of the faculty member's teaching, research and service performance in the University. Table 1. Standards for Evaluation of Tenure-Track Faculty and the Minimum Expectations for Faculty Ranks can be used as a guide.</p>
II. Endorsements		
A. From the Tenured Faculty	Endorsement letter signed by the members of the tenured faculty	
B. From the unit	Endorsement letter by the head of unit	<p>This should include the unit's evaluation of the performance on the desired quality and attributes of the tenure-track faculty in terms of teaching, research and service to the University. Table 1. Standards for Evaluation of Tenure-Track Faculty and the Minimum Expectations for Faculty Ranks can be used as a guide.</p> <p>Include the justification for the extension of appointment and waiver of the up-or-out rule.</p>
C. From the CU	<ol style="list-style-type: none"> 1. Endorsement letter of the APFC/APC/AcPFC Chair/VCAA 2. Accomplished Basic Paper 3. Service Record 	<p>On the Basic Paper:</p> <ul style="list-style-type: none"> ● Ensure correctness and completeness of information ● Do not leave any item blank. Each entry is essential to the information of the applicant. ● If requested information is not applicable, indicate N/A or if information is found in another document, indicate as attachment. ● Complete all required signatures <p>On the Service Record:</p> <ul style="list-style-type: none"> ● should be certified correct ● updated up to the time of evaluation of the CU APFC/APC/AcPFC. ● Include study leave, nature of promotion (e.g., merit promo, auto promo), secondment, etc.

Process/Criteria	Documents to be Submitted	Remarks
III. Requirements for Promotion to Assistant Professor/Associate Professor (for CS, UP Diliman) for consideration to become a tenure-track faculty		
A. Graduate degree	Certification from program adviser on the progress of the graduate study of the faculty and date of expected completion. True Copy of Grades	
B. Satisfactory teaching	Summary of the Student Evaluation of Teaching (SET)	SET for the semesters that the faculty is teaching and not on study leave If faculty received a SET score of greater or equal to 2.0 (old SET) and equal or below 3.0 (new SET) from any course (not the average): Letter from the head of unit and the faculty should be submitted to include the circumstances and interventions done to improve the teaching performance of the faculty in the course
C. Sole or lead authorship of refereed journal article (local or international) or academic publication by a recognized academic publisher	If the lacking requirement for evaluation is the publication, a certification from the publisher signifying the acceptance of the manuscript and expected date of publication whether online or print should be submitted with a copy of the submitted manuscript.	For the College of Science, UP Diliman only
D. Mentoring	List of mentored students as Adviser, Co-authoring of a publication with an advisee	For the College of Science, UP Diliman only
E. Citizenship	Proof of Filipino citizenship verified by the HRDO Director/ VCAA; can be indicated in the Personal Data Sheet that was verified by the HRDO (with signature of HRDO Person-in-Charge of verification) or in the endorsement letter of the APFC/APC/AcPFC Chair/VCAA	This is related to the Dual Citizenship Law. Refer to: Civil Service Commission (CSC) MC No. 23, s. 2016: Policy on Employment in the Government Service of Filipino Citizens with Dual Citizenships and CSC MC No. 08, s. 2017: Clarification on the Policy on Employment in the Government Service of Filipino Citizens with Dual Citizenship
F. Updated Curriculum Vitae and/or Personal Data Sheet		Include all publications, presentations, education, etc.

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ANNEX 03 Endorsement letter by the head of the unit

ANNEX 04 Endorsement letter signed by the members of the tenured faculty

ANNEX 05 Application for renewal and waiver of up-or-out rule addressed to the department

ANNEX 06 Curriculum vitae

ANNEX 07 Service Record

ANNEX 08 Certification of progress from graduate program adviser

ANNEX 09 True Copy of Grades

ANNEX 10 Summary of the Student Evaluation of Teaching (SET)

D. Automatic Promotion/Merit Auto Promotion Due to Earning a Ph.D. Degree with recommended promotion to the rank of Associate Professor

Process/Criteria	Documents to be Submitted	Remarks
I. Application		
A. Application letter	<ol style="list-style-type: none"> 1. Application letter addressed to the department for Automatic Promotion due to the completion of a PhD degree for faculty members with the rank of Instructors and Assistant Professors 2. Curriculum vitae 3. Other requirements in Section III 	<p>Include the details of the PhD degree and a summary of the accomplishments from the date of last promotion.</p> <p>Only faculty who started and finished their PhD while connected with UP are eligible to be recommended for automatic promotion.</p>
II. Endorsements		
A. From the unit	Endorsement letter by the head of unit	<p>This should include the unit’s recommendation for the proposed faculty rank. See Table 2. Automatic Promotion for the ranks.</p> <p>Include the effectivity of the promotion. If recommended within one year of earning the PhD degree, effectivity is on the date of earning the degree. If recommended after one year of earning the PhD degree, then the effectivity is upon approval.</p> <p>Note: If the proposed rank for promotion is from Assistant Professor 3-7, the approval is delegated to the Chancellor. If the proposed promotion will cross rank to Associate Professor, the approval will be from the Board of Regents. The recommended steps of promotions should be commensurate to the accomplishments from the date of last promotion.</p>
B. From the CU	<ol style="list-style-type: none"> 1. Endorsement letter of the APFC/APC/AcPFC Chair/VCAA 2. Accomplished Basic Paper 3. Service Record 	<p>On the Endorsement: Include the accomplishments considered for promotion to the rank of Assistant Professor 6-7 and crossing rank to Associate Professor</p> <p>On the Basic Paper:</p> <ul style="list-style-type: none"> ● Ensure correctness and completeness of information ● Do not leave any item blank. Each entry is essential to the information of the applicant. ● If requested information is not applicable, indicate N/A or if

Process/Criteria	Documents to be Submitted	Remarks
		<p>information is found in another document, indicate as attachment.</p> <ul style="list-style-type: none"> ● Complete all required signatures <p>On the Service Record:</p> <ul style="list-style-type: none"> ● should be certified correct ● updated up to the time of evaluation of the CU APFC/APC/AcPFC. ● Include study leave, nature of promotion (e.g., merit promo, auto promo), secondment, etc.
III. Automatic Promotion requirements		
A. Graduate degree	Copy of diploma and attestation by the HRDO Director/VCAA that the degree has been verified	The attestation of the HRDO Director/VCAA on the graduate degree completion may be indicated in the recommendation letter.
B. Satisfactory teaching	Summary of the Student Evaluation of Teaching (SET)	<p>SET for semesters the faculty is teaching and not on study leave.</p> <p>Include scores for all courses taught</p> <p>If faculty received a SET score of greater or equal to 2.0 (old SET) and equal or below 3.0 (new SET) from any course (not the average): Letter from the head of unit and the faculty should be submitted to include the circumstances and interventions done to improve the teaching performance of the faculty in the course</p>
C. Citizenship	Proof of Filipino citizenship verified by the HRDO Director/ VCAA; can be indicated in the Personal Data Sheet that was verified by the HRDO or in the endorsement letter of the APFC/APC/AcPFC Chair VCAA	This is related to the Dual Citizenship Law. Refer to: Civil Service Commission (CSC) MC No. 23, s. 2016: Policy on Employment in the Government Service of Filipino Citizens with Dual Citizenships and CSC MC No. 08, s. 2017: Clarification on the Policy on Employment in the Government Service of Filipino Citizens with Dual Citizenship
D. Updated Curriculum Vitae and/or Personal Data Sheet		Include all publications, presentations, education, etc.
E. Report for Duty, if on Study	Report for Duty Form	

Process/Criteria	Documents to be Submitted	Remarks
Leave		
IV. For recommendations to Cross Rank to Associate Professor		
F. Publication requirement	Copy of recent peer-reviewed publication or a juried creative work	The faculty will be eligible to cross rank with a recent publication. But the number of steps should be enough to be able to cross rank. The steps will be determined by the evaluation of accomplishments reckoned from the date of last promotion.
G. Accomplishments	List of accomplishments from the date of the last promotion	
H. Mentoring Activity	Summary of mentoring activities, if applicable.	

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ANNEX 04 Endorsement letter signed by the members of the tenured faculty

ANNEX 05 Application for tenure addressed to the department

ANNEX 06 Curriculum vitae

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ANNEX 08 Copy of Diploma

ANNEX 09 Summary of the Student Evaluation of Teaching (SET)

ANNEX 10 Copy of the complete article/Copy of creative work

ANNEX 11 Summary of Mentoring Activities

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E. Extension Beyond Compulsory Retirement of Age 65

Process/Criteria	Documents to be Submitted	Remarks
I. Endorsements		
<p>A. From the unit</p>	<p>A. For extension until the end of the semester</p> <ol style="list-style-type: none"> 1. Endorsement letter by the head of unit with conformé of the faculty <p>B. For extension of more than 1 semester</p> <ol style="list-style-type: none"> 1. Endorsement letter by the head of unit 2. OVPAA Form 3.0 – Appointment of non-regular faculty beyond age 65 	<p>Recommendations for extension of service beyond age 65 years old is made due to exigency of service, specifically related to teaching and mentoring.</p> <p>Include in the endorsement letter, the period of extension, and tasks to be completed.</p> <p>For extension until the end of the semester, approval will be delegated to the Chancellor</p> <p>For extension for more than 1 semester: Approval from the President. The justification should emphasize the need for the extension</p> <ul style="list-style-type: none"> - List of academic activities that the retiring faculty will undertake during the extension period (e.g., students being mentored, teaching of courses, etc.) - List of faculty being mentored to take over courses of retiring faculty should be indicated and the timeline of this activity - For renewals: include updates on the activities mentioned in the previous endorsement/s <p>Subsequent renewal should include copies of previously submitted OVPAA Form 3.0 and endorsements.</p>
<p>C. From the CU</p>	<ol style="list-style-type: none"> 1. Endorsement letter of the APFC Chair/VCAA (for extension of more than 1 semester) 2. Accomplished Basic Paper 2. Service Record 	<p>On the Basic Paper:</p> <ul style="list-style-type: none"> ● Ensure correctness and completeness of information ● Do not leave any item blank. Each entry is essential to the information of the applicant. ● If requested information is not applicable, indicate N/A or if information is found in another document, indicate as attachment. ● Complete all required signatures <p>On the Service Record:</p> <ul style="list-style-type: none"> ● should be certified correct ● updated up to the time of evaluation of

Process/Criteria	Documents to be Submitted	Remarks
		the CU APFC. <ul style="list-style-type: none"> • Include study leave, nature of promotion (e.g., merit promo, auto promo), secondment, etc.
II. Requirements		
C. Satisfactory teaching	Summary of the Student Evaluation of Teaching (SET)	SET for 2 semesters prior to retirement Include scores for all courses taught If faculty received a SET score of greater or equal to 2.0 (old SET) and equal or below 3.0 (new SET) from any course (not the average): Additional justification should be submitted to include the circumstances and interventions done to improve the teaching performance of the faculty in the course and why the faculty is being recommended for extension.

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TABLE 1. Standards for Evaluation of Tenure-Track Faculty

(From UP System Manual Series 2: Shaping Our Institutional Future: A Statement on Faculty Tenure, Rank and Promotion)

Performance	Desired Quality and Attributes	Sources of Evidence
Teaching	<ul style="list-style-type: none"> ▶ Knowledge of subject matter ▶ Contribution to intellectual development of students through such means as course syllabus and material, interaction with students in and outside the classroom, advising, availability to students ▶ Sustained commitment to classroom instruction ▶ Capacity (where applicable) to direct graduate work or senior undergraduate work, directed studies or reading seminars, internships, field work or other courses. ▶ Ability to communicate effectively to students 	<ul style="list-style-type: none"> ▶ Student evaluation: teacher’s ability to communicate, openness to dialogue, fairness, organization, personal qualities in the classroom (e.g., a popular teacher is not necessarily a good teacher; unreasonableness is not a mark of intelligence), attendance, punctuality, availability for consultation ▶ Peer evaluation: course syllabus and content, instructional materials, teaching ▶ Teaching portfolio: course syllabus and material, exam questions, exercises, instructional materials (including textbook, lab manual authored by faculty member, if any) ▶ Overall class performance (e.g., inordinately high failure rate must be explicable) ▶ Submission of grades on time ▶ Teaching-related grants ▶ Teaching excellence awards
Research	<ul style="list-style-type: none"> ▶ Commitment to original research or creative work that will lead to sustained contributions over time and to growth in scholarly and professional stature ▶ Acceptable quality and quantity of published or creative work, in terms of the minimum standards and those set by the discipline 	<ul style="list-style-type: none"> ▶ Critical peer evaluation using standards of the discipline ▶ Papers read in conferences; invited participation in scholarly conferences ▶ Creative work or research projects (ongoing and completed), including patent, software, and other technological developments ▶ Refereed publications (journal article, book, or book chapter) or equivalent artistic presentation, exhibits, or performances in visual and performing

Performance	Desired Quality and Attributes	Sources of Evidence
		arts <ul style="list-style-type: none"> ▶ Research grants (if any) ▶ Membership or leadership in professional organization ▶ Award and achievements in the discipline (if any)
Service	Activities that enhance the academic life of the University, improve the quality of life of society, or promote the general welfare of the University, community, or nation at large	<ul style="list-style-type: none"> ▶ Committee work, participation in department/college/ university activities ▶ Extension report ▶ Feedback from beneficiaries or partners ▶ Public service award (if any)

Minimum Expectations for Faculty Ranks

Once appointed to a rank, the faculty member is expected to teach as well as possible, build up a productive record of research or creative work, and engage actively in activities that serve the University and the larger community.

1. Instructor

- 1.1. Must demonstrate teaching competence
- 1.2. Must show understanding of disciplinary content by handling at least two different courses while an Instructor
- 1.3. Must enroll in an appropriate graduate program from a reputable institution (recognized by the University) and must finish the program within the period prescribed by the University
- 1.4. Must produce graduate work of acceptable quality; evidence of promise must be present
- 1.5. Must be involved in department activities such as faculty meetings, committee, and registration/advising work
- 1.6. Must possess academic integrity and professional ethics

2. Assistant Professor

- 2.1. Must have at least an MA/MS degree and must have started Ph.D. studies (or equivalent terminal degree) and finished the program within the period prescribed by the University
- 2.2. Quality of work in graduate studies must be above average; capacity to sustain intellectual growth must be evident
- 2.3. Must maintain better than satisfactory teaching evaluation based on student and/or faculty peer feedback, teaching portfolio (see annex), and other evidence
- 2.4. Must engage in research or creative work at least as a member of a research or creative project team
- 2.5. Must publish or produce creative work of the quality and quantity necessary to satisfy the standards for

tenure and promotion and in the required capacity (as lead author or co-author or co-creator of creative work)

- 2.6. Must show commitment to the department, College, and University by continued participation in unit activities
- 2.7. Must participate in extension activities

3. Associate Professor

- 3.1. Must have a Ph.D. or equivalent terminal degree¹
- 3.2. Must maintain excellent teaching record
- 3.3. Must sustain intellectual productivity by continued publication in reputable refereed academic or literary venues or the equivalent creative work in the visual and performing arts
- 3.4. Must be actively involved in thesis/dissertation advising
- 3.5. Must mentor younger faculty in both teaching and research
- 3.6. Must develop a culture of research not only by advising graduate students and mentoring younger faculty but also by bringing them into research projects and helping them publish
- 3.7. Must demonstrate commitment to the University by membership and participation in department/College/University committees when and where possible
- 3.8. Must actively engage in extension work

4. Professor

- 4.1. Must have a Ph.D. or equivalent terminal degree
- 4.2. Must maintain excellent teaching record, as evidenced by innovative approaches to teaching the discipline and a generally accepted reputation for stimulating student interest in learning
- 4.3. Must maintain an active publishing career or the equivalent measure of creative output in the arts; must strive for peak research or creative output
- 4.4. Must develop a culture of excellence in teaching, research, and service by being a role model and mentor and by prodding the unit to continuously strive for higher levels of achievement
- 4.5. Must exercise leadership in the profession and bring honor to the University
- 4.6. Must maintain active involvement in department/College/ University committees and activities
- 4.7. Must take an active part in extension work or perform well as an administrator

¹ In exceptional cases, the expectation of a Ph.D. for Associate and full Professor ranks may be substituted by a superior record of publicly available scholarly or creative work.

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TABLE 2. Automatic Promotion
(From the UPD Faculty Manual 2003)

Rank Prior to Obtaining Ph.D. *	Rank Upon Obtaining Ph.D.
Instructor 1-2 Instructor 3-4 Instructor 5-7 Assistant Professor 1 Assistant Professor 2 Assistant Professor 3 and above*	Assistant Professor 3 Assistant Professor 4 Assistant Professor 5 Assistant Professor 5 Assistant Professor 6 Shall be given rank promotion or salary step increases based on their respective merits upon completion of their degree and return to duty, provided that in the case of Assistant Professors 3 to 5, the rank and salary step to be given shall not be lower than Assistant Professor 6

*Refers to Assistant Professor 3 to 7 only (asterisk added in this document to clarify this UPD Faculty Manual section)

Automatic promotions will be effective on the date of report for duty, provided that there is a certification from appropriate officials of the University concerned that all the requirements for the doctoral degree have been met. [825th BOR meeting, Oct. 26, 1972]

An addition of 1 step will be given to faculty with Assistant Professor rank 3-7 for obtaining a Ph.D. This shall take effect for all faculty who started their Ph.D. in AY 2022-2023. However, FMP guidelines or stricter unit-based rules on crossing rank to Associate Professor will have to be met. (UP System Academic Affairs Committee (AAC) meeting, 12 July 2022)

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