Re-ranking – Implementing Guidelines

Provision Stated in the Faculty Manual:

Re-ranking pertains to the elevation to a higher rank by a faculty member who has completed the required or relevant advanced degree, or secured an equally major accomplishment such as Magsaysay Award, Pulitzer Prize, National Artist, and satisfies all the other requirements for entry into the next rank.

Definition of Terms:
1. Rank refers to the various categories within a given faculty track such as Instructor, Assistant Professor for academic track faculty and Professional Faculty or Senior Professional Faculty for professional track faculty members.
2. Step refers to the levels within a rank. For example, Instructor has 7 steps from Instructor 1 to Instructor 7.
3. Advance degree refers to the post-graduate academic degree obtained by the faculty (i.e., Masters, Doctorate).

General Guidelines:
1. Qualification for Re-ranking
   a. Faculty members are qualified for re-ranking upon: (a) Completion of a post-graduate academic degree or (b) Obtaining a major award for his or her accomplishment from an award giving body of high national or international repute such as Magsaysay Award, National Artist Award, or Ernest & Young Entrepreneur of the Year Award. These awards are equivalent to a doctorate degree since recognition is given based on a lifetime collection of accomplishments and not a single piece of work or project.
   b. Aside from the academic degree or award, the faculty should also meet the entry requirement(s) for entry into the next rank.
   c. The minimum residency for each rank is one year before any personnel action regarding re-ranking may be taken.

2. Evaluating for Major Accomplishment Given by Award Giving Bodies
   a. The award giving body should be of high repute. The committee should benchmark with the reputation and prestige of the Magsaysay Awards, National Artist Award, or the Ernest and Young Entrepreneur of the Year Award.
   b. The award was given based on a lifetime collection of work or achievement and not a single piece of work. Hence, a Best Director Award given by the Film Academy of the Philippines would not qualify since it recognizes only one single piece of work.

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3. Documentary Requirements
   a. Only academic degrees recognized by the Program may qualify for re-ranking.
   b. For academic degrees, the following may be submitted as evidence of degree completion: (i) diploma of degree obtained; (ii) official transcript of records reflecting degree obtained and date of graduation, or (iii) official document from the Registrar’s Office indicating the degree obtained and date of completion.
   c. For major awards, the following may be submitted as evidence of accomplishment: (i) certification from the award giving body of recognition received or (ii) press release from a national or international source of good repute indicating the recognition received such as national dailies or magazines.

4. Rank Movement: Academic Faculty
   There shall be no skipping of ranks. The faculty member should follow the rank progression specified in their respective tracks. For example, an Assistant Professor could not be immediately re-ranked to Full Professor. The faculty has to move from Assistant Professor to Associate Professor before moving to Full Professor.

5. Step Movement: Academic Faculty
   a. The general rule of non-diminution of pay and benefits applies.
   b. If the current compensation rate of faculty member is lower than the entry level rate of the new rank, the faculty member will be given the entry level rate of the new rank (see Case 1).
   c. If the current compensation rate of the faculty member is higher than the entry level rate of the new rank, the faculty member will be assigned the step closest to the current rate with higher compensation (see Case 2).

6. Rank and Step Movement: Professional Faculty – Completion of Academic Degree
   a. Since Professional Faculty are hired and ranked based on professional qualification, completion of an academic degree does not merit re-ranking. That is, a Professional Faculty can not be re-ranked to Senior Professional Faculty upon completion of a post-graduate academic degree.

   b. For Professional Faculty members with the rank of PF-10 (highest step for Professional Faculty), the completion of an advanced degree would merit a promotion in step and rank to SPF-1 (entry level for Senior Professional Faculty). However, promotion or re-classification to the next step is subject to the entry level

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requirement for SPF-2. That is, 13 years of teaching and/or work experience at least 7 of which are in a middle management capacity (see Case 3).

c. For all other cases, a Professional Track faculty is elevated to next step upon completion of a post-graduate academic degree (see Case 4).

7. Research Track Requirements for Academic Track Faculty

a. Research is defined as basic or applied research in the faculty member’s area of specialization, teaching and learning, and/or Lasallian research. The research output should follow the rigid requirements of academic research.

b. The research output may be qualitative (e.g., critical review of related literature, ethnographic study, descriptive or case studies) or quantitative (e.g., correlation, path analytical) in nature.

c. The faculty should present at least 3 research outputs to establish track record. The research output are subject to the following conditions:
   i. Paper presented in a refereed national or international conference.
   ii. Research published in refereed national or international academic or professional journal.
   iii. The research output may either be a sole-authored or group-authored work.
   iv. For group authored work, only one author in DLS-CSB may use the material for crediting purposes.
   v. The paper or journal article should have been presented or published within the last 5 years, one (1) of which should be a recent research output. Recent is defined as a research output presented or published in the last 2 years from date of application to Full Professor rank.
   vi. The research output for evaluating track record may have been presented for promotion as long as the requirements stipulated in i to v are met.
   vii. The following do not qualify as research output:
       1. Doctoral dissertations do not count as a research output. The crediting of the doctoral dissertation has been made in the conjunction with obtaining the degree.
       2. Material development output (e.g., courseware, quick kits, case studies used for lecture purposes).
   viii. Research outputs with the same title may only be counted twice provided there is a significant difference between the two versions (e.g., paper presentation and research publication version). The committee will act as a peer-review board to determine if significant differences are present in the two versions of the research output. Furthermore, the committee also has the authority to ask the faculty candidate for re-ranking for supporting

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documents for examination. The Board may tap the expertise of other members of the DLS-CSB community to assist in the peer review process (e.g., CLPA or CLCIR personnel). The main qualification is a track record in research.

ix. An alternative to research output is a “distinguished body of work.” This includes books, creative outputs, among others. The following conditions apply:

1. Books – One book title will cover one output credit. Succeeding editions (e.g., revised edition, 2nd or 3rd edition) would not be considered as additional output. The book may be sole- or co-authored.

2. Creative output – The faculty candidate is required to submit a portfolio of his/her creative work. Evaluation of portfolio would be based on the following guidelines: (a) Proper documentation should accompany each creative output. (b) A work series would only be considered as one output. For example, a faculty member exhibited 15 photographs in a group photography exhibit. The 15 photographs would not be considered as 15 separate outputs but a collective work of one series of photographs. (c) There should be a significant contribution as evidenced by program credit on the creative output. For example, a film may be credited as an output provided that the faculty assumed a senior level responsibility in his/her field of specialization (e.g., lead editor, lead sound engineer, director).

Case 1:

A part-time academic faculty hired as Lecturer 4 (L-4; PHP 475) completed his/her Master’s degree. The next rank is Assistant Professor Lecturer (APL-1) with an entry level rate of PHP 543. Hence, upon completion of all documentary requirements and prescribed procedures, the faculty will be given a rank of APL-1. This is subject to the entry level requirement for Assistant Professor. That is, at least 3 years of tertiary level teaching or directly related industry experience.

Case 2:

A full-time academic faculty with a rank of Assistant Professor (AP) 7, receiving a monthly compensation of PHP 60,350, completed his/her Doctorate degree. The next rank is Associate Professor (ASOP). The entry level compensation is PHP 58,250. Following the rule that there should be no diminution of pay, a step higher and closest to the current rate would be assigned. In this case, the monthly compensation of ASOP-2 is PHP 62,161 (next rank step ASOP-3 has a monthly rate of PHP 66,327). Hence, this is the re-ranked level of the faculty. This is subject to meeting the entry level requirement for ASOP. That is, 7 years of relevant work experience as defined by each Program and/or School, 5 of which must be in tertiary level teaching.

To move to Full Professor rank, the re-ranked faculty member has to maintain residency in this level for at least one year. Other requirements that need to be fulfilled are as follows: (1) at

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At least 10 years of tertiary level teaching or directly related work experience as defined by the Program and/or School, 5 of which should be at DLS-CSB. (2) track record in research or a distinguished body of work. To determine the step within the rank, the conditions used in the example in the previous paragraph apply.

Case 3:
A full-time professional track faculty member currently ranked at PF-10 recently completed his/her Master's degree. The faculty member will be elevated to SPF-1. To qualify for promotion to SPF-2, the faculty should satisfy that entry level requirement of 13 years of work experience, 7 of which should be in a middle management capacity.

Case 4:
A part-time professional track faculty member currently ranked at PPF-6 (hourly rate: PHP 480) obtained his/her Master's degree. The faculty member is elevated to PPF-7 with an hourly rate of PHP 496.

Case 5: Alternative implementation of Professional Faculty obtaining a Major Award
A full-time professional track faculty member received a National Artist award. The faculty is currently ranked at PPF-5 (PHP 37,060). An alternative re-ranking system would be to move the faculty to FSPF-1 (PHP 49,769) and have a residency for 1 year. After the residency period, re-rank the faculty to FSPF-6 (PHP 68,831). This rank was determined as the equivalent monthly entry level compensation rate for Full Professor (PHP 68,316).

Case 6:
A candidate was hired under the academic teaching track. The faculty member obtained an Honor's Bachelor's (B Hons) degree in Marketing from a foreign university. Since the faculty member does not have prior work or teaching experience, the faculty was ranked Instructor (I) 1 with a monthly salary of PHP 32,285. After 5 years of teaching with the College, the faculty decided to pursue a doctorate degree in a foreign university acknowledging the B (Hons) degree in Marketing. After 3 years, the faculty returns to the College with a Doctorate in Marketing. The faculty could not be immediately re-ranked to Associate Professor or Full Professor given the rule on no skipping of ranks. The faculty will be re-ranked in the following manner. This re-ranking scheme assumes that the faculty has met the minimum entry requirement. If not, the movement of the faculty member is delayed pending the satisfaction of entry level requirements.

1. Upon return, the faculty is re-ranked to Assistant Professor 1 (PHP 40,898). The faculty has to stay in tenure for one year.
2. After completion of one year residency, the faculty member is re-ranked to Associate Professor 1 (PHP 58,258). Again, the faculty has to stay within the rank for at least one year.
3. Given the completion of one year residency, the faculty is re-ranked to Full Professor 1 with a monthly compensation of PHP 68,316.

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