SECTION 1: GENERAL PROVISIONS

1.1 STATEMENT OF RIGHTS

1.1.1 Academic Freedom. Academic freedom is the right of professionally qualified persons to inquire, discover, publish, and teach the truth as they see it in the field of their competence, subject to no control or authority except rational methods by which the truth and conclusions are sought and established in their discipline.

As part of the national community, each member of the faculty has the rights and obligations of a citizen. When they speak or write as citizens, they should be free from institutional censorship or control, but their being educators imposes certain obligations.

1.1.2 Participation. As the deliverers of the primary service provided by the College, faculty members are entitled to effective participation in the process of decision-making at all levels. They are represented to the fullest extent possible in the various bodies that formulate policies, subject to the existing by-laws and policies of such bodies. They have the right to be provided with any and all information that may affect them individually or as a collective, and their consequent concerns must be heard by the administration or by the relevant body. After a decision is reached, pertinent information shall be disseminated to the general faculty before policies are fully implemented.

1.1.3 Information. Faculty members have the right to information that affects them, individually or collectively. Except in emergency situations, the College should ensure that prior to any decision, information will have been effectively disseminated to faculty members in order to ensure their intelligent involvement in decision-making. In cases of decisions affecting the status of a faculty member, he/she is entitled to a formal explanation of the grounds for such decisions.

1.1.4 Redress of grievance. Faculty members have the right to petition for a redress of grievance.

1.2 STATEMENT OF RESPONSIBILITIES

Consistent with the Lasallian Philosophy of Education, the DLS-CSB Educational Philosophy and the DLS-CSB Vision-Mission, the faculty members of De La Salle-College of Saint Benilde embody the Lasallian spirit of educational innovation. They are committed to actively propagating this spirit and to performing effectively to help actualize the College’s Vision-Mission.

In the pursuit of their endeavors and in the fulfillment of their responsibilities, the faculty members are expected to:

1.2.1 Model Lasallian Spirituality
Commit to the learners’ human and Christian development, and work towards the realization of the Lasallian mission.

1.2.2 Commit to lifelong self-development
Improve himself or herself continuously, both personally and professionally; keep abreast of key developments in his or her field of expertise.
1.2.3 Engage in purposeful research
Conduct research projects that contribute towards greater learner-centeredness; or develop programs, products, or services for relevant sectors, industries or professions.

1.2.4 Manifest enthusiasm for College service
Participate in School, Center, and College programs and activities in various capacities that cultivate a sense of commitment, belongingness, and stewardship.

1.2.5 Serve the greater community
Collaborate with groups or individuals that serve to improve the overall quality of Filipino lives.

1.2.6 Adhere to the principles of learner-centered education.

The College uses the four domains in assessing faculty performance based on the work of Danielson and the learner-centered educational philosophy. These domains are planning and preparation, the classroom environment, instruction, and professional responsibility.

1.2.6.1 Planning and preparation – Faculty members should demonstrate knowledge of content and pedagogy, demonstrate knowledge of students, properly articulate instructional goals, demonstrate knowledge of learning resources used from instruction, and design coherent instructional methodologies and assessment of student learning.

1.2.6.2 The classroom environment – This domain pertains to creating an environment of respect and rapport between the faculty and students, establish a culture of learning, management of classroom procedures and student behavior, and organization of physical space.

1.2.6.3 Instruction – Faculty members should communicate clearly and accurately, properly use questioning and discussion techniques, engage students in the learning process, provide feedback to students, and demonstrate flexibility and responsiveness.

1.2.6.4 Professional responsibility – The faculty should be able to reflect on teaching, maintain accurate records, contribute to the goals and objectives of the College, grow and develop professionally in the teaching profession and their area of specialization, and demonstrate professionalism in all respects.

1.3 EXPECTED BEHAVIOR OF A FACULTY MEMBER

1.3.1 Faculty members neither divulge to any person the contents of documents, which have not yet been officially released, nor remove records from the files without permission from the proper authorities.
1.3.2 Faculty members make an honest effort to understand the College policies and carry them out.

1.3.3 Faculty members never ask or accept directly or indirectly, personal services, gifts, or other favors from any student or the latter’s parents, guardian, or other relative that would tend to influence their professional relations with them.

1.3.4 Faculty members never contract business with students or their relations.

1.3.5 Faculty members do not sell tickets, nor receive commission or any form of gratuity for sending students to cultural/benefit shows, stage performances, or the like. These and other similar practices are valid grounds for dismissal.

1.3.6 Faculty members observe the prohibition against smoking on campus.

1.3.7 Faculty members observe the prohibition against taking meals inside the offices except during special and official occasions, and the “no-eating policy” in the classroom.

1.3.8 Faculty members do not encourage, initiate or participate in any idle gossip, rumor-mongering, or innuendos relative to other members of the academic community or, for that matter, to the community at large.

1.3.9 Proprietary and good taste in language is observed at all times. Faculty members avoid vulgar and offensive language and off-color anecdotes.

1.3.10 Proprietary and good taste in grooming is observed at all times. Faculty members wear appropriate attire and do not wear clothes that may tend to distract or scandalize the students.

1.3.11 Faculty members acknowledge assistance received from colleagues in collaborative works.

1.3.12 Faculty members shall refrain from creating and circulating anonymous, fabricated, or unjustified criticism.

1.1.13 Faculty members shall not require any student to submit, under the guise of a project, any commercially bought item which is not a product, either partially or completely, of the students’ efforts. Violation of this provision shall constitute valid cause for administrative action.

1.3.14 Faculty members shall not require any student to submit a report, research work, article, project, and other materials that will be used by the faculty for their graduate studies, or for other personal purposes. Likewise, violation of this provision shall constitute valid cause for administrative action.

1.3.15 Fairness is exercised in giving grades to students. Faculty members do not allow themselves to be influenced by any consideration other than merit in the evaluation of students’ work. They do not make deductions in scholastic ratings for acts that are clearly not manifestations of poor scholarship.
1.4 INTERPRETATION/IMPLEMENTATION

1.4.1 Question(s) that may arise in the interpretation or implementation in any provision of the Manual, the same shall be deliberated and resolved collegially by a Technical Working Group (TWG). The TWG shall be composed of:

1.4.1.1 Vice Chancellor for Academics, convener
1.4.1.2 Faculty Association President and two (2) designated appointees
1.4.1.3 Three (3) administration representatives

1.4.2 If the problem cannot be resolved unanimously by the TWG, the same shall be endorsed to the Chancellor/President for final resolution.

1.4.3 The resolution obtained either through 1.4.1 or 1.4.2 shall be presented to the Academic Council.