SECTION 2: FACULTY RANKS AND HIRING

As in any academic institution, faculty members of DLS-CSB are appointed to a faculty rank commensurate to their academic and professional credentials and experience. In the initial appointment of faculty members, the Hiring Board recommends the category and rank subject to the confirmation (or alteration) by higher administration (the Vice Chancellor for Academics and the President).

2.1 Faculty Categories and Ranks

2.1 Teaching faculty members are categorized, ranked, promoted/reclassified under an academic or professional track, with the categorization based chiefly on the previous work experience and credentials possessed by the faculty applicant.

For the academic track, prior tertiary level teaching and the possession of relevant advanced degrees are given a premium.

For the professional track, consideration shall be given to the extent/quality of professional experience in an area of specialization/practice relevant to the degree program applied for.

2.2 The following are the ranks that apply to full-/part-time teaching faculty members in each category:

2.2.1 Academic Track Faculty

<table>
<thead>
<tr>
<th>Full-time Faculty</th>
<th>Part-time Faculty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructor (1-7)</td>
<td>Lecturer (1-7)</td>
</tr>
<tr>
<td>Assistant Professor (1-7)</td>
<td>Assistant Professorial Lecturer (1-7)</td>
</tr>
<tr>
<td>Associate Professor (1-7)</td>
<td>Associate Professorial Lecturer (1-7)</td>
</tr>
<tr>
<td>Full Professor (1-12)</td>
<td>Full Professorial Lecturer (1-12)</td>
</tr>
</tbody>
</table>

2.2.2 Professional Track Faculty

<table>
<thead>
<tr>
<th>Full-time Faculty</th>
<th>Part-time Faculty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time Professional Faculty (1-10)</td>
<td>Part-time Professional Faculty (1-10)</td>
</tr>
<tr>
<td>Full-time Senior Professional Faculty (1-16)</td>
<td>Part-time Senior Professional Faculty (1-16)</td>
</tr>
<tr>
<td>Distinguished Professional Faculty</td>
<td>Distinguished Professional Faculty</td>
</tr>
</tbody>
</table>

2.3 Academic Track Ranks

2.3.1 Instructor/Lecturer

Appointment to this rank requires:

2.3.1.1 a bachelor’s degree; and

2.3.1.2 preferably w/ a year of tertiary level teaching or directly related industry experience.

2.3.1.3 For those with additional years of teaching/professional experience, the Hiring Board may be guided by the grid (Appendix A: Hiring Grid) for determining the step within the rank to which a faculty hiree shall be recommended.

2.3.2 Assistant Professor/Assistant Professorial Lecturer

Appointment to this rank requires:
2.3.2.1 a relevant Master’s degree; and
2.3.2.2 at least three (3) years of tertiary level teaching or directly related industry experience.
2.3.2.3 For those with additional years of teaching/professional experience, the Hiring Board may be guided by the grid (Appendix A: Hiring Grid) for determining the step within the rank to which a faculty hiree shall be recommended.

2.3.3 Associate Professor/Associate Professorial Lecturer
Appointment to this rank requires:
2.3.3.1 a relevant doctorate degree; and
2.3.3.2 at least seven (7) years of directly related work experience, five (5) of which must have been in tertiary level teaching.
2.3.3.3 For those with additional years of teaching/professional experience, the Hiring Board may be guided by the grid (Appendix A: Hiring Grid) for determining the step within the rank to which a faculty hiree shall be recommended.

2.3.4 Full Professor/Full Professorial Lecturer
Appointment to this rank requires the following:
2.3.4.1 a relevant doctorate degree;
2.3.4.2 at least ten (10) years of tertiary level teaching or directly related work experience, five (5) of which must have been spent in the College of Saint Benilde; and
2.3.4.3 track record in applied/instructional research or distinguished body of work (e.g., book, remarkable portfolio) or major national/international recognition.
2.3.4.4 For those with additional years of teaching/professional experience, the Hiring Board may be guided by the grid (Appendix A: Hiring Grid) for determining the step within the rank to which a faculty hiree shall be recommended.

2.4 Professional Track Ranks

2.4.1 Full-time Professional Faculty/Part-time Professional Faculty
Appointment to this rank requires:
2.4.1.1 at least two (2) years of work experience in a position of responsibility as indicated by scope of work/position in organization; and
2.4.1.2 a bachelor’s degree.
2.4.1.3 For those with additional years of teaching/professional experience, the Hiring Board may be guided by the grid (Appendix A: Hiring Grid) for determining the step within the rank to which a faculty hiree shall be recommended.

2.4.2 Full-time Senior Professional Faculty/Part-time Professional Faculty
Appointment to this rank requires:
2.4.2.1 at least twelve (12) years of work experience, seven (7) of which were in a position of significant responsibility (e.g., managerial level) as indicated by scope of work/position in organization; and
2.4.2.2 a bachelor’s degree.
2.4.2.3 For those with additional years of teaching/professional experience, the Hiring Board may be guided by the grid
(Appendix A: Hiring Grid) for determining the step within the rank to which a faculty hiree shall be recommended.

2.5 Hiring Cap

[Cross Reference: Policy on Hiring Caps]

2.5.1 The hiring cap for academic and professional track faculty members is as follows:

2.5.1.1 Academic track faculty – Associate Professor/Associate Professorial Lecturer 4

2.5.1.2 Professional track faculty – Full-time/Part-time Senior Professional Faculty 5

2.5.2 Hiring ranks above the specified hiring cap should be approved by the Board of Trustees (BOT).

2.2 Procedures for Hiring

2.2.1 The Program Chair screens all applications, with the accompanying documents (i.e., Letter of Application, Curriculum Vitae, and Transcript of Records: See Appendix B for Hiring Procedures Flowchart)

2.2.2 The Chair, based on consultations with the program faculty members and the results of background checking and pre-employment testing, submits his/her recommendation to the School Dean for the hiring/ranking of the faculty applicant with the following requirements:

- Invitation Letter/Conforme (for invited faculty)
- Application letter
- Completed DLS-CSB Application Form
- Curriculum vitae
- Photocopy of current Professional Regulatory Commission (PRC) license or Integrated Bar of the Philippines (IBP) identification card (where applicable)
- NSO-certified copy of birth certificate
- NSO-certified copy of marriage certificate (where applicable)
- Original copy or Certified True Copy of the Transcript of Records (for all degrees obtained)
- Original or Certified True Copy of Diploma (for all degrees obtained)
- Certificates from certification or diploma courses
- Barangay or Police Clearance
- NBI Clearance
- Certificates/Proof of employment, engagement, performance
- Two (2) Letters of reference/recommendations (i.e., character, work, academic)
- Three (3) pieces of 2x2 colored picture
- At least two (2) teaching demonstration evaluation form (except for invited faculty)
- Tax Identification Number (TIN), Social Security Number (SSS Number), PhilHealth Identification Number and PagIBIG Fund Number
•Incoming full-time teaching faculty members are required to undergo and pass a medical examination, conducted by a College-authorized physician

2.2.3 Additional Hiring Requirements for Part-time Faculty Engaged in Other Schools and Government Personnel

2.2.3.1 Part-time faculty engaged as full-time faculty in another school should provide a document indicating permission to teach with De La Salle-College of Saint Benilde

2.2.3.2 Part-time faculty also engaged as part-time faculty in other institutions should provide a certification from all institutions indicating the period of employment and total unit load carried per semester/term/quarter

2.2.3.3 Government personnel are required to provide a document indicating permission to teach with De La Salle-College of Saint Benilde

2.2.4 The Dean convenes the Hiring Board composed of the following members:
• School Dean, as presiding officer
• Chair of the program concerned
• Senior faculty member, preferably from the same program
• Faculty Association representative

2.2.5 The Hiring Board deliberates on the application and recommends a rank to the VCA.

The following documents should be made available to the members of the Hiring Board to determine the appropriate rank. These include (a) accomplished DLS-CSB application form, (b) letter of application and curriculum vitae, (c) letter of permission to teach in DLS-CSB, as applicable, (d) certificate/s of employment or proof of professional practice or creative undertakings, and (e) transcript of records and diploma.

The Hiring Board may require additional documents as it deems fit.

2.2.5 The VCA makes the appointment in writing.

2.3 Prohibition in Hiring of Relatives

The College endeavors to maintain the utmost degree of professionalism among its academic and non-academic staff. To secure this, the College units recruit and retain its personnel chiefly on the bases of competence, character, and subsequently manifested commitment. Further, the College units take the necessary proactive measures in order to prevent the setting in of conditions that have been found to threaten the sustenance of the desired level of professionalism among the personnel within each of its units. These measures include prohibition in the hiring of relatives.

2.3.1 The College prohibits the hiring of relatives up to the third degree of consanguinity/affinity of any currently employed personnel (academic or non-academic), regardless of status (contractual, probationary, part-time or full-time).
2.3.2 Consanguinity includes parents, spouse, children, grandparents, grandchildren, brothers, sisters, first cousins, nephews, nieces, aunts, uncles, and by affinity, the corresponding relations-in-law of the above mentioned relations.

2.3.3 Any false statement, by omission or commission, as declared in the application form, shall be sufficient ground for immediate termination of employment.

2.3.4 For personnel who get married while employed where both personnel are permanent, they would remain employed by the College. However, they will not be allowed to be under one office/department, nor have any superior-subordinate relationship.

2.3.5 In extremely meritorious cases, specifically in the area of instruction and key administration, the hiring restriction on relatives may be waived but only with the expressed permission of the President upon the request of the Vice Chancellor concerned.

2.3.5.1 The endorser should not be a relative of the applicant up to the third degree of affinity and consanguinity.

2.3.5.2 Once endorsement is obtained from the President, the applicant should undergo the prescribed hiring procedure.

2.3.6 Table of Affinity/Consanguinity:

<table>
<thead>
<tr>
<th>First Degree</th>
<th>Second Degree</th>
<th>Third Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parents</td>
<td>Grandparents</td>
<td>First cousins</td>
</tr>
<tr>
<td>Siblings</td>
<td>Grandchildren</td>
<td>Great grandparents</td>
</tr>
<tr>
<td>Children</td>
<td>Aunts/Uncles</td>
<td>Great grandchildren</td>
</tr>
<tr>
<td>Spouse</td>
<td>Nieces/Nephews</td>
<td>Great aunts/uncles</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Grand nieces/nephews</td>
</tr>
</tbody>
</table>