SECTION 6: PROFESSIONAL DEVELOPMENT GRANT PROGRAM

6.1 POLICY STATEMENT

In pursuit of its educational mission, the College endeavors to provide its members with opportunities to further themselves in their fields of specialization. In this regard, the College has a Professional Development Grant Program that provides support for all members in order to upgrade their knowledge or skills in their respective fields and in the performance of their functions.

6.2 CLASSIFICATION OF GRANTS

This program covers funding applications for advance studies, such as graduate studies and other forms of specialized training. The type of professional grant applied should be aligned with the job requirement and the objectives of the School or Center. The grants are classified as follows:

6.2.1 Academic grants – This type of grant covers applications for post-graduate degrees (Masters or Doctorate).

6.2.2 Professional grants – This type of grant covers applications for professional training such as certification courses, diploma courses, or specialized training given by reputed organizations or institutions.

6.3 AMOUNT OF SUBSIDY FOR PROFESSIONAL DEVELOPMENT GRANTS

6.3.1 Full-time faculty (FTF) will receive 100% subsidy.

6.3.2 Part-time faculty (PTF) members hired starting School Year 2008-2009, subsidy will be based on the following residency requirements.

6.3.2.1 30% of tuition and fees/registration fee for those who have served the College for at least 3 terms.

6.3.2.2 60% of tuition and fees/registration fee for those who have served the College for at least 6 terms.

6.3.2.3 100% of tuition and fees/registration fee for those who have served the College for at least 9 terms.

6.3.3 Part-time faculty (PTF) members hired before School Year 2008-2009, subsidy will be based on the following residency requirements as stipulated in the Faculty Manual for 2004-2007.

6.3.3.1 30% of tuition and fees/registration fee for those who have served the College from 1 to 6 terms.

6.3.3.2 60% of tuition and fees/registration fee for those who have served the College from 7 to 9 terms.

6.3.3.3 100% of tuition and fees/registration fee for those who have served the College for more than 9 terms.
6.4 REQUIREMENTS FOR PROFESSIONAL DEVELOPMENT GRANT APPLICATION

6.4.1 Individuals applying for grants should submit the following requirements to the Program Chairperson/Coordinator or its equivalent:

6.4.1.1 Detailed program description, to include but not limited to program overview or description, curriculum, program schedule;

6.4.1.2 Total program cost including incidental expenses, if any;

6.4.1.3 Proof of admission to the program, if any;

6.4.1.4 Completed grant application form; and

6.4.1.5 Essay highlighting the following points: relevance of program to one’s professional development, contribution of program and grantee to the Lasallian educational mission, contribution of the program to curriculum development and/or instructional efficiency of the Program/School or Unit/Center, and tentative plan of action to operationalize contributions to the College gained from the program.

6.4.2 The evaluation of the academic or professional program of study shall be based on the following interrelated criteria:

6.4.2.1 Program must pertain to a priority discipline or area of the College or School.

6.4.2.2 Program pertains to the area of expertise of the applicant.

6.4.2.3 Qualification and potentials of the applicant must be consistent with the plans and thrust of the College or the School concerned.

6.5 EVALUATION OF PROFESSIONAL DEVELOPMENT GRANT APPLICATION

The evaluation procedure covers three stages. The first and second stage evaluation will be done on a School or Center level, while the third stage of evaluation will be conducted on a College level.

6.5.1 Composition of the Professional Development Grant Committee

- Vice Chancellor for Academics (VCA), presiding officer;
- Center for Learner-centered Instruction and Research (CLCIR) Director;
- Office of the VCA (OVCA) Benefit Administrator;
- School Dean or its equivalent; and
- Program Chairperson or its equivalent.

6.5.2 Stages of Evaluation

6.5.2.1 Stage One Evaluation – Assessment of initial grant qualification (Program or equivalent level)

6.5.2.1.1 Residency requirement and employee status requirement.
6.5.2.1.2 Performance history for the past three terms or one year based on College established norms and performance standards. Using academic faculty as example, performance rating (should be at least satisfactory), attendance record (at least 96%), and compliance with College norms.

6.5.2.1.3 Applied grant is not covered by any other grant or subsidy.

6.5.2.1.4 Health and fitness.

6.5.2.1.5 One year residency after serving suspension.

6.5.2.2 Stage Two Evaluation – Assessment of relevance and value added contribution (School or equivalent level)

6.5.2.2.1 Relevance of program to one’s professional development.

6.5.2.2.2 Contribution of program and grantee to the Lasallian educational mission.

6.5.2.2.3 Contribution of the program to curriculum development, instructional efficiency, and/or operational efficiency of the Program/School or Unit/Center.

6.5.2.2.4 Tentative plan of action to operationalize contributions to the College gained from the program.

6.5.2.3 Stage Three Evaluation – Committee-based evaluation (Institution Level)

6.5.2.3.1 Quantitative evaluation criteria:
- Importance of learning to present or imminent position (20%),
- Tangible contribution to Program/School, Unit/Center, or College (20%),
- Potential for long-term career growth or introducing changes (20%),
- Performance of applicant (20%),
- Compliance with Program/School, Unit/Center, and College norms (10%), and
- Previous developmental opportunities availed by applicant (10%).

6.5.2.3.2 Performance of applicant consists of performance rating and attendance record for the past year. Quantitative calibration will be made by converting scores to 100%. Example, if STAR rating is 3.28, this will be divided by the denominator 4.0 (which is the maximum possible score) multiplied by 100 to get the percentage equivalent.

6.5.2.3.3 The criterion “previous developmental opportunities availed by applicant” will be used to calibrate grant availing. To operationalize, a maximum of 10% is given to applicant by
default. A 5% deduction is made for every program funded in the past two years.

6.5.2.3.4 For the quantitative evaluation, the application should obtain a score of at least 80% to qualify for grant availment.

6.5.2.3.5 Qualitative assessment should be provided to justify the quantitative score.

6.5.3 Grant Approval

6.5.3.1 Grant approval is based on the evaluation of the Professional Development Grant Committee.

6.5.3.2 All grantees shall sign a Professional Development Grant Contract containing the terms and conditions of the grant, to include but not limited to: type of program, duration of the grant, service obligation, and return requirements.

6.6 PROVISIONS OF ACADEMIC POST-GRADUATE RELATED GRANTS

6.6.1 Duration of Grant for Post-graduate Studies

6.6.1.1 Master’s degree – 4 years to complete all academic and thesis requirements of the program

6.6.1.2 Doctorate degree – 6 years to complete all academic requirements plus 1 year to complete the dissertation

6.6.2 Application for Second Post-graduate Degree

Application for a second degree (i.e., 2nd master’s or doctorate program) shall not qualify for professional development grant unless the program is endorsed by the College (e.g., Master’s in Learning and Teaching).

6.6.3 Continuation of Graduate Studies for Applicants with Previous Units Earned

Faculty members who have earned units in their graduate degrees may apply for subsidy covering the remaining portions of their study. The faculty must follow the application procedure stated in the previous section.

6.6.4 Number of Units Enrolled

6.6.4.1 All post-graduate studies shall be on a part-time basis.

6.6.4.2 The required unit load is 6 units for programs following a trimestral system or 9 units for programs under a semestral system.

6.6.4.3 Any increase or decrease in the required unit load shall be subject to the approval of the VCA endorsed by the Dean or its equivalent and immediate supervisor.

6.6.5 Grade Requirement as Prerequisite for Continued Grant Availment
6.6.5.1 To continue the grant the faculty should meet the following minimum term Grade Point Average: 2.5 (85% or its equivalent) for master’s degree and 3.0 (89% or its equivalent) for doctoral degrees.

6.6.5.2 Proof of grades (e.g., course cards, grade certification from Registrar) obtained should be enclosed with grant application for the succeeding term or semester.

6.6.5.3 If the grantee fails to comply with the grade requirement, the grant is temporarily suspended until the grade requirements are met.

6.6.6 Shifting to Another Program or Transferring to Another School

6.6.6.1 Shifting to Another Program

6.6.6.1.1 Shifting to another program is prohibited, except in extremely meritorious cases (e.g., the offering of a new derivative and/or relevant program, the needs of the program/school, unit/center).

6.6.6.1.2 The approval of the Professional Grants Committee is needed to continue the subsidy.

6.6.6.1.3 Unauthorized shifting (transfer to another program without prior information to the administrators concerned) terminates the subsidy of the College. In addition, grantee is required to pay for the total cost of the subsidy plus interest charges based on prevailing market rates.

6.6.6.2 Transferring to Another School

6.6.6.2.1 Transferring to another school is prohibited, except in extremely meritorious cases (e.g., the offering of a new derivative and/or relevant program as compared to the existing school).

6.6.6.2.2 The faculty should submit to the OVCA an inter-office memorandum indicating the intent to shift to another school, the reason for the transfer, a comparison of the curriculum of the existing and proposed school, the related cost structure of the program in the other school, among others.

6.6.6.2.3 The approval of the Professional Grants Committee is needed to continue the subsidy.

6.6.6.2.4 Unauthorized transfer to another school without prior information to the administrators concerned immediately terminates the subsidy of the College. In addition, grantee is required to pay for the total cost of the subsidy plus interest charges based on prevailing market rates.

6.6.7 Failure in Course(s) Enrolled
Grantees withdrawing or failing a course shall pay for the total tuition when course
is re-enrolled.

6.6.7.1 If the failed course is enrolled together with another subject not previously
subsidized and within the curriculum of study, the College shall cover the
tuition and miscellaneous fees except for the fee attributed to the failed
course.

Case A: Faculty member fails Subject A. If Subject A is re-enrolled
together with another subject qualified for subsidy (Subject B), the faculty
pays the equivalent tuition fee for Subject A. The tuition for Subject B and
the total miscellaneous fees shall be covered by the subsidy.

6.6.7.2 If the failed course is re-enrolled without any other course, the grantee
shall pay for the full amount of the tuition and fees including miscellaneous
fees.

Case B: Faculty member fails Subject A. If Subject A is re-enrolled with no
other courses, the faculty pays the tuition and fees, including
miscellaneous, attributed to Subject A.

6.6.8 Subsidy for Deferment Fee for Thesis or Dissertation Writing

6.6.8.1 The College would only support the deferment fee attributed to thesis or
dissertation writing for one (1) term or semester.

6.6.8.2 For the purpose of determining the length of service payback, this
deferment shall be equivalent to 3 units.

Sample Case: If a faculty member’s post graduate program has 42 units,
an approved deferment will add 3 units to the existing 42 units. The new
total units, which would be the basis of service obligation computation,
would be 45 units.

6.6.8.3 All fees attributed to succeeding deferments shall be shouldered by the
faculty.

6.6.9 Discontinuance of Graduate Studies

6.6.9.1 Grantees who decide to discontinue their graduate studies would have to
secure the approval of the Professional Development Grants Committee.

6.6.9.2 The letter of intent discontinuing graduate studies should be endorsed by
the immediate supervisor and School Dean or its equivalent.

6.6.9.3 The service payback of grantee will be computed based on the total
number of units subsidized by the College in supporting the academic
grant. Furthermore, the grantee is suspended in applying for professional
development grants for two years.

6.6.10 Subsidy for Interpreters
School of Deaf Education and Applied Studies (SDEAS) faculty members requiring interpreters shall receive the same subsidy based on the percentages set in the Amount of Subsidy in the Professional Development Grants section.

For example, a PTF who has served the College for at least 3 terms shall receive a 30% subsidy on tuition and fees for the post-graduate degree and 30% of interpreter's fee.

6.6.11 Thesis and Dissertation Writing Deleloading

6.6.11.1 A faculty member who has successfully defended his/her thesis/dissertation proposal and is in the final phase of thesis/dissertation writing may apply for deleloading.

6.6.11.2 The total deloading is as follows:

6.6.11.2.1 Doctoral dissertation writing is thirty-six (36) units. Such deloading could be distributed over a period of two (2) to three (3) terms.

6.6.11.2.2 Master's thesis writing is eighteen (18) units. This deloading could be distributed over a period of one (1) to two (2) terms.

6.6.11.3 The actual distribution of deloading is subject to the approval of the VCA, as endorsed by the Dean/Director/AVC and Chairperson/Coordinator.

6.6.11.4 Application Procedure and Guidelines for Thesis/Dissertation Writing Deleloading

6.6.11.4.1 Applicant should present a letter endorsed by the immediate supervisor and School Dean or its equivalent to the OVCA indicating the following: intent to apply for thesis/dissertation deloading, timetable and deloading distribution, and Gantt chart indicating activities to be undertaken during the deloading period.

6.6.11.4.2 Subsequent deloading will be approved based on the submission of accomplishment report of activities vis-à-vis the Gantt chart. The OVCA, through consultation with the immediate superior and School Dean or equivalent may suspend the deloading if there is a significant delay in the activities presented in the Gantt chart.

6.6.11.4.3 The trimestral calendar set by the College shall be the basis in deciding whether the requirement has been complied.

6.6.11.4.4 A Certification of Thesis/Dissertation Completion from the Program where the faculty is enrolled should be submitted to the OVCA not later than the fourth week of the succeeding term of the last deloading term. The financial payback for thesis/dissertation deloading shall automatically be in effect if the certification is not submitted within the prescribed period.
6.6.11.4.5 For faculty members who receive financial subsidy from the Professional Development Grant, the service obligation for thesis/dissertation deloading is embedded.

6.6.11.4.6 For faculty members not covered by the Professional Development Grant, service payback obligation is 2 terms for Master’s thesis deloading and 3 terms for Doctoral dissertation.

6.6.11.4.7 Thesis/dissertation deloading shall only apply to first master’s or doctoral degree.

6.6.11.5 Penalty Clause

Faculty members who availed themselves of this benefit and failed to complete the dissertation/thesis requirement within the prescribed period (i.e., three (3) consecutive terms for the dissertation, two (2) consecutive terms for the Master’s thesis) shall pay the total cost equivalent of the total units deloaded, plus the interest charges based on prevailing market rates.

6.6.12 Thesis and Dissertation Writing Supplies Subsidy

6.6.12.1 Individuals who are in the stage of thesis/dissertation writing may apply for subsidy to cover direct research expenses such as reproduction of materials, procurement of paper, printer ink/toner, and other similar and justifiable expenses.

6.6.12.2 To avail of such subsidy, he/she must complete the designated form, indicating the specific expense item. The form should be endorsed by the Program Chairperson or its equivalent and Dean or its equivalent approved by the VCA.

6.6.12.3 The maximum subsidy are as follows:

6.6.12.3.1 Permanent employees, regardless of classification, is PHP 5,000.

6.6.12.3.2 Part-time faculty is PHP 2,500.

6.6.12.4 Actual expenses should be properly liquidated.

6.6.12.5 Individuals who have availed of thesis/dissertation writing supplies subsidy but failed to complete the thesis/dissertation within the prescribed period shall pay the total amount incurred.

6.6.12.6 Changes in Financial Amount Subsidy

Any increase/decrease in amount shall be subject to recommendations from the Academic Council and approval of the Vice Chancellor for Finance.

6.7 PROVISIONS ON STUDY/TRAINING/RESEARCH SUPPORTED BY EXTERNAL GRANTS
6.7.1 With the opportunities available for permanent faculty to obtain funding/scholarships for full-time local and foreign study, the College may endorse the application of the faculty member.

6.7.2 Permanent faculty members who obtain funding/scholarships for full-time local and international study may apply for study/training leave.

6.7.3 Such leave is for an initial period of up to three (3) years, subject to a yearly extension but not to exceed five (5) years. The leave is subject to the approval of the VCA.

6.7.4 For short-term leaves, those whose duration do not exceed three (3) months, the permanent faculty member or staff may carry his/her salary, subject to the approval of the VCA.

6.7.5 Leaves exceeding three (3) months will be without pay, unless the grant/scholarship obtained through the College’s endorsement expressly requires the continuous payment of the faculty member’s salary.

6.7.6 Although a study leave of this nature is not considered a disruption of service and is credited for retirement purposes, it is not credited for service and sabbatical leaves, promotion, and longevity benefits.

6.8 SECURITY AND SERVICE OBLIGATION REQUIREMENTS

6.8.1 All grantees should comply with a service payback obligation.

6.8.2 Counting of service obligation payback shall start the term after the completion of the program enrolled.

6.8.3 If grantee fails to complete the program due to own fault or willful neglect, the grantee has to pay the full grant cost including incidental expenses.

6.8.4 Failure to render required service due to resignation, or separation of service due to own choice or fault, the grantee pays the amount based on the penalty clause provisions.

6.8.5 If the grantee does not satisfy the service requirement, the grantee pays a pro-rated amount on the unserved portion of the service requirement. The total cost of the program includes full scholarship cost plus all incidental expenses provided by the College plus prevailing interest rate.

6.8.6 The pro-rated formula is as follows: total cost of program divided by (÷) the length of service payback.

6.9 Service Obligation

6.9.1 Academic Programs

<table>
<thead>
<tr>
<th>Number of Units Subsidized</th>
<th>Service Obligation</th>
</tr>
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<tbody>
<tr>
<td>Less than or equal to 21 units</td>
<td>1 year</td>
</tr>
<tr>
<td>22 to 42 units</td>
<td>2 years</td>
</tr>
<tr>
<td>43 to 64 units</td>
<td>3 years</td>
</tr>
<tr>
<td>Greater than or equal to 64 units</td>
<td>4 years</td>
</tr>
</tbody>
</table>
6.9.2 Training and Other Programs (e.g., Diploma, Certificate)

<table>
<thead>
<tr>
<th>Amount Range</th>
<th>Service Obligation</th>
</tr>
</thead>
<tbody>
<tr>
<td>5,000-24,999</td>
<td>1 trimester</td>
</tr>
<tr>
<td>25,000-49,999</td>
<td>2 trimesters</td>
</tr>
<tr>
<td>50,000-74,999</td>
<td>3 trimesters</td>
</tr>
<tr>
<td>75,000-100,000</td>
<td>4 trimesters</td>
</tr>
</tbody>
</table>

Note: Additional 1 term residency for faculty and 3 months residency for staff for every PHP 50,000 in excess of PHP 100,000 for a maximum of 12 terms.

6.9.3 Local or Foreign Scholarship (Externally Sourced)

<table>
<thead>
<tr>
<th>Duration</th>
<th>Service Obligation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 2 months</td>
<td>2 trimesters</td>
</tr>
<tr>
<td>Over 2 to 6 months</td>
<td>3 trimesters</td>
</tr>
<tr>
<td>Over 6 to 12 months</td>
<td>6 trimesters</td>
</tr>
<tr>
<td>Over 12 to 18 months</td>
<td>9 trimesters</td>
</tr>
<tr>
<td>Over 18 months</td>
<td>12 trimesters</td>
</tr>
</tbody>
</table>

6.10 RETURN REQUIREMENTS

6.10.1 Upon approval of grant, grantee is required to accomplish the following documents: grant agreement to include deliverables and service payback stipulations.

6.10.2 Grantee is required to sign an authority to deduct document in case that the service payback requirement is not met.

6.10.3 Grantee should present concrete plan of action to transfer knowledge, learning, and skills gained from the program.

6.10.4 Plan of action may be in the form of curriculum improvement, instructional materials development, systems development, among others.

6.10.5 Grantee, if applicable, should also develop a training module and conduct an echo seminar. The training module will be the property of CLCIR.