SECTION 4: PART-TIME TEACHING FACULTY

4.1 GENERAL DESCRIPTION

The term of contract for a Part-time Teaching Faculty (PTF) member is one (1) trimester. The contract of a PTF member automatically expires on the date indicated therein without need of further notice.

4.1.1 Teaching. This is defined as the facilitation of learning, within and beyond the confines of a classroom, including the conduct of other activities directed at facilitating learning on the part of the students. Faculty members are expected to apply learner-centered practices in addressing learners’ diversity, planning for instruction, managing the classroom and the learning experience, teaching in various relevant contexts, and in monitoring and evaluating student learning.

4.1.2 College service. This constitutes involvement in School, Center, and College programs and activities in various capacities (e.g., participant, formulator, implementor).

4.1.3 Professional development. This involves the pursuit of specialization in a given field of study or discipline; through enrollment in and completion of advanced studies/training programs, attendance in workshops prescribed by the College/School, and membership in professional organizations.

4.1.4 Research. Faculty members are expected to engage in research projects, chiefly of the applied type, that bring about greater learner-centeredness (e.g., development of innovative instructional materials and learning strategies) and/or those that inquire into and/or develop programs, products or practices in relevant sectors, industries, or professions.

4.1.5 Community service/extension. In line with the core function of a Catholic higher educational institution, part-time faculty members are encouraged to participate in various community-based, civic, spiritual and larger professional organizations, all aimed at contributing to an improvement of the overall quality of life of Filipinos.

4.2 WORKING CONDITIONS

4.2.1 Teaching Load and Assignment

4.2.1.1 Teaching assignments are prepared by the Program Chairperson and School Dean in consultation with the PTF member in accordance with existing policies on teaching assignments and loads. The tentative load shall be given to the PTF member concerned at least two (2) weeks before the start of the trimester to afford him/her sufficient time for preparation.

4.2.1.2 PTF members are assigned at least one (1) course/subject to handle. This load may be increased provided the faculty member meets all of the following criteria:

4.2.1.2.1 Previous teaching experience at DLS-CSB;

4.2.1.2.2 Satisfactory rating of the PTF member’s teaching for the previous term/s;
4.2.1.2.3 Consistent compliance of concerned PTF member with School regulations and other administrative requirements (e.g., on-time submission of grades, attendance and punctuality record); and

4.2.1.2.4 Active participation of the PTF member in Department and School activities.

4.2.1.2.5 Values and attitudes reflecting the College thrust.

4.2.1.3 PTF members may not carry more than nine (9) units. In extremely meritorious cases, PTF members may carry an additional 3-unit credit bearing load (e.g., academic advising, teaching load) or 2 non-credit bearing load (e.g., special class), subject to the following conditions:

4.2.1.3.1 The faculty member concerned had obtained a Very Satisfactory performance evaluation rating in the last three (3) terms;

4.2.1.3.2 In case the additional load exceeds the three (3) class preparation limit, the conditions set forth in assigning an additional preparation should be satisfied;

4.2.1.3.3 Consistent compliance of concerned faculty member with school regulations and other administrative requirements (e.g., submission of grades on time, attendance and punctuality record); and

4.2.1.3.4 As per the need of the program.

4.2.1.4 To give every PTF member more time for class preparation and study, teaching load assignments shall be limited to three (3) class preparations in regular classes. Any load in excess of the above requires the approval of the Vice President for Academics (VPA), based on the satisfaction of all of the following conditions and other meritorious reasons:

4.2.1.4.1 The additional class preparation is related to the faculty member’s field of specialization;

4.2.1.4.2 The course that requires additional preparation is not offered regularly;

4.2.1.4.3 The faculty member concerned had obtained a Very Satisfactory performance evaluation rating in the previous three (3) terms; and

4.2.1.4.4 The additional class preparation directly results from the course/s previously taught by the faculty member.

4.2.1.5 PTF members are required to have an hour of student consultation for every course handled.

4.2.1.6 PTF members teaching in other tertiary institutions should submit a certification of their teaching load in these institutions within the deadline set by the Schools. The total teaching load for all tertiary institutions, including
DLS-CSB, should not exceed twenty-four (24) units, as mandated by the Commission on Higher Education (CHED).

4.2.1.7 Part-time faculty members may be rehired as PTF until the term during which they reach the age of sixty-five (65).

4.2.2 Pre-termination of Part-time Employment

4.2.2.1 A PTF member should avoid discontinuing his/her service in the College during the term. If the need to discontinue arises under unavoidable or otherwise valid circumstances, the PTF member shall be obliged to attend to his/her duties until a qualified person is employed to take his/her place. This requirement may be waived for serious reasons and only with the expressed consent of the College.

4.2.2.2 In cases where the College decides to prematurely terminate the contract, the College shall pay the PTF member all the emoluments called for under the said contract. However, if premature termination of the part-time teaching contract is with cause, the emoluments corresponding to the unserved portion of the contract shall be considered forfeited in favor of the College.

4.2.3 Compensation Schedule and Requirements

4.2.3.1 Pay Days. PTF members shall be paid every two (2) weeks of the term unless for some valid reason, a different schedule is followed.

4.2.3.2 Clearance. Before claiming the last pay due for the term, every PTF member must secure clearances from several College offices listed in the Faculty Clearance Form, which shall be issued by the head of the office concerned.

4.3 RECLASSIFICATION

4.3.1 Definition of Reclassification
Reclassification refers to the movement in step within a given rank for PTF members.

4.3.2 Criteria for Reclassification
4.3.2.1 PTF members (in both the academic and professional tracks) may be recommended for reclassification if they have taught in DLS-CSB for at least three (3) regular terms and a total of eighteen (18) units from their last reclassification.

4.3.2.2 Their performance for the year/s in review shall be evaluated based on the following criteria:
4.3.2.2.1 Effective learner-centered instruction, as indicated by Very Satisfactory ratings given by students, peers, Chairs and, if necessary, the Dean;
4.3.2.2 Commitment to the vision-mission of the College, as evidenced by one’s level of involvement in activities, committees, projects undertaken by one’s program, School or the entire College;

4.3.2.3 Professional development, as indicated by advancement in one’s graduate degree or advanced program of study or advanced development in one’s field of specialization;

4.3.2.4 Research, as evidenced by the production of learner-centered instructional materials/strategies or any form of applied/basic research or creative work. The outputs required vary based on the rank held by the faculty member (Appendix G);

4.3.2.5 Values and attitudes reflecting the College’s thrust of developing individuals who work cooperatively with each other and are tolerant and respectful of the diversity that is intrinsic in a learning community; and

4.3.2.6 Compliance with College/School regulations, as reflected by records of attendance, punctuality and submission of requirements (e.g., grades and other official records) within the prescribed deadlines, among others.

4.3.3 Suspension of Promotion due to Offenses

A PTF who receives a penalty of written reprimand shall be ineligible for promotion for one year counting from the date the decision has become final and executory.

4.3.4 Procedures for Reclassification

4.3.4.1 Prior to the end of his/her year of residence from his/her last reclassification, the PTF member must accomplish an updated Faculty Update Form indicating his/her accomplishments and activities during the period under review. The updated Faculty Update Form is submitted to the Chairperson of the program to which the PTF member belongs and to the Office of the Vice President for Academics (OVPA).

4.3.4.2 The Chair of the program reviews the performance of the PTF member to be reclassified, employing the summary evaluation form for reclassification and informs the PTF member of his/her recommendation. The Chair endorses the PTF member for reclassification to the Dean of the School.

4.3.4.3 In case the PTF member is not recommended by the Chair, he/she may submit his/her credentials to the Dean, who then presents the credentials for consideration to the Reclassification Board.

4.3.4.4 For Lecturer to Assistant Professorial Lecturer 4/Part-time Professional Faculty member:

4.3.4.4.1 All recommendations must be submitted to the Board four (4) weeks before the end of the term.

4.3.4.4.2 The Promotion/Reclassification Board shall be as follows:
• School Dean, presiding officer
• Program Chairperson
• Two (2) Senior Faculty members, preferably from the same Program/School
• Faculty Association Representative
No member of the Promotion/Reclassification Board shall have two (2) designations.

4.3.4.5 For Assistant Professorial Lecturer 5 to Full Professorial Lecturer/Part-time Senior Professional Faculty Member:

4.3.4.5.1 All recommendations must be submitted to the Board two (2) weeks before the end of the term.

4.3.4.5.2 The Promotion/Reclassification Board shall be as follows:
• VPA, presiding officer
• Program Chairperson
• Two (2) Senior Faculty members, preferably from the same Program/School
• Faculty Association Representative
No member of the Promotion/Reclassification Board shall have two (2) designations.

4.3.4.6 Decisions of the Board are generally by consensus. However, in cases where the Board is divided, voting by secret balloting is prescribed.

4.3.4.7 The Presiding Officer prepares the decision sheet in accordance with the recommendation of the Board. The immediate superior relays the recommendation of the Board to the faculty member concerned.

4.3.4.8 In case of an unfavorable decision, the faculty member concerned may appeal his/her case within two (2) working days from receipt/transmittal of the Board’s recommendation. The appeal should be addressed to the Board through the Presiding Officer.

4.3.4.9 The Board’s recommendation for reclassification is submitted to the VPA for approval.

4.3.5 Conditions for 2-step reclassification

4.3.5.1 PTF members may apply for two-step reclassification.

4.3.5.2 The PTF member should satisfy the requirements specified in the rank for the first step promotion. For example, a part-time faculty member with the rank of Assistant Professorial Lecturer 6 is classified under Level 2. The output required for promotion is either 2 research papers presented in a refereed national or international conference or a paper published in a refereed national academic or professional journal.

4.3.5.3 To qualify for the second-step promotion, the part-time faculty has to submit an output specified in the next higher rank. For example, the faculty with a rank of Assistant Professorial Lecturer 6 should submit an output under Level
3, which is a paper published in a refereed international academic or professional journal.

4.3.5.4 Aside from the output requirement, the PTF should also comply with the minimum requirement of each rank. For example, if a faculty carries a rank of Assistant Professorial Lecturer 6 and applies for a two-step promotion, movement to the rank of Associate Professorial Lecturer shall not be allowed since the faculty member does not have the minimum educational qualification (i.e., relevant doctorate degree) required for the rank.

4.4 RE-RANKING

4.4.1 Definition of Re-ranking

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 Awards, Pulitzer Prize, National Artist, and satisfies all the other requirements for entry into the next rank.

4.4.2 Procedure for Re-ranking

4.4.2.1 PTF members who complete their Master's/Doctorate degree and satisfy the requirement for entry into the corresponding rank may be re-ranked in the term immediately following the completion of the advanced degree.

4.4.2.2 The faculty member should submit supporting documents (i.e., Diploma, Transcript of Records) to the Program Chairperson.

4.4.2.3 The Program Chairperson submits a recommendation to the re-ranking Board.

4.4.2.4 The Re-ranking Board is composed of the following:
   - VPA, presiding officer
   - School Dean
   - Program Chairperson
   - Senior Faculty Member, preferably from the same Program/School
   - Faculty Association Representative

4.4.2.5 Decisions of the Board are generally by consensus. However, in cases where the Board is divided, voting by secret balloting is prescribed.

4.4.2.6 The Presiding Officer prepares the decision sheet in accordance with the recommendation of the Board. The immediate superior relays the recommendation of the Board to the faculty member concerned.
4.4.2.7 In case of an unfavorable decision, the faculty member concerned may appeal his/her case within two (2) working days from receipt/transmittal of the Board’s recommendation. The appeal should be addressed to the Board through the Presiding Officer.

4.4.2.8 The Board’s recommendation for promotion is submitted to the VPA for approval.

4.5 BENEFITS

4.5.1 Benefits Mandated by Philippine Laws

PTF members are entitled to all the benefits mandated by the Labor Code and all other existing applicable laws such as SSS, PagIBIG, PhilHealth, Employees’ Compensation Program, Paternity Leave, and Solo Parent Act.

4.5.2 Service Pay Benefit

4.5.2.1 Provisions Covering PTF Hired Prior to SY 2008-2009

PTF members hired prior to SY 2008-2009 with the appropriate number of terms of service in DLS-CSB are entitled to service pay benefits. The following conditions apply:

4.5.2.1.1 Minimum qualifications for first entitlement are as follows: (1) a minimum of 30 terms with no continuous break of more than 9 terms and (2) an accumulated 270 units starting School Year 1998-1999.

4.5.2.1.2 For subsequent entitlement to service pay benefit, a part-time faculty should meet the following qualifications: (1) an accumulated 27 units and a minimum of 3 terms with no single break in service for more than 9 terms.

4.5.2.1.3 PTF members with a continuous break of more than 9 terms would forfeit all accumulated unit credit and service tenure. Hence, a new counting for unit credit and terms of service will commence upon return.

4.5.2.1.4 Cut-off date for determining number of years of service is at the end of each Academic Year.

4.5.2.1.5 Payout Formula: one-twelfth (1/12) of the total salary for the last three (3) trimesters. The maximum unit credit per term is 12 units for the last three (3) trimesters.

4.5.2.1.6 Service pay benefit payout will be one week after the release of the last paycheck of the Third Term.

4.5.2.2 Provisions Covering PTF Hired Starting SY 2008-2009
PTF members hired starting SY 2008-2009 with the appropriate number of terms of service in DLS-CSB are entitled to service pay benefits. The following conditions apply:

4.5.2.2.1 Minimum qualifications for entitlement are as follows: (1) a minimum of 30 terms with no continuous break of more than 3 terms and (2) an accumulated 270 units starting Academic Year 2008-2009.

4.5.2.2.2 PTF members with a continuous break of more than 3 terms would forfeit all accumulated unit credit and service tenure. Hence, a new counting for unit credit and terms of service will commence upon return.

4.5.2.2.3 Cut-off date for determining number of years of service is at the end of each Academic Year.

4.5.2.2.4 Payout Formula: one-twelfth (1/12) of the total salary for the last three (3) trimesters. The maximum unit credit per term is 12 units for the last three (3) trimesters.

4.5.2.2.5 Service pay benefit payout will be one week after the release of the last paycheck of the Third Term.

4.5.2.2.6 This benefit shall only be availed once during the PTF’s tenure with DLS-CSB.

4.5.3 Retirement Benefit

4.5.3.1 Provisions Covering PTF Hired Prior to SY 2008-2009

PTF members hired prior to June 1998 are entitled to the following retirement benefits:

4.5.3.1.1 PTF members are covered by terms and conditions of the retirement plan under CEAP A. Eligibility is as follows: should have rendered at least nine (9) continuous trimesters of service or have rendered an accumulated service of fifteen trimesters.

4.5.3.1.2 PTF members who have met the retirement qualifications as stipulated in RA 7641 shall receive the higher value retirement when compared with CEAP Plan A benefits. The pre-requisites to avail retirement benefits under RA 7641 are as follows: (1) should at least be 60 years old and (2) should have served the College for at least 5 years.

4.5.3.2 Provisions Covering PTF Hired Starting SY 2008-2009

PTF members hired after June 1998 shall be covered by the provisions as stipulated in RA 7641.

4.5.3.3 Other Provisions
4.5.3.3.1 Due to the part-time nature of employment, DLS-CSB automatically assumes that the College is not the main employer. Hence, retirement benefits are taxable. It is the responsibility of the PTF to submit the proper tax exemption forms in order for tax not to be deducted.

4.5.3.3.2 For PTF with other sources of retirement benefits, it is the responsibility of the PTF to consolidate all retirement benefits from other sources. Additional taxes attributed to benefit consolidation shall be the obligation of the PTF.

4.5.4 Subsidy for Faculty Uniform

PTF members who have taught at least two (2) trimesters shall be entitled to the corresponding subsidy for faculty attire agreed upon between the Administration and the Faculty Association.

4.6 OTHER PROVISIONS

4.6.1 Faculty Association Assistance During Death

When a PTF member who is a member of the DLS-CSB Faculty Association dies, members of the Faculty Association shall contribute the equivalent of one (1) hour pay.