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Copy of Faculty Manual is available online
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OFFICERS OF THE ADMINISTRATION

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MA. CRISTINA F. BATE
Vice President - Basic Education

NORMA M. MONTALVO
Vice President - Administrative Affairs

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Dean, Nursing

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Dean, College Division, Hospitality & Tourism Management

LEODIGARIO M. DAVID
Dean, Professional Studies

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University Librarian

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Director, Information Technology Office

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Director, Engineering & Maintenance Office

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Dean, Hospitality and Tourism Management

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Dean, Liberal Arts, Criminology and Education

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Dean, Professional Studies

MARIA LUISA Z. SABA
Dean, Student Affairs

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Accounting

Aimee G. Acoba
Computer Engineering

Romeo A. Tejuco, Jr.
Criminology

Ahmed N.Y. Meandahawi
Economics and Finance

Ervin A. Salazar
Education

Mercedita V. Fajardo
History and Social Sciences

Tirso O. Palermo
Hotel and Restaurant Management

Arlene Mae C. Valderama
Information Technology

Chenita P. Dapito
Languages

Gerald C. Degala
Management and Marketing

Eleonora E. Claricia
Mathematics

Teresa D. Dijamco
Natural Sciences

Apolinar P. Datu
Tourism Management

Elenita S. Valdez
Nursing, Academic Coordinator

Lotis Melinda V. Bernarte
Nursing, Clinical Coordinator

Luzviminda M. Orinday
Student Coordinator
HISTORY OF THE UNIVERSITY

Jose Rizal University was originally founded as the Far Eastern College School of Accounts, Commerce, and Finance in 1919 as a non-stock non-profit non-sectarian private educational institution to blaze the trail in the field of commercial education. Its founder was the late Vicente Fabella, the first Filipino certified public accountant. The name was subsequently changed to Jose Rizal College in 1922, in honor of the great Filipino patriot and martyr who tried to awaken his countrymen in his writings to the need for economic self-sufficiency and independence.

The University was first located at R. Hidalgo Street in Quiapo, Manila. It offered the four-year bachelor’s degree course in Commerce as well as the high school course. It has continued to provide educational services since 1919 except during the Japanese occupation of the Philippines in World War II when it remained closed as a gesture of protest in spite of repeated attempts by the occupation authorities at the time to have it opened.

The University reopened after the end of the war in 1945 and, faced with the need for expanded facilities, transferred in 1950 to its present site in Mandaluyong City, then part of the province of Rizal and subsequently Metro Manila.

The University is a founding member of the Philippine Association of Colleges and Universities (PACU) in 1932, of the Philippine Association of Collegiate Schools of Business (PACSB) in 1962, of the Private Education Retirement Annuity Association (PERAA) in 1974, and Philippine Association of Personnel Management in Private Schools (PAPMIPS) in 1997.

During its more than half a century of existence, the University has achieved the singular distinction of having produced a remarkable number of successful graduates who have enjoyed the respect of the nation. Among them are included a President of the Philippines, a justice of the Supreme Court, several members of the legislature and of the Cabinet, some ambassadors, no less than twenty heads of banks and financial corporations, several heads of educational institutions, acknowledged leaders in the various fields of industry, commerce, agriculture and trade, and armed forces officers of general rank. It can rightfully claim that it has contributed its share in the molding of character and training of the successful graduates.
The careful combination of proven competence in instruction plus valuable experience in the practice of the profession has been the guide of the University in the selection of faculty members. This policy, combined with carefully planned programs in the various disciplines and adequate facilities, has formed the basis for the impressive educational record of the University.

**JRU CORE VALUES**

- **Responsible.** A team player who is focused, attentive, gives ones best and committed to the goals of the University.
- **Considerate and Courteous.** A fair and caring person fully aware of other’s rights, feelings and ideals in making decisions for the University.
- **With Integrity.** A person who acts truthfully, morally and ethically.

**OBJECTIVES OF THE UNIVERSITY**

The Constitutional mandate defines the aims of education as the inculcation of love of country, the teaching of the duties of citizenship, the development of moral character and personal discipline, and scientific, technological, and vocational efficiency.

More specifically, the University aims (1) not only to provide students with basic tools that will prepare them for their first job but also to ensure that they are well equipped to succeed in today’s rapidly changing technological world, and (2) to develop in its students the personal and intellectual qualities which characterize an educated person, such as sensitivity, creativity, vision and leadership potentials.

Given the national objectives, the objective of the University is to train young men and women to become responsible and useful citizens of the nation, (1) by providing balanced instruction in general education and technical knowledge, (2) by stressing the principles of representative government in a free society, (3) by inculcating respect for the truth, (4) by teaching the art of the utilization of knowledge, and (5) by encouraging active participation in the process of national development.
SCHOOL FACILITIES AND SOURCES OF INFORMATION

Jose Rizal University
Telephone: 531-80-31 to 35
Private Exchange Connecting to All Departments
(The switchboard is open from 7:00 a.m. to 9:00 p.m., Mondays to Fridays)
Fax No.: 531-6087
E-mail: deans@jru.edu
Website: www.jru.edu

Administrative and Personnel Office
2/F Building A, local 25

Alumni Office
Room A-23, local 20

Athletics Office
Annex I, Room K-13, local 13

Clinic
Room C-18, local 24

University Bookstore
Ground floor of Building C, local 16

Dean’s Office
Business
Hotel & Tourism Management
Room C-41, local 41
Liberal Arts, Criminology & Education
Room A-16, local 71
Nursing
Room H-508, local 28
Technological Studies
Room A-16, local 71

Graduate School
Room T-13, local 34

Guidance and Testing
2/F Building H, local 32

Information Technology Office
Room H-313, local 17

Law School
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<td>Vice President for Higher</td>
<td>Room T-63, local 14</td>
</tr>
<tr>
<td>Vice President for Administrative Affairs</td>
<td>2F Building A, local 31</td>
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<tr>
<td>Vice President for Financial Affairs</td>
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1. INTRODUCTION

1.1 PURPOSE AND SCOPE

1.1.1 Purpose

The purpose of this manual is to inform all faculty of their duties, responsibilities, norms for conduct and benefits to enable them to discharge their functions with greater efficiency and understanding.

1.1.2 Scope

This manual contains primarily excerpts from the general manual and is applicable to all faculty of the College Division and so written that while it forms part of the General Manual, it can also stand alone as the Collegiate Faculty Manual.

The provisions of this manual are not exclusive as memoranda and circulars are issued by the University, from time to time, for the information and guidance of the faculty.

1.2 OBJECTIVES

1.2.1 Specific Objectives of the Programs

The Commerce Program. Within the context of and in addition to the stipulated objectives of the University, the Commerce program is meant to (1) prepare the student for a gainful and intellectually satisfying role in business through a systematic exposure to specialized knowledge in the major functional areas of business consisting of production, finance, personnel, and marketing, (2) instill the supportive computational and communication skills, and (3) provide a familiarity of the framework of business, inclusive of the role of government, and the importance of business ethics.

The Criminology Program. Within the context of and in addition to the stipulated objectives of the University, the Criminology program is meant to contribute to the improvement of the criminal justice system in the country by producing professionally competent and values-
oriented young men and women who can deliver efficient and effective services in crime prevention, crime detection, law enforcement, and custody and rehabilitation of offenders.

**The Education Program.** Within the context of and in addition to the stipulated objectives of the University, the Education program is meant to prepare the student for a gainful and intellectually satisfying role in teaching and in related educational activities in both the public and private educational sectors, although primarily for the first and second levels, through (1) imparting a thorough knowledge of subject matter and familiarity with the competencies essential to professional educational practices; (2) evolving such type of preparations as shall ensure the broadest possible social as well as academic and professional education in a dramatically changing world; (3) a broad awareness of the various inputs and areas of training which makes for an effective but human teachers; and (4) competence with the technical skills necessary for an effective teacher.

In addition, the importance and complementary nature of general education is recognized, and its objectives as enunciated in the Liberal Arts program is made part of the general thrust of the Education program.

**The Computer Engineering Program.** Within the context of and in addition to the stipulated objectives of the University, the Computer Engineering program is meant to prepare its graduates for a successful career in the interdisciplinary field of computer engineering that will enable them to: (1) Apply knowledge of mathematics, science, and engineering in identifying, formulating and solving computer engineering problems, and (2) Use hardware and software tools in analyzing, designing, developing and testing computer systems containing both hardware and software components.

**The Hotel and Restaurant Management Program.** Within the context of and in addition to the explicit objectives of the University, the Hotel and Restaurant Management program is meant to prepare the student to be highly qualified and competent Hoteliers and Restauranteurs, who are globally competitive and could promote high standards of
professionalism, value oriented, knowledge and skills relevant in contributing growth to the hospitality industry.

The Information Technology Program. Within the context of and in addition to the explicit objectives of the University, the Information Technology program provides students with the breadth and depth of information technology needed in the professional success of the field. It prepares students to be professionals, be well versed on application installation, operation, development, maintenance and administration, and familiar with hardware installation.

The Liberal Arts program. Within the context of and in addition to the explicit objectives of the University, the Liberal Arts program is meant to prepare the student for a full and balanced life as an individual and responsible citizen, by (1) instilling the analytical approach by which the truth is arrived at; (2) acquainting the students with the broad major areas of intellectual knowledge, namely, the natural sciences, the social sciences, and the humanities; (3) fostering a desirable intellectual facility through the development of clarity of thought and expression, a compassionate insight into human needs and aspirations, moral and aesthetic awareness, and receptiveness to divergent ideas and proposals; and (4) facilitating an awareness and enjoyment of the intellectual quality of life, for itself and not merely as a means for other intentions.

The Nursing Program. Within the context of and in addition to the stipulated objectives of the University, the Nursing program is meant to develop graduates who will function as beginning nursing professionals and commit themselves to the ideals of the nursing profession through the (1) delivery of health care services utilizing a total patient care and critical thinker approach; (2) use of research findings to continually upgrade the nursing profession; (3) demonstration of leadership qualities in health care delivery in various health settings; and (4) coordination and collaboration with members of the health team in the delivery of health services in any health care setting.

The Tourism Program. Within the context of and in addition to the explicit objectives of the University, the Tourism program combines
skill development with relevant management, supervisory and managerial training to produce highly employable and motivated graduates in the tourism industry.

1.3 **DEFINITION**

A collegiate faculty member is defined as one who has been extended a written appointment to teach at least one subject with student credit for a period of not less than one semester or summer session within the current school year. The person ceases to be considered as a member of the faculty if no appointment is extended the following semester.

Faculty are classified (1) on the basis of the manner in which they are paid: monthly or hourly, and (2) on the basis of their teaching load and other duties in the University: full-time or part-time.

1.3.1 **Regular Full-time Faculty**

Regular full-time faculty are those who:

1. Have successfully completed a probationary period of not more than six consecutive regular semesters;
2. Possess at least the minimum academic qualification prescribed by the University as well as those prescribed by the Commission on Higher Education for the position involved;
3. Are paid on the monthly basis;
4. Have a regular teaching load of at least six 3-unit subjects during each regular semester;
5. Render service of eight hours or its equivalent as determined by the University every working day, although such service need not be within the premises of the University;
6. Have no other remunerative occupation requiring regular hours of work outside the University; and
7. Are not teaching in any other educational institution.

1.3.2 **Part-time Faculty**

A part-time faculty is one who is not qualified as full-time.
2. CONTRACTUAL RELATIONS

2.1 SELECTION AND APPOINTMENT

The selection and appointment of faculty members is undertaken on the basis of standards and procedures established by the University.

2.1.1 Application

Applications for teaching positions are made to the Dean. The Dean shall consider only those applicants meeting the minimum requirements set by the University for a particular position.

All applicants should fill up in person an application form (JRU Form 701), attaching an official transcript of school record, proof of satisfactory passage of government examinations, if any, and such additional documents as may be required by the Dean for adequate evaluation.

2.1.2 Selection

On the basis of the application papers submitted, the Dean shall recommend to the Vice President for Higher Education those individual applicants as may be best qualified.

Medical Examination. Before any applicant is given a final appointment, he may be required to undergo medical examination by the University physician to determine his physical fitness for a teaching assignment.

2.1.3 Appointment

Faculty members are appointed in writing by the President upon the recommendation of the Dean through the Vice President for Higher Education.

From the standpoint of permanency of employment, original initial appointments are probationary in nature. A new faculty member is given a probationary period of three school years, and if his
performance is satisfactory, a permanent appointment is then given in the succeeding school year. In meritorious or exceptional instances, the Dean may recommend the waiver of the probationary period. Where the probationary period has been successfully completed, no further appointments are made, but only an assignment of the particular subjects to be handled and the schedule of classes.

Every appointment of a faculty member shall be made by a formal agreement signed by him and the President of the University or his representative, and shall state the rank, salary, length of agreement, and other conditions of appointment. A copy of the terms of appointment shall be presented to each prospective faculty member prior to his acceptance of appointment. Acceptance in writing of the appointment shall be considered to indicate the appointee’s willingness to be bound by all the terms of the agreement.

By accepting a position in the school, a faculty member assumes a contractual obligation. It is his duty to live up to his contract and should therefore, have full knowledge of the terms and conditions of his employment. He is expected to understand, support and carry out the legitimate policies of the University.

From the standpoint of types of faculty members, appointments may be full-time or part-time.

A regular full-time faculty member has a yearly minimum teaching load of 6-6-0 (six subjects in the first semester, six subjects in the second semester, and no assignments during the summer) and a maximum teaching load of 9-9-0. It is not enough that the faculty member has the above-mentioned minimum teaching loads; to be considered as a regular full-time faculty, a formal application should have been submitted to and approved by the President of the University, in accordance with CHED requirements for regular full-time faculty.

A part-time faculty member has a semestral teaching load of ranging from a minimum 1-1-0 to a maximum of 4-4-0 per semester (except for summer). Even if the subject assignments are equal to or even exceed the minimum required for regular full-time faculty, a
faculty is not considered regular full-time unless a formal application has been made to and approved by the President of the University.

2.1.4 Personnel Record

All faculty members are required to complete their records on file, including an information sheet, a certified copy of their relevant transcript of records, diploma and/or government certificates, if any, and an ID picture.

The Dean must be immediately informed by a faculty member of any change in his business and residence addresses and telephone numbers.

Any misrepresentation of facts in any of the personnel record forms filled out and signed by the faculty member, especially the application form, will be considered sufficient ground for immediate termination of services, at the discretion of University authorities. This misrepresentation is considered especially serious with respect to educational attainment and qualifications.

2.2 Compensation

The compensation of faculty members depends upon rank. Each faculty member is notified of his specific compensation for his acceptance before any appointment is extended to him. The compensation schedule for each rank is established by the University and is periodically revised.

Depending upon the individual case, the method of compensation is on the basis of the number of subjects being taught during the current semester, and whether the faculty member is full-time or part-time. Compensation for regular full-time faculty is provided on a monthly basis, while compensation for other faculty members is provided on the hourly basis.
2.2.1 **Salary Schedule**

Any faculty member may consult with the Dean on the current salary schedule.

2.2.2 **Faculty Classification and Ranking**

Ranking is undertaken by the Dean and recommended to the President thru the Vice President for Higher Education. The President in turn designates the rank of the individual faculty member in the appointment document. Ranking is based on three basic criteria: (a) academic and professional preparation, (b) teaching experience, and (c) service to the University, and the compensation of faculty is based upon ranking. The factors to be considered in each criterion and the respective credits for each have been formulated and its application determined by the University authorities.

Faculty members are ranked as (a) Full Professor, (b) Associate Professor, (c) Assistant Professor, and (d) Instructor.

2.2.3 **Salary Payment Procedures**

As a rule, salaries of faculty members of all divisions are paid thru automatic fund transfers on the 15th and 30th or 31st of every month, unless these dates fall on a Sunday or a legal or special holiday in which case the fund transfer is usually made on the last working day previous.

Payroll slips are distributed at the Treasurer's Office (Room A-14) on the 15th and 30th or 31st of every month.

Faculty members should note that semi-monthly salaries may not be available on their last day of teaching prior to payday, should it fall before payday. Faculty members on the hourly basis should also note that of necessity, a cut-off date of three working days prior to payday is applied, that is, no credit is given for these days worked, but will be credited on the next payroll.

Prior clearance by the Dean, Librarian and Registrar are
required before the release of the final pay at the termination of employment or at the end of the school term. Any question should be addressed to the Treasurer’s Office.

2.3 CLASSIFICATION, EVALUATION AND PROMOTION

2.3.1 Classification

Further to the JRU Classification Plan approved in December 1995, teaching members of the faculty may be assigned to one of four ranks on the strength of (a) academic preparation, with a weight of 60 per cent, (b) professional growth and academic experience, with a weight of 30 per cent, and (c) University and community service, with a weight of 10 per cent.

Academic ranks, in ascending order, are as follows:

- Lecturer A, B, and C
- Instructor A, B and C
- Assistant Professor A, B, and C
- Associate Professor A, B, and C
- Full Professor A, B, and C

There is no limit on the number of years when a faculty member may serve in a given rank. Promotion from one rank to another requires recommendations based on the evaluation of certain criteria. Advancement to the rank of Associate Professor or Professor requires in addition that an appropriate opening be available.

In addition, an earned master’s degree is a prerequisite for consideration as an Assistant Professor or as an Associate Professor. An earned doctorate is a prerequisite for a full professorship.

2.3.2 Evaluation

The evaluation of each faculty member is undertaken by the Deans, with the assistance of the appropriate Department Chairman, at least once a year. In the evaluation process consideration is given to the performance commitments (70%), and universal competencies (30%).
**Evaluation Principles.** At present, the evaluation is undertaken annually for the period covered by the preceding school year, from June to March the following year using a standard evaluation form.

The evaluation is initially undertaken by the Department Chairman, which is reviewed by the Dean. The results of the evaluation are submitted to the Administrative and Personnel Office before the beginning of classes in June of the following school year.

The results of the individual evaluations are submitted in time for implementation by September 15, or the payroll period beginning September 1.

**Merit Increases.** The basis for the selection of merit increases is the result of the annual performance appraisal (PA) exercise conducted by the department chairpersons with their respective faculty.

Two alternative temptations to be avoided are those of considering the merit increases as incentives to be ultimately and equally distributed among the staff over the years, and the other, that of displaying favoritism by having the same person receive the merit increase year after year. As a general rule, three years of consecutive merit increases is considered the limit for faculty and other personnel.

A separate evaluation of the Department Chairmen is undertaken by the Dean. It should be noted that the President reserves the right to review and where necessary in his judgment, revise the recommendations submitted to him for his approval.

**Classroom Visits.** A distinction should be made between classroom visits and the merit procedure. At least one classroom visit during regular hours should be made by the Department Chairman and the Dean, using JRU Form 721 for the purpose. The report on classroom visits should show actual observations in the classroom only. Other factors, such as degree obtained, length of service, or co-curricular activities outside the classroom are disregarded for the purpose of the report. The criteria for classroom observations are learning organization and management, knowledge of subject matter, teaching
style, and encouragement to engage in critical thinking. The classroom visits are undertaken basically to determine the classroom handling qualities of the individual faculty, while the performance evaluation covers a much wider range. The classroom visits take place earlier in the school year and form an input into the performance evaluation.

2.3.3 Promotion

Promotion is based on merit and efficiency as determined by, and is the prerogative of, the administration.

There is no limit on the number of years which a faculty member may serve in a given rank. Promotion from one rank to another is not automatic. Promotion from one rank to another requires recommendations from the Dean based on the evaluation of certain criteria. Recommendations for promotion shall include a written evaluation of the faculty member’s work, together with reasons for favoring promotion, as prepared by the Dean and submitted to the President. Final approval rests with the President.

2.4 Tenure

Tenure means the assurance of continuous appointment for regular full-time faculty until retirement age has been reached and is subject to termination only for cause as determined by the University or for significant decline in enrolment. Tenure shall be granted to a faculty member, provided he has served at least six consecutive regular semesters at the University.

Loss of tenure can be occasioned by (a) such causes as convictions in the court for a serious crime, grave moral delinquency, mental or physical incapacity, professional incompetence, and flagrant defiance of the ideals of the University, on the part of the faculty member, and (b) financial stringency on the part of the University which is demonstrably in good faith.

Because of the secondary role of the University to part-time faculty members who are gainfully employed elsewhere, the benefits of tenure are not available to such part-time faculty members. However, part-time faculty members who indicate their desire to become regular full-time faculty members...
may be recommended for tenure by the Dean, upon the conversion of their status.

2.5 DISCIPLINE AND TERMINATION OF APPOINTMENT

Faculty appointments, other than those of faculty enjoying tenure, terminate normally by the expiration of the specified length of the appointment in the case of term appointments.

Appointments may be terminated before their expiration:

(a) By the President, upon the recommendation of the Dean, for causes such as: (1) serious misconduct or willful disobedience by the employee of the lawful orders of his employer or representative in connection with his work; (2) gross and habitual neglect by the employee of his duties; (3) fraud and willful breach by the employee of the trust reposed in him by his employer or duly authorized representative; (4) commission of a crime or offense by the employee against the person of his employer or any immediate member of his family or his duly authorized representative; and (5) other cause analogous to the foregoing.

(b) By the faculty member, by resignation given in writing at least one month in advance.

(c) By mutual agreement in cases not covered in (a) and (b).

Termination of appointment for the causes given in (a) above shall be recommended by the Dean before final action is taken by the President. The final decision in all cases shall rest with the President.

The continuous appointment of a regular faculty member shall terminate at the close of the school term during which he reaches his sixtieth birthday. Thereafter, his service to the University may be extended at the option of the board of trustees, on an annual or semi-annual basis, for full or part-time work, as may suit the convenience of the University and on such terms as may be mutually agreed upon.
2.6 OUTSIDE ACTIVITY

As a general rule, faculty members are not prohibited from engaging in any outside activity provided such activity is not incompatible with their teaching commitments nor does it interfere with their teaching activities. The University reserves the prerogative of determining if such activities are incompatible or interfere with teaching activities. However, the University has to be informed in advance in writing and approval obtained of such activities.

2.6.1 Private Tutoring

No faculty member shall accept, directly or indirectly, for tutorial service to any of his students remuneration other than the compensation allowed for his services by the University. A faculty member is prohibited from asking or accepting, directly or indirectly, personal service, gifts, or other favors from any of his students or their parents that would tend to influence his professional relations with them.

2.6.2 Outside Employment

Regular full-time faculty of the University may engage in part-time outside activities provided such business activities do not interfere with their University duties. They must inform the University of such activity in writing, and consent of the University is required. Full-time employment in outside enterprises is not permitted, nor is teaching in other educational institutions.

Those on part-time basis should inform the University of their other employment and shall endeavor to faithfully and conscientiously devote so much of their time to the accomplishment of their school work.

2.6.3 Teaching in Other Schools

It is the policy of the University that no regular full-time faculty member shall be permitted to teach or be otherwise employed in any other educational institution. Part-time faculty may be permitted, but only upon written application to the Dean by the faculty
member, and it should be understood that such written application does not mean automatic approval or consent.

Those employed in the government are requested to present the proper teaching permits before any assignment can be given them.

2.7 DEPORTMENT

Faculty members should strive to maintain harmonious relations among themselves and should avoid personal conflicts as this is indicative of poor character.

To merit reasonable social recognition, it is the duty of a faculty member to keep himself socially accepted and normally upright as by avoiding slovenly dress, drunkenness, and other undesirable visually manifested practices.

2.7.1 Identification Cards

All faculty members will be required to wear ID cards at all times around their necks while within the school premises. These ID cards will be replaced every three school years.

2.7.2 Care of School Property

Faculty members will readily appreciate the importance of maintaining school property in good operational condition. For this reason, they should endeavor to exercise due diligence in this respect and to encourage others under their supervision, whether University staff or students, to do likewise. Thus, there are two dimensions involved. The first is the need for ensuring that school property, particularly specialized equipment used by them, should be carefully handled and stored. The second is the obverse, namely, that school equipment under their acknowledged responsibility must be treated with similar care and security, and that they are responsible for any damage or loss for such property.
2.7.3 **Dress Requirements**

To maintain the social distance necessary between faculty members and their students, faculty members are not allowed to wear jeans, t-shirts, and tennis shirts while on University premises and handling classes. For male faculty, the barong tagalog or long-sleeved shirt is preferable, with the polo barong as the minimum acceptable attire. For female faculty, tailored long trousers will be considered acceptable.

2.8 **PROHIBITED ACTIVITIES**

2.8.1 **Collection of Monies**

Faculty members are prohibited from collecting money from students at any time for any purpose whatsoever. This prohibition is all the more binding if the students involved are students of the faculty member. The only exceptions are the instances when the University, through the Dean, gives written instructions to collect for such purposes and under such conditions as may be specified in written communications.

2.8.2 **Sales to Students**

No classroom sales of any kind shall be permitted faculty members. Such a prohibition shall cover the classroom sales of such instructional materials as workbooks, textbooks, their reproduction or portions thereof, paper, equipment, and the like. All such materials as may be required for any class should be referred to the Dean for approval and the latter shall notify the University Bookstore to obtain the needed materials. The prohibition holds true as well for the distribution or sales of tickets to affairs, including raffle tickets, in the classroom or in the campus.

2.8.3 **Use of Textbooks Other Than Those Officially Adopted**

It is the policy of the University that, as much as possible, a textbook should be adopted for every subject offered, which textbook should conform as closely as possible to the syllabus for the subject.
The choice of an appropriate textbook cannot be overemphasized and is considered second only in importance to classroom instruction.

Before the beginning of each school year, therefore, departmental faculty committees review the existing textbooks and make recommendations for possible changes, taking into account the appropriate and adequate coverage of the textbooks, their market prices, and last if not least, availability at the local bookstores.

The adopted textbook shall be followed and no substitution will be allowed. Any criticism concerning the approved textbook should be addressed to the Dean. The official list of adopted textbooks is posted in the Office of the Dean and at the University Bookstore.

2.8.4 **Tutorial Services**

Faculty members may not provide tutorial services to their students, nor may they require their students to attend tutorial classes elsewhere, especially if money consideration is involved.

Remedial classes, as differentiated from tutorial services, may be conducted by faculty members provided that: a) prior approval of the Dean is obtained; b) it is voluntary on the part of the students with parental consent through a waiver; c) no money consideration is involved; and d) it is held inside the campus during school hours only.

2.8.5 **Sexual Harassment**

The University is committed to establishing and maintaining an intellectual and moral environment which will guarantee the dignity and worth of all members of the University community. It is committed to provide a secure and conducive learning and working environments for students, faculty and administrative personnel, free from sexual harassment and all forms of sexual intimidation and exploitation.

2.8.6 **Other Prohibited Activities While on Campus**

Gambling, drinking, soliciting, smoking on school premises,
and carrying of deadly weapons are among the activities forbidden faculty members while on campus.

Needless to say, circumspect social distance should be maintained with students, especially those in their classes.

A more comprehensive discussion of other prohibited activities is available at the Administrative and Personnel Office. It is the responsibility of each faculty member to be familiar with this.

3. PROFESSIONAL RESPONSIBILITIES

3.1 GENERAL RESPONSIBILITIES

The faculty should always keep in mind his duties and responsibilities to (a) students and their parents, (b) to the honored teaching profession of which he is part, and (c) the general community which is the ultimate beneficiary of the teaching-learning process.

3.2 ACADEMIC FREEDOM

A faculty member is entitled to full freedom to research and the publication of the results, subject to adequate performance of his other academic duties; but research for pecuniary return should be based upon an understanding with the University. Publication in this context does not mean the right to demand publication in any periodical or journal of the University, but elsewhere outside the University.

The faculty member is entitled to freedom in the classroom in discussing and teaching his subject, but he should be careful not to introduce into his teaching controversial matter which has no relation to his subject, and he should consider the general necessity of adapting all instruction to the needs of immature students. No faculty member may claim as his right the privilege of discussing in his classroom controversial topics outside of his own field of study.

The University recognizes that the faculty member in speaking or writing outside of the University upon subjects beyond the scope of his own
field of study is entitled to precisely the same freedom and subject to the same responsibility as attached to all other citizens. It should be clearly understood, however, that the University assumes no responsibility for views expressed by its faculty members, and the latter should in turn take pains when necessary to make it clear that they are expressing their personal opinions.

While the University recognizes and upholds academic freedom of faculty members, such freedom shall not be used by faculty members to channel the thoughts of students to such policies, beliefs, opinions and teachings which are contrary to public good and moral or violative of duly constituted authorities. Academic freedom does not mean academic license.

### 3.3 ACADEMIC GUIDANCE OF STUDENTS

Every faculty member is expected to guide students in a wholesome environment and in the adoption of habits that would improve their character and personality. While he should be sympathetic to the needs and deficiencies of students, nevertheless he should seek to instill discipline and respect for authority.

### 3.4 PROFESSIONAL IMPROVEMENT

Faculty members are encouraged to broaden their cultural outlook, deepen their professional interest, keep up-to-date on modern techniques in teaching, pursue such studies and endeavor to attend conferences, conventions, seminars, meetings, forum and workshops which will tend to improve their efficiency and mastery of their disciplines.

They should at all times be imbued with the spirit of professional loyalty, confidence and faith in one another, self-sacrifice for the common good, and cheerful cooperation.

They are encouraged to seek membership in all such desirable professional and technical societies or associations as may have a direct relation to their teaching progression and to actively participate and contribute their knowledge thereto.
3.4.1 Professional Activities

Faculty members are encouraged to engage extensively in professional activities aimed at personal improvement, efficiency and competence in their respective field of specialization.

Faculty members are encouraged to attend technical conferences, meetings, seminars and the like, at the expense of the University. A written report of the proceedings is subsequently required for submission to the Dean.

3.4.2 Research

The development of an organized and expanded research program is an important prerequisite for the continued improvement and competitiveness of the University. It is also an integral part of the efforts of the University to meet its general objective of preparing men and women to become responsible and useful citizens of the nation. Research covers all disciplines. It is a systematic extension and application of knowledge through careful investigation.

Faculty members are encouraged to undertake research in their respective field of specialization so that they may contribute, in no small measure, to the continuing progress of their chosen field. Modest grants are available for the purpose subject to approval of the President upon recommendation of the Vice President for Academic Affairs.

3.4.3 Publication and Textbooks

Faculty members are encouraged to do scholarly work for publication for it serves as a mark of distinction and a gauge of their professional competence. Under certain circumstances and depending upon the contents proposed for publication, the University may assist in the publication of scholarly work. Similarly, the University will consider very carefully any proposal for the preparation of a textbook should it be demonstrated that the currently available texts are either inadequate, or excessively expensive.
3.4.4 **Curriculum Development**

High educational standards are attained by a continuous curriculum development and for this purpose the view and recommendations of faculty members are bailed from time to time for open discussion and exchange of view on this matter.

3.5 **School Functions**

Faculty members are expected as much as possible to attend all official University affairs or functions, particularly when they are invited.

3.5.1 **Convocations**

From time to time, distinguished persons are invited to speak before the student body on some topic of current interest; in such cases, classes are usually suspended but faculty members handling the classes affected are given credit just the same. Faculty members affected by such class dismissals are expected to attend the convocations held.

On the other hand, it should be noted that not all classes are suspended during convocations, and it has become more and more the practice that only classes having a more direct bearing upon the topic of the speaker are dismissed, in view of the limited capacities in the assembly rooms available. The faculty member should check to find out if the particular classes that he may be handling are covered by the convocation.

3.5.2 **University Week**

The founding of the University is celebrated annually in what has become traditionally known as the "University Week". The celebrations are held in February and usually covers four days, one for each division, the last day or Sunday being reserved for the Alumni Homecoming.

All faculty members are required to be present during the University Week festivities.
3.5.3 **Commencement Exercises**

All faculty members are required to be present during the commencement exercises, normally held on a Sunday.

Academic gowns for commencement ceremonies will be provided faculty members without charge, provided arrangements are made beforehand with the Dean.

3.6 **Public Relations**

Parents are welcome at school and should be treated with every consideration. Faculty members and school officials are to maintain cordial relations with parents of students, and conduct should be such as to merit the confidence and respect of the parents. It is the duty of faculty members to exercise the proper combination of candor and tact in pointing out to parents the students’ deficiencies which may be unknown or overlooked by parents, and to seek their cooperation for the proper guidance and improvement of the students.

4. **Faculty Organization**

4.1 **Organization and Administration of the University**

The ultimate authority of the University is vested in a Board of Trustees, whose general policies are administered by the President. The units of the University are classified into two main groups: (a) the academic divisions, including the Collegiate, the High School, and the Elementary School, and (b) the administrative offices.

4.1.1 **The Board of Trustees**

The Board of Trustees, consisting of a chairman and four other members, of five members bears full and complete responsibility for the University as a corporate entity. It formulates and determines such general policies as may be deemed necessary for the administration and development of the University.
4.1.2 The President

The President is the chief executive of the University and is ultimately responsible for all its activities. In this task he is assisted by the Vice Presidents, who exercise all the authority and bear the responsibility of the President in the absence of the President.

4.1.3 The Vice President for Higher Education

The Vice President for Higher Education is responsible for providing leadership and direction for all aspects of curriculum development process, instructional planning, organization, and administration of the tertiary education programs of the University which include the college division, the law school, and the graduate school, with respect to the delivery of quality education that leads to a meaningful student experience in accordance with the University’s mission, values and general strategies.

4.1.4 The Registrar

The Registrar fulfills a number of duties which are of direct concern to faculty members. He has charge of all arrangements for registration and during that period may have to call for special assistance from faculty members.

The Registrar has the responsibility of approving individual student class schedules, preparing class list, receiving and recording all student grades, compiling class averages and ranks, and getting outside grade reports promptly to students, parents, and other interested persons. In order to avoid unwarranted delay, faculty members are expected to turn in grades promptly and to observe the time limit announced by the Registrar.

4.1.5 Other Officers

Other University officers of importance to the faculty members include (a) the Vice President for Financial Affairs who oversees the Treasury Office, Budget and Payroll Office and Accounting Office, (b) the Vice President for Administrative Affairs
who oversees the operations of Administrative and Personnel Office, Medical and Dental Clinic and Engineering and Maintenance Office, and (c) the Vice President for Information Systems who oversees the operations of the University Library, Registrar’s Office and Information Technology Office.

4.2 THE COLLEGIATE DIVISION

The collegiate division is an independent academic unit, under the supervision and control of the Deans, who are responsible to the Vice President for Higher Education and ultimately to the University President. The Deans are assisted by the Department Chairs/Coordinators, who in turn supervise the major areas of learning in the division.

The distinction must be carefully made between the University itself (consisting of all the divisions plus the administrative offices), and the Collegiate Division (which is the academic unit concerned with granting bachelor’s degrees).

4.2.1 Deans of the Collegiate Division

The Deans are the chief academic officers of the College division and are directly responsible to the Vice President for Higher Education for all academic affairs and act as his chief adviser on collegiate academic matters.

Among other duties, they are responsible for the scheduling of classes, the planning of faculty schedules, the assignment of classrooms, examination schedules, and the sectioning of classes, where required.

Taken all together, this complex and laborious operation deserves the understanding and cooperation of all faculty members. Only in exceptional circumstances should a faculty member request changes in class period, classrooms, or teaching schedules.

They are responsible for collecting materials for changes and revisions in the University catalogue and must have the cooperation of
the Department Chairs/Coordinators, if they are to meet the printer’s deadline.

At present, the following positions exist:
1) Dean of Liberal Arts, Criminology and Education
2) Dean of Professional Studies
3) Dean of Technological Studies
4) Dean of Nursing
5) Dean of Hospitality and Tourism Management
6) Dean of Student Affairs

An important element is to ensure that there is a College academic official on duty on specific days and hours, known to the students in advance, and while undergraduate classes are in session. This shall hold true for the Deans and Department Heads.

4.3 THE DEPARTMENTS

Faculty members are grouped into academic departments. A department is a grouping of faculty members in one or more disciplines or subject-matter areas for both administrative and curriculum purposes, and is headed by a chairman who is appointed by the Dean with the approval of the President. No department is autonomous but each is a part of the whole University and linked by a core curriculum and common administrators. For those subjects for which no major is offered, a general grouping is used.

The University policy is to have a separate department for each major field offered, with a faculty member appointed as department chairman.

In those disciplines where no faculty member is appointed as chairman or where the Dean feels that it is not advisable to establish a department, a faculty member in that discipline may be designated as the senior faculty member ad-interim for that discipline.

Chairmen are appointed annually by the President in consultation with the Dean, and may be re-appointed. Chairmen are immediately responsible to the Dean for such duties as the following:
1. Prepare agenda for and preside at all departmental meetings or at a special meeting if such are required.

2. Observe the work of the departmental faculty, especially of new members, and assist them in promoting the objectives of the University.

3. Make recommendations to the Dean regarding salary, promotion in rank and renewal of contracts of departmental faculty members.

4. Encourage active participation (and membership) in learned societies and professional organizations, and research and publication where possible.

5. Prepare, in consultation with the departmental faculty, recommendations for the revision of departmental objectives, programs, and course descriptions for the catalogue, in harmony with the general aims of the University.

6. Initiate revision of departmental curricula and submit such revision to the curriculum committee.

7. Supervise with the aid of the departmental faculty, the program of students majoring in the department.

8. Confer with the Dean relative to the need for new staff members, review applications for vacancies, and interview applicants.

9. Cooperate with the Librarian in the improvement of library holdings relative to the department and promote the use of the library by faculty and students in the department.

10. Maintain syllabi of all departmental courses.

11. Cooperate in every way with the Dean in carrying out the program and furthering the objectives of the University.

Chairmen of departments are given reduced teaching load to compensate for their additional duties. In addition, they are usually given prior consideration for merit adjustments.

4.3.1 The Academic Collegiate Departments

At present, there are 14 undergraduate academic departments of the University, as follows: (1) Accounting, (2) Computer Science/

4.4 COMMITTEES

In addition to the line relationships presented, committees may be organized on an ad hoc or permanent basis by the Dean, at his direction and as the need arises.

4.5 JRU FACULTY CLUB

All faculty members are automatically members of the JRU Faculty Club. The club is authorized to collect a minimal monthly membership fee from each member to be used exclusively for the club members as they may by majority vote decide.

All members are expected to attend club meetings which are held once every two months.

4.6 JRU COOPERATIVE CREDIT UNION

There is established in the University a cooperative credit union whose membership, among others is open to all faculty members as a mechanism to encourage thrift through savings and at the same time provide an immediate source of funds to cover emergency situations.

5. FACULTY LEAVES AND ABSENCES

5.1 LEAVES AND ABSENCES IN GENERAL

The University policy on the number of class absences which may be incurred by a faculty member is a maximum of three lecture hours for any semestral subject. During summer classes, considering that classes are held for
an hour and a half for each session, an equivalent maximum of two absences is permitted. Absences may not be combined for several subjects.

Absences in excess of the above limits are noted on the faculty personnel records, and taken into consideration in the annual performance review of individual faculty members. In addition, payroll deductions may be made.

Faculty members who are absent to attend to official business for the University suffer no reduction in pay and/or be debited for such absence where he is on an hourly rate.

Upon request for good reason and with the prior approval of the President, a faculty member may be allowed an indefinite leave of absence without pay. However, if the requested or actual leave of absence exceeds one school year, the resumption of his teaching assignment shall depend upon the availability of positions and, all other things being equal, the faculty member will be given preference if there should be any vacancy.

5.2 **SICK LEAVE**

Sick leave is for the purpose of withdrawing from a teaching assignment in the case of faculty, due to temporary disability caused by actual sickness as duly certified by the University physician.

Regular full-time faculty members have five working days of absence during the school year due to temporary disability caused by actual sickness as duly certified by the University physician. Sick leave in this case is identical to the general leave privileges.

Sick leave may be accumulated to a maximum of forty-five working days only for illnesses of long duration. In addition, for illness requiring hospitalization and prolonged convalescence, the sick leave may be extended to an additional forty-five days but in no case shall sick leave accumulation exceed one hundred twenty working days.

To qualify for cumulative and/or extended sick leave, illnesses should be duly certified by a physician selected by the University as requiring
continuous desistance from work of any kind and the need for confinement and hospitalization.

Sick leave for two days or less will not require a medical certification provided that they are not taken on a Saturday or Monday of any week or any day before or after a regular or special holiday. Should such illness continue beyond the second day, the faculty concerned must notify the University in writing of his said illness and submit a medical certificate not later than the third day.

Sick leave is not convertible to cash if not used.

5.3  **Vacation Leave**

Eligible regular full-time collegiate faculty members are entitled to vacation leave with pay. Vacation leave for regular full-time faculty members consists of the semestral breaks between the first, second, and summer terms. Vacation leave is non-cumulative and non-convertible to cash.

Days on which no classes are held but which are not legal holidays are considered working days for faculty and employees, unless otherwise indicated in writing by the University.

5.4  **Maternity Leave**

The University shall continue to provide maternity leave benefits according to law to regular full-time faculty members. Employees on maternity leave will be paid, in addition to their SSS benefits, an amount equal to the difference, if any between her SSS benefit and the employee’s daily rate as computed in accordance with SSS computation. As an advance against SSS benefits, the University will remit to the employee two weeks before the delivery an amount equivalent to seventy five percent (75%) of her maternity benefit based on SSS computation and the balance of twenty five percent (25%) will be remitted upon presentation of the birth certificate of the child which should be within 60 calendar days from the date of birth.

5.5  **Paternity Leave**

Paternity leave of nine (9) working days will be granted to lawful
husbands whose wives delivered through caesarian section or for normal deliveries, in accordance with what the law on paternity leave provides. Such leaves shall be availed of beginning on the day of the birth of his child and only once a year.

Eligibility for this benefit is limited only to regular full-time faculty members.

5.6 **Bereavement Leave**

Bereavement leave of ten (10) working days with pay shall be allowed to covered faculty in cases of death of immediate members of their family. Such leave should be availed of not later than the day of the funeral of the deceased. The University shall have the sole discretion on a case-to-case basis whether to extend further any bereavement leave as may be warranted by circumstances.

Eligibility for this benefit is limited only to regular full-time faculty members.

5.7 **Study Leave**

Eligible faculty members are entitled to study leave without pay for a period not to exceed one school year without any loss of seniority, provided the course is successfully completed. Applications for study leave must be made in writing at least 30 days before the beginning of the school term, and recommended for approval by the Dean.

A study leave will be valid only for a period not to exceed one school year in order to pursue graduate study on a full time basis in an acceptable educational institution. However, if the course is for a period exceeding one year, the University may extend such leave to cover the period for its completion. For every term of study, the faculty or personnel on leave shall provide the University a copy of his enrolment documents and a transcript of his grades and credits obtained.

5.8 **Travel Leave**

Request of faculty members for leave without pay for periods of one semester or longer, in order to travel abroad, will be considered up to one
semester only, and application should be made in writing at least 30 days before the beginning of the school term. Travel combined with graduate study abroad will be considered as study leave, not travel leave.

5.9 BUSINESS LEAVE

There are also those, primarily part-time faculty members, who request leave without pay for periods of one semester or longer, in order to attend to outside business matters. Such requests for release from teaching assignments for up to one semester should be made in writing at least 30 days before the beginning of the school term. Should business reasons require an extension beyond the semester, such as when it involves a training period abroad, such extensions will be considered on a case-by-case basis.

6. OTHER FACULTY BENEFITS

6.1 TUITION PRIVILEGES

Free tuition is given to regular full-time faculty who have actually enrolled in a graduate-level degree course or program in the University for as long as (a) their contact hours with students are not disrupted, (b) existing classes already scheduled can accommodate them, (c) they maintain at least an 85% attendance in their classes and (d) they obtain satisfactory grades in all subjects they are enrolled in. In addition, faculty members who are currently enrolled shall be allowed free tuition for education units as required by the University starting with the second semester of the School Year 2002-2003, provided these courses are finished by the first semester of SY 2004-2005.

A reduction of 50% will also be allowed all children (including children-in-law and legally adopted children, but not grandchildren), as well as husbands and wives, of full-time regular faculty, whether married or unmarried. However, children (excluding in-laws) who were enrolled last SY 2002-2003 will be granted 100% special reduction in tuition fees. This reduction is granted for a maximum of four children enrolled in any one school year.

Brothers and sisters who are below 21 years old of unmarried regular full-time faculty members are allowed a reduction of fifty percent (50%).
No other reduction or scholarship will be granted to those students who decide to take advantage of the privilege offered faculty members and their relatives.

6.2 Faculty Scholarships

Each school year, two faculty members from the collegiate division are sponsored by the University to undertake graduate studies for one year in their chosen field in an educational institution acceptable to the University, with full pay, upon the favorable recommendation of the Dean. The specific conditions for such scholarship privileges may be obtained from the Dean.

6.3 Social and Athletic Functions

At all social affairs and athletic events held or sponsored by the University, faculty members are to be admitted free of charge unless specified otherwise. Where an admission fee or charge is required, the University endeavors as much as possible to provide special rates for faculty and adequate seating arrangements.

6.3.1 School Affairs

Faculty members should endeavor to exert special effort to attend all school affairs and student activities, specially when there are extended invitations, as their presence indicates their concern for student welfare, the betterment of the University and their acceptance of social obligations.

They are advised to attend concerts and dramatic productions sponsored or produced by the University or the different student organizations so as to enrich their cultural level.

6.3.2 NCAA Athletic Events

The University is a member of the National Collegiate Athletic Association (NCAA) and, within reasonable limits; faculty members may secure tickets for all NCAA events. Faculty members are to be admitted free of charge to any and all athletic events authorized by the University and held in the campus unless specified otherwise.
6.4 **MEDICAL AND DENTAL CARE**

The University provides medical, surgical, and dental benefits to its faculty as required by law.

The University provides to its faculty health care through the free use of its clinic, including free emergency medicines and the services of its physician, dentist, and nurses, provided that all such services are availed of only within the campus of the University during regular clinic hours. As the need arises, any recommendation by the University physician for x-ray, blood chemistry examinations, routine stool and urinalysis examinations, and the like will be for the account of the University.

The University provides a self-insurance hospitalization plan or its equivalent with provisions for room and board, miscellaneous fees, surgical fees and doctor’s fees for ordinary, intensive care, and catastrophic cases.

It is understood that the definition of what constitute Ordinary, Intensive and Catastrophic Cases are in accordance with the implementing Rules and Regulations of the Philippine Medical Care Act and Surgical Fees are determined in accordance with the schedule of operation described therein.

The above expenses shall be paid provided they are not on top of Medicare benefits and are based on actual billings.

6.5 **GROUP INSURANCE**

The University provides life insurance to qualified employees in the amount of sixty thousand pesos each while they are employed in the University.

6.6 **FINANCIAL ASSISTANCE**

As a prudential policy, the University does not encourage loans and advances to be made to faculty members payable against future salaries. However, in order to provide faculty members financial assistance to meet unavoidable requirements, the University has arranged for various forms of financial accommodations, including (1) emergency vales, (2) salary loans, (3)
availment with the JRU Cooperative Credit Union, (4) salary loans with the SSS, (5) salary loans with PERAA, and (6) salary loans with PAG-IBIG.

All faculty are advised to check and compare the terms and conditions of each of the above loan accommodations before deciding on which program to avail of. Those interested may obtain further details from the Administrative and Personnel Office or the Finance Office.

6.7 RETIREMENT AND PENSIONS

All qualified faculty members who reach the age of 60 will enjoy retirement benefits in accordance with the provision of Republic Act 7641 providing for retirement benefits in the private sector. Under the existing University policy, the retiree is entitled to one month’s salary for every complete year of service.

The University is a participating institution of the Private Education Retirement and Annuity Association (PERAA) to facilitate compliance with the retirement law. Membership in PERAA is compulsory for all qualified faculty, who shall be bound by the terms of the PERAA retirement plan. Any faculty who is not a member and who is eligible for membership shall be required to become a member upon signing of this Agreement.

Retirement benefits are applicable only to regular full-time faculty members.

Covered faculty members of the University can apply for early retirement on grounds of terminal illness or permanent total or partial incapacity or disability as determined by the University and certified by a physician selected by the University. Early retirement may also be considered by the University on a case-to-case basis based on merits if a covered faculty member has rendered at least 25 years of continuous service. Any faculty retiring under the early retirement plan shall be entitled to such benefits as may have been accumulated under the PERAA plan.
6.8 FUNERAL ASSISTANCE

The University shall assist the immediate family of a deceased faculty in the amount of one full month's salary plus twenty thousand pesos, payable directly to the next of kin of the deceased.

7. FACULTY DEVELOPMENT

It is the policy of the University to encourage, assist, and develop the professional and technical competence of its faculty which would in turn benefit the students of the University. The University takes careful note of efforts of individual faculty members toward professional improvement in their forms, and gives such efforts proper consideration in the annual review of faculty performance.

7.1 MEMBERSHIP IN PROFESSIONAL ASSOCIATIONS

Faculty members are encouraged to become members and participate actively in the professional associations, both local and international. In addition, the University Library is a subscriber to most of the professional journals in the major disciplines offered by the University.

7.2 IN-SERVICE TRAINING

From time to time, especially during the semestral break and the Christmas vacation period, the University arranges for short intensive seminars given by recognized authorities in those areas of knowledge which would be useful to the faculty. These seminars involve both pedagogical techniques and latest developments in specific disciplines, and all expenses involved in such seminars are borne by the University. Participation is usually open to all interested faculty; however, in certain cases limitation may be imposed due to physical room capacity problems.

7.3 CONFERENCES, CONVENTIONS, AND SEMINARS

From time to time, various conferences, conventions, and seminars are announced by various outside organizations. Depending upon the subject matter involved, the University may decide it sufficiently important to
underwrite the participation of selected faculty members to such affairs. Such participants, however, are expected to render a brief written report after the conference; if these reports are sufficiently interesting and of note, they are then distributed to other faculty members.

The subsidized participation of faculty members in such conferences are not limited to those officially supported by the University. Individual faculty members who may desire to attend a specific conference may apply for University assistance, which will then be rendered on a case-by-case basis.

In any case, faculty members should obtain the written authorization of the Dean prior to the affair if they expect University assistance; such authorization is never given after the affair.

### 7.4 Concurrent Enrollment in Other Institutions

Faculty members may wish to enroll in graduate studies elsewhere at the same time that they are teaching at Jose Rizal University. In such cases, every effort will be made to schedule their teaching hours at the University so as to enable them to pursue their graduate work elsewhere.

Faculty members are also encouraged to do graduate work during their summer vacation periods. In such cases, they may be excused from reporting for pre-registration work if necessary.

### 7.5 Faculty Scholarships

Every year the University grants a number of full scholarships with full pay to selected faculty members; as a general rule two scholars are chosen. These faculty scholarships permit an entire year with full pay within which to pursue graduate studies leading to a degree in a field of high priority for development by the University; in return, such faculty scholars are bound to render teaching service at the University for a certain minimum number of years upon completion of their graduate studies. A memorandum is issued annually around January indicating the terms and conditions of such faculty scholarships; the scholars themselves are recommended by the Dean.

For further information about these faculty scholarships, application should be made to the Dean.
8. INSTRUCTIONAL PROCEDURES

8.1 TEACHING ASSIGNMENTS

8.1.1 Teaching Assignments

Teaching assignments for the school term are always given in writing, in duplicate, by the Dean for the individual faculty member. The assignment (JRU Form 52) states the hours, subjects, rate of pay, and other information necessary and useful to the faculty members. The teaching assignment is received by the faculty member and the duplicate returned to the Dean.

Room assignments, on the other hand, are usually posted somewhat later on the University bulletin boards; alternately, they may also be obtained from the Dean just prior to the opening of classes.

8.1.2 Teaching Assignments and Working Hours

A distinction should be made between teaching assignments and working hours. Teaching assignments refer to the time spent in classrooms engaged in instructing students (sometimes mentioned and measured as “contact hours”).

Working hours, on the other hand, refer to the daily amount of time that the faculty member may be expected to be present in school, which total time should not exceed eight hours a working day. Considering that some of the work (such as the correction of papers) which a teacher is expected to undertake could be done in location other than the school itself, the University is not insistent on a strict observance of eight hours a day in school, but nevertheless will remain the sole arbiter of what could be considered acceptable work for the school done elsewhere.

8.2 CLASS SCHEDULES

Classes for each subject of 3 units are usually held for one and a half hours a day, twice a week every other day, for roughly eighteen weeks, to make up the semester.
Classes begin at 7:30 a.m. to 9:30 p.m. The first bell rings 30 minutes past the hour and the second bell rings five minutes later. The second bell is the signal for classes to commence; it is not the warning for faculty members to go to their classrooms. Faculty attendance in classes is checked soon after the second bell, and absences are reported simply by the lack of presence of the faculty member at the time the checker passes by. The absence of the faculty from the classroom at the time of the checking will be marked as absence for the entire hour and the checker has no discretion to decide otherwise under any circumstances. It will be the responsibility of the faculty to inform the Department Chair that same day should he be able to meet his class after the checker has marked his absence. Needless to say, habitual or chronic tardiness will reflect adversely against the faculty member.

8.3 SUBJECT SYLLABI

In the broadest sense, the University has an overview of the entire course of studies for all levels and for all options as a continuum. From this general overview, the courses of study are then determined, with special care being taken to avoid either (a) unnecessary duplication of topic coverage, or (b) leaving gaps in subject presentation and coverage. For this purpose, divisional curricula are prepared and periodically reviewed and updated, consistent with the minimum requirements of the government regulatory authorities.

The divisional curricula are then disaggregated into specific subject offerings. Finally, summary syllabi are prepared and filed for the individual subjects.

Course outlines for all subjects offered are on file with the Dean and the coverage of each subject has been carefully integrated into the coverage for the entire discipline. Such course outlines may be obtained from the Dean upon application, however, the Dean may require at his discretion the preparation and submission of a new course outline prior to making available the syllabi on file.

As a general rule, subject outlines are required from each faculty member handling a subject for the first time. Such subject outlines are not required in detail; however, the topic coverage per week has to be given, and
the amount of time to be devoted to each sub-topic must be indicated. The reading assignments to be correlated with the assigned text must also be given.

Faculty members are welcome to comment on and critique existing subject syllabi on file, and to submit their own views and outlines; however, approval of the Dean must be obtained before such changes from official syllabi are permitted.

8.4 TEXTBOOKS

It is the policy of the University that a textbook should be assigned and correlated with each subject, so as to enable students to keep up with the course in case of unavoidable absences. It is understood that there may be subjects in which no reasonably-priced or pertinent textbook may be available; in such cases, assigned reading may be given from a selection of publications available at the University Library. However, all mandatory subjects at the undergraduate levels for a bachelor's degree should have officially adopted textbooks.

Textbooks are selected for every subject offered by the University and the contents should parallel course content. Each division has its own textbook committee whose members are assigned by the Dean. The findings of the textbook committee are then sent to the President for approval through the Vice President for Higher Education upon the recommendation of the Deans.

In the selection of textbooks, preference is given to (1) inexpensive and/or (2) locally printed textbooks, all other things being equal. Changes in textbooks should be made at least one semester in advance.

As a general rule, no changes in the selection of textbooks may be made, except under the following conditions: (1) where the textbook has been in use for at least four school years; (2) where the textbook is no longer available in sufficient quantity or is out of print; (3) where the textbook has been supplanted due to a substantial price differential in favor of a new and equally acceptable textbook; and (4) where the textbook has been used for one year and found to be grossly inadequate.

As in the case for official syllabi, faculty members are welcome, and in fact encouraged, to comment upon and criticize the selected textbooks and to
offer alternative options in their stead. Such suggestions should be addressed to the Department Chairmen for subsequent discussion at a later appropriate date.

8.5 CLASS REGULATIONS AND CLASSROOM MANAGEMENT

8.5.1 Admission and Enrolment Permits

Upon meeting his class for the first time, the faculty member should inform the class of his name, and collect the enrollment permits of the students. Those students without enrolment permits should not be admitted.

In addition, for subsequent meetings of the class, the faculty member should carefully note the date of the enrolment permit submitted by latecomers, as some students make it a practice to defer attendance for a number of sessions.

8.5.2 Student Attendance, Roll-Call, and Absences

Roll-call is a necessity, but it takes up valuable time in larger classes if not done efficiently. It is suggested that students be assigned specific seats in class, perhaps arranged by sex and alphabetically, so that it will be possible to immediately identify absent students by noting the vacant seats and checking with a seating chart. Alternative methods are also possible.

A student who has been absent from class is required to present an excuse slip (JRU Form 139) from the Dean for Student Affairs, to be signed by the faculty member; in the absence of such an excuse slip, the student is marked with an “Unexcused” absence.

At reasonable intervals during the semester, faculty members should check the student attendance record to determine whether any student has accumulated unexcused absences of more than 20% of the total class hours in a semester (CHED requirement). The periods immediately after the first and second preliminary examinations are convenient points at which to check accumulated unexcused absences.
Faculty members should report immediately to the Dean for Student Affairs any student whose total absences exceeds the 20% limit.

8.5.3 **Medium of Instruction**

The medium of instruction in all classes is English, except for the classes in Filipino. Faculty members are expected to be able to express themselves fluently in English; the argument that communication with students is facilitated by interspersing the vernacular with English is not acceptable. Outside the classroom, faculty members are requested to maintain conversation in the English language in front of students as much as possible.

8.5.4 **Classroom Discipline**

A faculty member is expected to maintain discipline in the classroom. A noisy or inattentive class reflects on the ability, the character, and personality of the faculty member.

A faculty member has the right to discipline any student for any infraction committed inside the classroom by sending him out and refusing his further attendance in class until he presents a readmission slip from the Dean for Student Affairs. The faculty member concerned must report the matter as soon as possible to the Dean for Student Affairs.

No faculty member should inflict corporal punishment on offending students; nor should he make deduction in his scholastic ratings for acts that are clearly not manifestations of poor scholarship.

8.5.5 **Recitation**

The faculty member should strive for a period of recitation at least once a week, to test the ability of the individual student to respond to individual attention and to gauge his preparation for the day’s lesson.
8.5.6 **Substitute Instructors**

The University discourages the use of substitutes for the faculty except in an urgent and unavoidable situation.

A substitute instructor is one who handles a class assigned to a faculty as a result of the latter’s being unable to meet his class, whether it be for a single class period or longer.

A substitute who will conduct or lecture a class must be academically qualified to handle the subject, this being an implied responsibility of the faculty concerned. In any case, the Dean should be notified of the circumstances necessitating the substitution and his prior approval should be obtained.

The compensation of the substitute will be the starting rate for his qualification but in no case higher than the rate of the regular faculty being substituted.

The use of substitutes during final examinations is not allowed, except in an urgent and unavoidable situation. Under no circumstances can a student or a non-teaching staff of JRU be utilized as substitutes during the examinations.

8.6 **EXAMINATION AND QUIZZES**

8.6.1 **Schedule of Examinations**

The Collegiate Division schedules three examinations for every semester: (1) the first preliminary examination, (2) the second preliminary examination, and (3) the final examination. These examinations are spaced at equal periods throughout the semester, and are usually held at the end of the week. The first and second preliminary examinations are held on the usual class hour; the final examinations are held in accordance with a special schedule and last for an hour and forty-five minutes. Examination schedules for the entire semester are announced to the faculty well in advance.
In addition to the regular examinations which must be given on schedule, the faculty member has the discretion of holding more frequent quizzes, in order to maintain the pressure of study on the student. It is suggested that quizzes be held at least once every two weeks during the term.

8.6.2 Types of Examinations

From the standpoint of equitable grading, the University prefers that objective-type examination be given, but only under certain conditions and for certain subject areas.

A brief pamphlet on the proper preparation of objective-type examinations may be obtained upon application from the Dean.

8.6.3 Preparation of Examination Questions

With the acquisition by the University of a Risograph duplicating machine, effective with the school year 1998-99 all examination questions shall be duplicated in advance, and there will be no need to write examination questions on the board. Such examination questions include those in which the examination sheet is filled in.

All examination questions should be typewritten and submitted to the Department Chair for checking at least ten days in advance of the examination date. Only those endorsed by the Department Chairs for risographing shall be sent to APO for reproduction. The Risographed examination may then be picked up from the office of the Dean on the day of the examination.

Where there are several sections of the same subject, the Dean shall undertake to arrange coordination in the preparation of the final examinations.

Copies of final examinations are submitted to the Office of the President by the Dean. Another set is kept on file at the University Library. These files are available for inspection by any interested faculty member, for his guidance and information. Moreover,
examination questions are reviewed periodically to judge the pedagogical methods of the faculty member.

8.6.4 Exception List

Examination Permit is no longer issued to the student. An Exception list is released by the Student Accounts Office to inform the faculty of students who need to secure clearance from the said office.

8.6.5 Examination Booklets

Examination booklets (commonly called “blue book”) are required, except as may otherwise be permitted.

If the examination or quiz is essay-type, students are expected to use examination bluebooks (JRU Form 211) available from the University Bookstore. Faculty members should examine the booklets carefully to see if they are imitations.

If the faculty members prefer to give objective-type examinations which will not require booklets, this aspect should be announced enough in advance so as to avoid the needless purchase of examination booklets.

No fee of any sort is to be collected by the faculty member in connection with the giving of examinations.

8.6.6 Examination Proctors

While the University does not have a definite policy on the use of examination proctors, faculty members are requested to refrain from the use of substitutes during examinations; in any case, the faculty member should be present during the early part of the examination in order to answer questions which may be raised. Faculty members should be specially alert for the possibility of “substitute”, wherein other students sit in for the usual student, in which case the students involved are sent to the Dean for Student Affairs for disciplinary action.
8.6.7 **Cheating in Examinations and Other Forms of Dishonesty**

Proven dishonesty in examinations will not be tolerated. Where the evidence of dishonesty is incontrovertible, cheating by students during regular examinations must be dealt with by the confiscation of the examination booklets, and reported promptly to the Dean of Student Affairs. The usual disciplinary action for cheating in a regular examination is dismissal from the class and a failing grade for the examination; depending upon the severity of case, non-readmission to the University may be decided upon.

8.6.8 **Exemptions**

Faculty members may exempt students from taking the final examinations. Exemptions should be announced on the day of the examination to be sure that the students meet all financial requirements. While the faculty members are free to determine the lowest grade exemption, a safe policy would be the grade which is required for honors, that is, a grade higher than 2.0 earned in the second preliminary grading period. Not more than ten percent (10%) in each class is the limit for exemption to take the final examinations.

8.7 **Grades**

8.7.1 **General Principles of Grading**

The University has a formal policy with respect to grading practice. Obviously, a range of final grades consisting of very high grades only or conversely very low grades only is not considered good grading procedure, and is unfair to the students.

Faculty members should observe the following distribution of final grades: for final grades in upperclass subjects (upperclass subjects are those above the freshmen level), the University requires that not more than 10 per cent of the students in a class who take the final examination should be given failing grades, that is, below 3.5. Similarly, not more than 10 per cent of the class should obtain honors grades, that is, grades above 2.0.
The above grading policy is based on an exhaustive multi-year study of collegiate grading practices in the past, in which the average failing and honors grades had been computed. Because of the observed variance between freshmen sections, the above grading practice is not considered suitable, but individual faculty discretion may be used.

**Grade Weights.** As mentioned in Section 8.6.1, the semester is divided into three grading periods, with respective weights of 25-25-50, that is, the grade for the first preliminary grading period will carry a weight of 25 per cent. Similarly, the second grading period will account for another 25 per cent. The third grading period, which is inclusive of the final examination, will have a double weight of 50 per cent of the final grade.

For summer sessions, a weight of one-third for the first half and two-thirds for the second half is suggested.

Preliminary and final grades should be based on class standing (60%), which includes recitation, quizzes, seatwork, projects, term papers, etc. and examinations (40%).

8.7.2 **Grading System**

The Collegiate Division uses the *decimal system of grading.* The following range of grades may be awarded to a student:

1.0 to 1.4 Exceptional  
1.5 to 1.9 Very good  
2.0 to 2.9 Generally satisfactory  
3.0 to 3.5 Merely passing  
NC Incomplete; No credit. No final examination was taken in the subject and the student’s work is not considered satisfactory enough to merit a final passing grade in spite of absence from the final examinations. A student who does not take the final examinations cannot receive a failing final grade but only a passing grade or a grade of Incomplete. A
grade of Incomplete is a permanent grade, and cannot be changed.

5.0 Failure
For a table of conversion, reference may be made to the current General Announcement. Faculty members are advised not to give any information on preliminary or final grades to the students. The issuing of grades to students is a function of the Student Accounts Office.

8.7.3 Deadlines for Grade Reports
Grades must be encoded not later than six days after the last day of the scheduled examinations.

Copies of finalized grading sheets must be submitted to the office of the Dean.

8.8 FIELD TRIPS
Faculty members in coordination with the department chair/dean are encouraged to plan field trips for ocular or on-the-spot education of students, as the value of such a medium cannot be overemphasized. It is expected that such field trips will be carefully correlated with the subject matter of the course.

However, before any official field trip of the class is finalized, the written permission of the Dean must be obtained. Before the trip itself can be undertaken, the Dean may require that the written consent or waiver of the parents of students be obtained in advance.

If the use of school transport facilities is desired, the faculty member should obtain, fill out, and submit the application form for permission to use the school facilities (JRU Form 45), at the Security Office.
9. CO-CURRICULAR ACTIVITIES

9.1 ADVISERSHIPS

9.1.1 Objectives

It is the policy of the University to foster properly organized and supervised co-curricular student activities, to develop leadership qualities, a sense of responsibility, and social sense among students. For these reasons, faculty adviserships are considered to be significant functions.

9.1.2 Appointment as Adviser

The appointment of a faculty member as an adviser is made through a written advice by the Dean of Student Affairs, and usually at the specific request of the student group. No additional remuneration attaches to an advisership, however, such duties are taken into account in the annual review of faculty performance.

9.1.3 Duties of Adviserships

The duties of advisership involve the counseling and guidance of the student organization, as well as the approval of the schedule of student activities. Faculty members are not expected to dictate the activities of the organization, but rather to stimulate student activity. As faculty adviser, the faculty member is expected to attend all meetings and activities of the student organization, specially the organizational meeting during which elections are usually held, and the induction affair, if there be one.

The faculty adviser should be thoroughly conversant with the “Regulations for University Student Organizations”, copies of which may be obtained from the Dean for Student Affairs.

The meetings of the student organization should be scheduled such that they will not conflict with the class schedule of the faculty adviser; however, if such an arrangement should not be possible for any specific meeting, the faculty adviser may dismiss his class to
attend the meeting, should he feel it necessary. He will be credited with the lecture hour, provided the Dean is promptly notified of the circumstances.

Substitutions of faculty adviser are not looked upon with approval.

9.1.4 Scheduling of Activities

The activities of student organizations must be scheduled only with the prior approval of the Dean of Student Affairs; until the approval of both the affair and the specific date has been obtained, the faculty adviser should caution the student organization against taking these for granted. The administrative officers of the University should not be included in the program of the student organization for a particular affair without first notifying them at least one week before the occasion, to check on their availability. Where no special significance is attached to the presence of any University officer, the invitation may be extended at any time.

9.1.5 Use of Facilities

A faculty member who is the adviser of a student organization may, upon accomplishing JRU Form 4 (available at the Security Office), request the use of University facilities such as classrooms, playgrounds, school vehicle, public address system, movie projectors and other equipment of the University that may be needed for a specific event or activity sponsored by the organization. The Auditorium may also be used for such purposes; however, the approval for its use must be sought from the Dean of Student Affairs.

9.1.6 Accounting for Student Funds

At the close of the second semester, the faculty adviser should see to it that a financial report is made of any activities of the student organization which involves the receipt and disbursement of funds. In addition, any cash left over should be turned to the Dean for safekeeping.
10. MISCELLANEOUS

10.1 LIBRARY SERVICES

The University considers the library as an important repository and source of knowledge, and encourages its faculty at all levels to utilize the resource as fully as possible, and also stimulate their students to make use of the library facilities as well. The University has taken special pains to ensure that its collections and its offerings are as broad as possible and include the more recent forms of storing and accessing information, such as computers and the internet, and multi-media storage.

At present, the total book collection of the University is in excess of 100,000 different titles. As a general policy, at the post-secondary level the University Library does not stock multiple copies of books, relying upon the University policy that textbooks should be assigned in all subjects.

10.1.1 The Library System

Because of the rapidly increasing number of books contained in the library collections, beginning with the school year 1999-2000 the formerly single library has been divided into four separate branches. These are the main library located in Building H which is designed to cater primarily to collegiate students, the high school library in Building M, the elementary school library in Building B, and the Graduate and Law School Library located in the new Tower Building. In addition, the Library operates an audio-visual room in Room H-301.

10.1.2 Services to Faculty

Faculty members may avail of the University Library for the purposes of borrowing books and as a quiet place to work in. They are welcome to browse among the stacks and to work within the reserved section in the stacks without being bothered by students.

Faculty members may borrow a reasonable number of books during the semester, while classes are in session. However, the library cannot undertake to supply instructor’s copies of assigned texts; faculty members should arrange for their own copies. In this
connection, they may check with the University Bookstore for possible complimentary copies.

The Library has also provided computers for internet access purposes, both in the main library and in the Tower library. The Chief Librarian should be consulted on the use of these facilities.

10.1.3 Library Additions Lists

Every month the library posts a list of books acquired during the month under review at various locations in the Library reading room and stacks. Faculty members are welcome to make suggestions for improvement of the book collections and subscriptions.

10.1.4 Library Clearances

Faculty members are required to secure clearance slips from the library before they are paid their salaries by the Treasurer of the University in the following cases: (a) after final grades are submitted to the Dean at the end of each semester; and (b) in instances of termination of employment.

10.2 Duplicating and Reproduction Services

The University has available for faculty members various forms of duplicating services, including printing from computer files, photocopying, and mimeographing, either through traditional or Risograph means. Due to the amount of time involved, the University will no longer accept typing tasks for personal or individual academic purposes. Faculty desiring to use computers themselves may check with the main and Tower libraries for available machines.

The Risograph machine obtained by the University combines photocopying and mimeographing in one continuous task, so that there will no longer be any need for cutting stencils, or even making photo-stencils as a separate step for that matter, prior to mimeographing. With the Risograph, it will be possible to obtain the mimeographed results almost immediately after the submission of the final copy. These facilities are provided by the reproduction facilities under the Administrative and Personnel Office located in
Building A, after approval of the required work has been obtained from the Dean.

10.3 AUDIO-VISUAL AIDS

The University possesses a number of audio-visual equipment, including computer projection panels, 35 mm. slide and filmstrip projectors, tape recorders, phonograph players, and public address systems. The projectors and tape recorders are under the control of the University Librarian, and arrangements for their use should be made with that official.

Normally, arrangement may be made for such equipment to be used in the classroom and with the assistance of competent library personnel. In addition, special arrangements may be made for the use of the air-conditioned audio-visual room at H-201 for projection facilities, under special circumstances and where the size of the audience warrants it.

For large groups, and with adequate prior notice, the auditorium may be used.

10.4 FACULTY LOUNGE

For the convenience and comfort of faculty members, a separate air-conditioned faculty room is provided at the Faculty House under the following rules:

(a) Faculty members may receive their visitors in the faculty lounge.
(b) Students and administrative personnel of the University are not allowed the use of the room.
(c) The room may not be used for sleeping, eating, dressing, hanging one’s clothes, a meeting place for any student organization, or for faculty-student conferences, even on Saturdays and Sundays.
(d) Since the room is for the benefit of all, good manners require that conversations therein be maintained in the moderate tone, excessive noise be avoided and an atmosphere of serenity be observed at all times.
(e) While the school’s janitorial service will keep the room clean, nevertheless a common effort should be exerted by all faculty members to keep the room neat and clean.
10.4.1 **Lockers for Faculty Members**

Lockers are available for faculty members who may have need for them.

Locker assignments are under the supervision of the Dean. Each faculty member will be assigned only one locker and those requiring more than one for student papers may apply for additional lockers after all faculty members who have signified their interest shall have been assigned lockers.

10.4.2 **Bulletin Boards**

With the approval of the Dean, faculty members may post notices in the bulletin boards located in various sites in the University campus on matters which they feel to be of general interest to the student body.

There are also bulletin boards located in the various faculty lounges, which may contain communications from the University or which may contain messages from other groups for faculty information.

10.5 **Dining Facilities**

A separate air-conditioned room exclusively for faculty members is provided in the main canteen. The eating of meals inside classrooms and inside the faculty lounge is prohibited. Teachers who bring their own meals to the University must eat them at the dining area of the University.

With sufficient advance notice, the canteen is now able to provide catering services, both within and outside the canteen, provided clearance has been obtained from either the President or either of the Vice Presidents. The canteen does not accept catering work outside of the University premises.
10.6 TRANSPORTATION AND COMMUNICATION FACILITIES

10.6.1 School Vehicles

The University possesses several passenger vans and pickups. School vehicles may be availed of, provided that the request does not conflict with other previously scheduled uses, and that the application was made in advance to the Engineering and Maintenance Office, with prior approval of the Dean and final approval by the Academic or Administrative Vice President.

10.6.2 Parking Facilities

For all intents and purposes, the University advises against parking on the streets surrounding the University. The city government prohibits parking on Shaw Boulevard, on Vicente Fabella Street on the side, and on P. Martinez Street behind the main campus. In addition, the University itself does not normally permit parking on the driveway fronting Shaw Boulevard, as the security guards of the University have strict orders not to permit any vehicle to be left along the driveway except that of the President and the Vice Presidents.

Nevertheless, faculty members have a choice in parking their vehicles:

(a) They may park inside the school campus, through the rear vehicle entry to the campus located on P. Martinez Street. Parking inside the campus is on a first-come first-served basis.

(b) A limited number of parking spaces outside the campus are also available in the special parking spaces located along the University side of P. Martinez Street. No attention should be paid to “watch your car” boys, as University security personnel undertake periodic checks. Any case of “watch your car” offers should be promptly reported to the security guard on duty.

(c) Parking is also available in Annex II, during school days. Those using this facility are required to present their JRU ID.
10.6.3 Telephone Services

The University has its own automatic telephone system, which obviates the need for coursing telephone calls through the telephone operator. As a general rule, local phone calls may be made at any office where extensions are located. Thus, with the proper prefix number “9” outside calls may be made directly through the extension phones of the trunk lines. However, outgoing telephone calls outside Metro Manila area cannot be done automatically through regular telephone dialing. Long distance calls will have to be initiated by the telephone operator with the prior written approval of the Dean.

Incoming telephone calls for faculty members will not be held, except in cases of emergency. However, incoming telephone messages of an emergency nature will be taken and relayed to faculty members, for returning such calls.

Due to the present level of demand for the telephone lines of the University, faculty members may prefer to avail of the pay telephones at the main lobbies of Building H and Building A for faster connections.

10.7 University Bookstore

The University Bookstore is located on the ground floor of Building C. The facilities of the University Bookstore are available to faculty members who desire to secure educational supplies for their classes. For convenience, it is preferred that requests be coursing through the Dean for him to make the necessary arrangements in their behalf.

Faculty members may not engage in any sale of books, papers or their school supplies to the students. Students may purchase whatever materials they may need from the University Bookstore.
10.8 **ATHLETIC FACILITIES**

Faculty members may avail of the athletic facilities of the University, provided that such facilities are not being used for scheduled student activities. Among these facilities are basketball, volleyball, and tennis courts, as well as shower and washroom facilities. These facilities are located in the adjoining playground compound located at Building G. Arrangements for the use of these facilities should be made with the Athletics Director.
ANNEX I

CRITERIA FOR EVALUATION
(COLLEGE)

I. ACADEMIC PREPARATION  \( \text{(WT. 60\% Max. 240 Points)} \)

<table>
<thead>
<tr>
<th>Maximum Points</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
<tr>
<td>A. Within the teaching subject field</td>
</tr>
<tr>
<td>1. Bachelor’s Degree (Earned Abroad)</td>
</tr>
<tr>
<td>2. Bachelor’s Degree (Earned Locally)</td>
</tr>
<tr>
<td>3. Master’s Degree (Earned Abroad)</td>
</tr>
<tr>
<td>4. Master’s Degree (Earned Locally)</td>
</tr>
<tr>
<td>5. Units leading to Master’s Degree</td>
</tr>
<tr>
<td>(1 pt. per unit maximum 40)</td>
</tr>
<tr>
<td>6. Doctorate Degree* (earned)</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>B. Outside the teaching subject field</td>
</tr>
<tr>
<td>1. Bachelor’s Degree (Earned Abroad)</td>
</tr>
<tr>
<td>2. Bachelor’s Degree (Earned Locally)</td>
</tr>
<tr>
<td>3. Master’s Degree (Earned Abroad)</td>
</tr>
<tr>
<td>4. Master’s Degree (Earned Locally)</td>
</tr>
<tr>
<td>5. Units leading to Master’s Degree</td>
</tr>
<tr>
<td>(pts. per unit maximum 20)</td>
</tr>
<tr>
<td>6. Doctorate Degree* (earned)</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>C. Bar and Board Examination Passed</td>
</tr>
<tr>
<td>1. Within the Teaching Field</td>
</tr>
<tr>
<td>a. Bar Examination</td>
</tr>
<tr>
<td>b. Board Examination</td>
</tr>
<tr>
<td>c. National Teachers Examination/LET</td>
</tr>
<tr>
<td>d. Dept. Superintendent Examination</td>
</tr>
<tr>
<td>e. Civil Service Eligibility</td>
</tr>
<tr>
<td>f. Certificate of Eligibility</td>
</tr>
<tr>
<td>2. Outside the Teaching Field</td>
</tr>
<tr>
<td>a. Bar Examination</td>
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<tr>
<td>b. Board Examination</td>
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<tr>
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<tr>
<td>e. Civil Service Eligibility</td>
</tr>
<tr>
<td>f. Certificate of Eligibility</td>
</tr>
</tbody>
</table>

* Add on top of Master’s Degree point; may exceed maximum allowable points.
II. PROFESSIONAL GROWTH AND ACADEMIC EXPERIENCE

(WT. 30%     Max. 120 Points)

Maximum Points

A. 1. Scholarly Articles Published
   in Journals     (5 pts. each) 60
   in Books        (10 pts. each)

   2. Books (published but not by author) (15 pts. each) 30

   3. Work Book, Manual (5 pts. each) 30

   4. Literary accomplishment published (3 pts. each) 30

B. Seminars, symposia or academic workshops attended
   with official or College approval and within the field of
   teaching if within the last five years of filling.
   maximum

   1. As speaker or organizer (1-3 per event) 5 times
   2. As member of a panel, discussant or reactor
      (1-3 per event) 5 times
   3. As moderator, resource person and/or committee
      chairman: 1-3 for each symposium, seminar
      and workshop 5 times
   4. As delegate/observer (1 per event) 5 times

C. Teaching Experience in JRU
   Full Time Equivalent
   1 – 2 years         2
   3 – 5 years         6
   6 – 8 years         12
   9 – 11 years        18
   12 – 14 years       24
   15 – 17 years       30
   18 – 20 years       40
   more than 20 years  60

D. Professional or Administrative Practice or Experience
   related to discipline at JRU (not to be double-counted
   along with teaching experience at JRU, above)
   1 – 2 years         1
III. UNIVERSITY/COMMUNITY SERVICE (WT. 10% Max. 40 Points)

I. ACADEMIC (25 pts. Max)

<table>
<thead>
<tr>
<th>University Wide</th>
<th>Major</th>
<th>Minor</th>
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</thead>
<tbody>
<tr>
<td>University Wide</td>
<td>University Week</td>
<td>Rizal Day (Birth &amp; Death)</td>
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<tr>
<td></td>
<td>Marketing</td>
<td>Christmas Party</td>
</tr>
<tr>
<td></td>
<td>University Projects (5S, Investiture, Centennial, NCAA)</td>
<td>One Day Events (Bday)</td>
</tr>
<tr>
<td></td>
<td>Chairman=5</td>
<td>Chairman=4</td>
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<tr>
<td></td>
<td>Co-Chair=4</td>
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<tr>
<td></td>
<td>Member=3</td>
<td>Member=2</td>
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II. COMMUNITY SERVICE (15 pts max)

<table>
<thead>
<tr>
<th>JRU Outreach</th>
<th>BEd</th>
<th>College</th>
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<tbody>
<tr>
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<td>Member=5</td>
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<tr>
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<td>Co-Chair=4</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Member=3</td>
<td></td>
</tr>
</tbody>
</table>

Other Civic Organizations (5 pts max)

| Officer=5 | Committee=4 | Member=3 |
| Officer=5 | Committee=4 | Member=3 |
| Officer=5 | Committee=4 | Member=3 |
| Officer=5 | Committee=4 | Member=3 |
| Officer=5 | Committee=4 | Member=3 |