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HIMNO JOSE RIZAL Back Cover
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.

MISSION OF THE UNIVERSITY

The University aims to develop its students to become useful and responsible citizens through the effective transfer of relevant knowledge and desirable values.

JRU CORE VALUES

Our core values define how we behave individually and collectively, as inspired by the ideals of the founder. A Rizalian is:

- **Responsible.** A team player who is focused, attentive, gives one’s 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**
80 Shaw Boulevard, Mandaluyong City 1552
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 Saturdays)
Fax No.: 531-6087
E-mail: gradschool@jru.edu
Website: www.jru.edu

**Administrative and Personnel Office**
For job placement
Ground floor of building G, local 25

**Alumni Office**
For alumni affairs
Room C-15, local 20

**Athletics Office**
For use of athletic equipment and facilities
Annex I, Room K-13, local 13

**Clinic**
For first aid medical and dental services
Room C-18, local 24

**University Bookstore**
For textbooks and school supplies
Ground floor of building C, local 16

**Dean’s Office**
For admission, study programs, academic matters, student affairs, excuse slips, and communication to faculty
Room A-16, local 29

**Graduate School**
For application, registration and study programs regarding the graduate school
Room T-13, local 34
| **Guidance and Testing Office** | For counseling (educational, social, career or personal) and testing (IQ, personality) needs  
Room C-17, local 32 |
|-------------------------------|--------------------------------------------------------------------------------------------------|
| **Information Technology Office** | For computer services  
Room H-311, local 17 |
| **Law School** | For application, registration and study programs regarding the law school  
Room T-11, local 33 |
| **Library** | For books, newspapers, magazines and other research and reading materials, use of audio-visual room and audio-visual equipment  
Ground floor of building H, local 15 |
| **Engineering and Maintenance Office** | For use of facilities, vehicles, room reservations, and sound systems  
Annex 3, local 23 |
| **Registrar’s Office** | For scholastic records, student evaluation, registration, diplomas, certificates, transfer credentials  
Room A-15, local 27 |
| **Student Accounts Office** | For student accounts, assessment, examination permits, preliminary and final grades  
Room A-13 and A-15, local 19 |
| **Finance Office** | For tuition fee adjustments and refunds and salary matters  
Room A-12, local 12 |
| **President Emeritus** | Room T-61, local 38 |
| **President’s Office** | Room T-63, local 38 |
| **Vice President for Administrative Affairs** | Ground floor of building A, inside A-12, local 12 |
| **Vice President for Financial Affairs** | Ground floor of building A, local 26 |
1. INTRODUCTION

1.1 PURPOSE AND SCOPE

1.1.1 Purpose

The purpose of this manual is to inform all faculties 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 Graduate School and so written that while it forms part of the General Manual, it can also stand alone as the Graduate School Faculty Manual.

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

1.2 OBJECTIVES

1.2.1 General Objectives of the Graduate School

The Graduate School aims to meet the objectives of Jose Rizal University of developing responsible and useful citizens, by contributing to the growing need for people who can add and value by leading, managing, thinking, creating, building and innovating. It aims to do this by developing managers and leaders who can introduce and develop quality management and innovation into their companies, non-profit organizations, government agencies and educational institutions, to allow these organizations to effectively meet the changing challenges of the marketplace, both globally and in the Philippines.

1.2.2 Specific Objectives of the Programs

The Master in Business Administration Program (MBA). The Graduate Program in Business Administration aims to assist in the creation of professionals who can add value by leading, managing, thinking, creating, building and innovating. It aims to do this by creating managers and leaders who can develop the core competencies of quality management and innovation in their
organizations, to allow them to effectively meet the changing challenges of the marketplace, both globally and in the Philippines.

**The Master in Public Administration Program** aims to support the University’s philosophy and objectives by providing advanced training for men and women for distinguished careers in local and national government and/or in non-profit organizations, dealing with critical public policy issues. This shall be accomplished by providing each graduate student with (a) substantial theoretical and technical skills in policy analysis, quantitative analysis, budgeting and public management, (b) a strong budgeting appreciation of the importance of public service to society, (c) a thorough understanding of the political processes that influence government decision making, locally and internationally, a strong set of interpersonal skills and public workplace, and (e) an appreciation of the role public policy research plays in shaping current and future policy decisions.

**The Master of Arts in Education Program (MAEd).** In keeping with the University objectives, the MAEd has been designed based on the assumption of the graduate program in education, that educational policies and procedures are constantly changing and the practices of tomorrow may have little resemblance to current modes. Thus, this program will emphasize the development of individual’s professional capacity as a self-perpetuating facet of the present and future personal development. Specifically, the program will provide students challenging course work, which will increase awareness of current educational theories, application of theory to curriculum and instruction, understanding and participation in research and leadership roles in education. The program additionally has the practical objective of permitting the student to continue working and at the same time obtain a master’s degree within two school years.

### 1.3 DEFINITION

A Graduate School faculty member is defined as one who has been extended a written appointment to teach at least one subject with the student credit for a period of not less than one trimester, within the current school year. The person ceases to be considered as a member of the faculty if no appointment is extended the following trimester.
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 a nine consecutive regular trimesters;

(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 trimester;

(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 the 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 President those individual applications 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.

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 that has been successfully completed and 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, and other conditions of 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 trimester, six subjects in the second trimester, and no assignments during the summer) and a maximum teaching load of 8-8-2. It is not enough that the faculty member has the above-mentioned minimum teaching loads; to be considered as a full-time faculty, a formal application should have been submitted to and approved by the President of the University, in accordance with the CHED requirements for regular full-time faculty.

A part-time faculty member has a yearly teaching load of ranging from a minimum 1-1-0 to a maximum of 8-8-2. Even if the subjects 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.

Please contact the Graduate School for equivalents for Graduate School faculty members.

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 certification, if any, and an ID picture.

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. 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 are paid thru automatic fund transfers on the 15th and 30th or 31st of every month, unless these dates fall on Saturday or 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 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

Ranking is undertaken by the Dean and recommended to the President. The President in turn designates the rank of the individual faculty member in the appointment document.

Further to the JRU Classification Plan approved in December 1995 (Annex 1), teaching members of 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 as follows:

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 Associate Professor. An earned doctorate is a prerequisite for a full professorship.

2.3.2 Performance Evaluation

A periodic evaluation of the efficiency and professional improvement of each faculty is prepared by each division/department head concerned in writing and submitted to the President. These reports serve as the basis for recommendation for promotions.
**Performance Rating Factors.** Performance rating means an orderly method of administering a continuing appraisal, accurate recording and periodical reporting of employee performance. Effective SY 2003-2004, a new performance appraisal system will be used for this purpose.

Faculty supervisors shall be rated on the following factors with their corresponding weights: (1) Instructional Knowledge-20%; (2) Performance Coaching-15%; (3) Communication-10%; (4) Ethical Conduct-10%; (5) Leadership-10%; (6) Planning and Organization-10%; (7) Problem Solving-10%; (8) Project Management-10%; (9) Attendance and Punctuality-5%.

Faculty shall be rated on the following factors with their corresponding weights: (1) Instructional Knowledge-20%; (2) Dependability-15%; (3) Quality-15%; (4) Communication-10%; (5) Ethical Conduct-10%; (6) Initiative-10%; (7) Personal Appearance-10%; (8) Attendance and Punctuality-5%; (9) Teamwork-5%.

For Instructional Knowledge factor which carry a weight of 20%, the Classroom Observation Report (JRU Form 729) should be used as a significant part of the rating decision.

**Evaluation Procedures.** Each faculty shall be rated by his immediate supervisor subject to review by the head of the division.

Performance rating should be based on the following 5 adjectives rates:

a. **Outstanding.** This rating shall be given when the employee’s performance is exceptional and deserves special commendation.

b. **Exceeds job requirements.** This rating shall be given when the employee performs the duties of his position with excellence but short of outstanding.

c. **Meets job requirements.** This rating shall be given when the employee meets the standard or the ordinary requirements of the duties of his position.

d. **Needs improvement.** This rating shall be given when the employee fails to meet the requirements of the duties of his position.
e. **Unsatisfactory.** This rating shall be given when the performance of the employee is significantly below standards.

**Evaluation Principles.** At present, the evaluation is undertaken annually for the period covered by the preceding school year, from May to April. Computer-generated forms are used for this purpose. The performance factors indicated in the forms were carefully studied and chosen by a committee comprising of both the academic and administrative heads.

The immediate supervisors sees to it that the objectives of the JRU Performance Appraisal System which are (1) to provide basis for performance and individual feedback, (2) identify special skills, abilities and interests, and (3) provide individual recognition, are met.

The results of the individual evaluations are submitted in time for implementation by September 15, or the payroll period beginning September 1. At times, it may not be possible to complete all the documentary checking by that time, and the actual implementation may be one or more payroll periods later, but in any case retroactive to September 1.

Aside from the one-on-one interview being conducted by the supervisor, interested faculty members may see the result of their performance review at the Administrative and Personnel Office anytime.

**Merit Increases.** The basis for the selection of merit increases is the improvement that a faculty member may show during the subject period based on his performance appraisal. Note that what is measured is not the total score of the faculty member, but the extent of his improvement during the period. Still, because such an approach might be disadvantageous to the faculty with higher total ratings, the Dean may intervene and submit his own deviating recommendations, provided that he gives reasons for his position. 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 increases year after year. As a general rule, three years of consecutive merit increases is considered the limit for faculty and other personnel.
Furthermore, the individual improvement marks are reviewed by the relevant Area Heads and presented in ranked form. Where two or more faculty members may have the same numerical results, the basic improvement grades are based on the performance evaluation between two successive years, and it is necessary that the individual evaluation forms be at hand in order to determine the validity of the ranking.

A separate evaluation of Dean and the Area Heads is also undertaken by the President. There are at least five basic differing forms of performance evaluation: the evaluation of individual faculty by the Area Heads and the Dean, that of the Area Heads by the Dean, the evaluation of administrative personnel by their office heads, and finally, the evaluation of all officers by the President reserves the right to review and where necessary in his judgement, 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 Area Heads, and the Dean, using JRU Form 721 for the purpose. The report on classroom visits should show actual observations in the classroom only. This classroom observation forms part of the Performance Appraisal, as a significant input for the “Instructional Knowledge” factor. 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 mastery of subject matter (40%), effectiveness in communication and teaching technique (40%), classroom management (10%), and personal appearance and character (10%). 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.

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 enrollment. Tenure shall be granted to a faculty member, provided he has served at least nine consecutive regular trimesters 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 members, whether part-time faculty, or full-time, and (b) financial stringency on the part of the University should demonstrably be 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 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 authorized representative; and (5) other cause analogous to the foregoing. [Article 282, Labor Code of the Philippines]

(b) By the faculty member, by resignation given in writing not later than April 30 and to take effect at the end of the semester.

(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 sixty-fifth 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. 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 college 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 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 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, (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 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 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 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, fora 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 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 this purpose, subject to the approval of the President.

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 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 views on this matter.

3.5 SCHOOL FUNCTIONS

Faculty members are expected as much as possible to attend all official University affairs 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 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

Faculty members and school officials are to maintain cordial relations with parents and 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 (wherein the Graduate School and Law School are included), the High School, and the Elementary School, and (b) the administrative offices, including those of the Treasurer, the Secretary, the Registrar, and the Engineering and
Maintenance Director. A brief description of some of the more important offices follows.

4.1.1 The Board of Trustees

The Board of Trustees, consisting of a chairman and four other 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 of its activities. In this task he is assisted by the Vice Presidents, who exercise all the authority and bear the responsibility of the President. For the faculty, the role of the Academic Vice President is of special significance.

4.1.3 The Registrar

The Registrar fulfills a number of duties which are of direct concern to faculty members. He is in 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 students 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.

4.1.4 Other Officers

Other University officers of importance to the faculty members include (a) the Finance officer, who serves as the business manager of the University and who is responsible for the preparation of the payroll, (b) the Administrative and Personnel Director, who takes care of personnel matters and who is responsible for maintaining faculty and other records, and (c) the Librarian, whose tasks are self-explanatory.
4.2 **THE DIVISION**

The Division in this case the Graduate School, is the independent academic unit under the supervision and control of the Dean, who is responsible to the Academic Vice President and ultimately to the President of the University. For the Graduate School, the Dean is assisted by three Area Heads, one for each of the programs (MBA, MPA, MAEd).

4.2.1 **Dean of the Graduate School**

The Dean of the Graduate School is directly responsible to the President for all academic activities and acts as his chief adviser on graduate school academic matters.

Among other duties, he is responsible for the scheduling of classes, the planning of faculty teaching 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 on teaching schedules. He has the duty of collecting materials for changes and revision in the Graduate School catalogue and must have the cooperation of the Area Heads and faculty members, if he is to meet the printer’s deadline.

4.2.2 **The Area Heads**

The Dean of the Graduate School shall be assisted by three Area Heads as may be necessary to effectively and efficiently carry out the programs of the University. In general, the Area Heads shall assume and carry out such responsibilities and tasks as may be assigned by the Dean of the Graduate School. One Area Head shall serve concurrently as the head of the Research Office of the University, as its Research Director.

In addition to working with the Dean, the Area Heads also have the following responsibilities:

1. Prepare agenda for and preside at all faculty meetings or at a special meeting such are required.
2. Observe the work of the faculty, especially of new members, and assist them in promoting the objectives of the Graduate School.
3. Make recommendations to the Dean regarding salary, promotion in rank and renewal of contracts of 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 relevant faculty members, recommendations for the revision of departmental objectives, programs, and course description for the catalogue, in harmony with the general aims of the University.

6. Initiate revisions of graduate program curricula and submit such revisions to the Dean.

7. Supervise with the aid of the relevant faculty, the progress of graduate students.

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

9. Work with the Librarian in the improvement of library holdings relative to the graduate programs and promote the use of library by Graduate School faculty and students.

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.

An important element is to ensure that there is a Graduate School academic official on duty on specific days and hours, known to the students in advance, and while classes are in session.

4.3 **The Departments**

The Graduate School currently has no separate departments, due to its size Departments may be considered for the future, as conditions warrant. The Area Heads take the responsibilities generally assigned to department chairpersons, with the assistance of faculty members are needed.
4.4 COMMITEES

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 trimestral 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, 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 three 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 third day, the faculty concerned must notify the University in writing of his said illness and submit a medical certificate not later than the fourth day.

Beginning school year 2004-2005 and every year thereafter during the life of this Agreement, an employee who has accumulated at least 45 working days of earned and unused sick leaves may convert to cash a maximum of five (5) days of such accumulated sick leaves, provided that an equivalent number of sick leaves for the said school year have been earned and unused by the employee.

5.3 **Vacation Leave**

Eligible regular full-time graduate school faculty members are entitled to vacation leave with pay. Vacation leave for regular full-time faculty members consists of the trimestral or semestral breaks between the
first, second and third/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 seven (7) 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 his 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 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 it’s 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 shall be for a period of one trimester 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 a period of one trimester or longer, in order to attend to outside business matters. Such requests for release from teaching assignments for up to one trimester should be made in writing at least 30 days before the beginning of the school term. Should business reasons require an extension beyond the trimester, such as when it involves a training period abroad, such extensions will be considered on a case-to-case basis.

5.10 **Birthday Leave**

Regular fulltime faculty members shall be entitled to a birthday leave with pay provided the leave is taken on the day of the actual birthday of the employee except when the birthday falls on examination date, the birthday leave shall be taken and enjoyed on another date to be scheduled by the University.
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 the 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.

A reduction of 50% will also be allowed all children (including step children and legally adopted children, but not grandchildren), as well as husbands and wives, of full-time regular faculty. However, children (excluding in-laws) who were enrolled last SY 2003-2004 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. This benefit, however, shall not be enjoyed by qualified children enrolled or enrolling in the graduate level degree or law programs. The said exceptions and restrictions shall be effective second semester of the law program and the second trimester, for the graduate level degree program of school year 2004-2005, provided that those qualified children who have enrolled in the Graduate School and Law School programs during the first semester of SY 2004-2005 should be allowed to enjoy this benefit under this paragraph until they finish the course they enrolled in.

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 scholarship will be granted to those students who decide to take advantage of the privilege offered to faculty members and their relatives.

These benefits shall continue to be enjoyed, subject to the provisions of the aforementioned paragraphs, provided the qualified dependents, obtain passing grades in all subjects they enrolled in for that particular school year, semester or trimester, as the case maybe.

6.2 Faculty Scholarships

Each school year, two faculty members from each division are sponsored by the University with full pay, upon the favorable recommendation of the division head. 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 awareness.

6.3.2 NCAA Athletic Events

The University is a member of the National Collegiate Athletic Association (NCAA) and, within reasonable limits, 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 also provides a self-insurance hospitalization plan or its equivalent with provisions for room and board, miscellaneous fees, surgical fees for ordinary, intensive care, and catastrophic cases for regular full-time faculty members.
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 determined in accordance with the schedule of operation described therein.

The above expenses for the hospitalization plan 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.

Eligibility for self-insurance hospitalization plan is limited only to regular fulltime faculty members.

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 with Equitable Savings Bank, (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 Treasurer’s Office.

6.7 **RETIREMENT AND PENSIONS**

All qualified faculty members who reach the age of 65 will enjoy retirement benefits in accordance with the provision of Republic Act 7641 providing for retirement benefits in the private sector. Under the law, the retiree is entitled to one-half month’s salary for every complete year of service.

The University is a participating institution of the Private Education Retirement 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.

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 of 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 qualified 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 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 breaks between trimesters 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 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 if it is sufficiently important to underscore 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-to-case basis.

In any case, faculty members should obtain 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 ENROLMENT IN OTHER INSTITUTIONS**

Faculty members may wish to enrol in additional 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 the 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 are posted 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 faculty member 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 three and a half hours a day, once a week, for fifteen weeks, to make up a trimester.
Classes are held during weekdays from 5:30 p.m. to 9 p.m. and on Saturdays from 9 a.m. to 8:30 p.m. 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 checker passes by. 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 course of study are 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, broad standardized curricula are prepared and periodically reviewed and updated, consistent with the minimum requirements of the government regulatory authorities.

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 of 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 criticize 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 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.

Textbooks are selected for every subject offered by the University and the contents should parallel course content. The Area Heads, working with the faculty members, shall make recommendations to the Dean as to the textbooks recommended per course. The findings approved by the Dean are then sent to the President for approval, through the Chief Librarian.

In the selection of books, 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 trimester 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 at least for 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 has been used for one year and found to be grossly inadequate.

As in the case of 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 Area Heads 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 enrolment permits of the students. Those students without class cards 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 preferred, 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 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 Graduate School Office, 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 trimester, 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 trimester (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 Graduate School Office any student whose total absences exceed the 20% limit.

8.5.3 Medium of Instruction

The medium of instruction in all classes is English. 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 English language in front of students as much as possible.

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.

8.5.4 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.
8.5.5 Substitute Instructor

The University discourages the use of substitutes for the faculty except in an urgent and unavoidable situation. A preferred alternative is for the faculty member to schedule extra classes to make up for the missed class. The rescheduled class should be at time convenient to the majority of the students.

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.

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 Graduate School schedules a midterm exam and final exam or their equivalent every trimester. The midterm exam is generally held in the middle of the trimester, or the eight week, which can be equated with a series of papers presented/submitted by the students, while the final exam is held on the fifteenth week. Examination schedules for the entire trimester are announced to the faculty well in advance.

8.6.2 Types of Examinations

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

With the acquisition by the University of a Risograph\(^1\) duplicating machine, effective with the school year 1998-99 all examination questions should be typewritten and submitted to the Dean at least three days in advance of the examination date, and the Risographed examination may be then be picked up from 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 Examination Slips

Examination slips (JRU Form 31) are issued to the individual students in advance, and these should be presented to the faculty member for signature as pre-requisite for taking the exam. Students without examination slips are not allowed to take the examinations and are referred to the Students Accounts Office. Should no examination slip be attached, the faculty member should note this down in the grading sheet (JRU Form 125) which is submitted to the Dean after each regular periodical examination.

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

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\(^1\) For the sake of convenience, the term “Risograph” is used, but the generic function of the machine is to enable the mimeographed reproduction of text without having to prepare a separate stencil as an intermediate step. Thus, a separate photo-stenciling machine is no longer needed.
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 especially alert for the possibility of “substitute”, wherein other students sit in for the usual student, in which case the students involved are sent to any of the Area Heads or the Dean 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 confiscation of the examination paper and reported promptly to the Dean. The usual disciplinary action for cheating in a regular examination is dismissal from the class and 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 1.50 earned up to that point in the course. In determining exemptions, the faculty member should keep in mind the grading policies of the Graduate School.
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 is not considered good grading procedure, and is unfair to the students.

Faculty members should observe the following distribution of final grades: The JRU GS has grading policy wherein, as a minimum, students in the lowest grade quintile (the lowest 20%) per subject are mandated to get maximum grades of 2.25. This is to clearly identify, on a per course basis, students who have under performed relative to the rest of the class. This grading policy is an important aspect of the JRU GS quality system, as the grade represents the final assessment of the JRU GS for a student in a particular course.

The receipt of an final grade of 2.25 or lower for a few subjects, however, should not be any cause for concern to a student (or to faculty members), as a students are expected on average to perform differently in various courses. Such performance is easily offset by above average performance in other subjects (e.g., getting 1.50 or 1.75). However, students who persistently under perform in their subjects (e.g. consistently get grades of 2.25 and below) should immediately set up meetings with the Area Heads to discuss their performance which will mean that they will not be able to graduate.

**Grade Weights**

In addition to the points mentioned above, the grade per student for a class must have a minimum one third (33.3%) component that is based on an individual, in-class assessment (e.g., in-class exam, individual recitation/report). This is to reduce the problem of “free riders” that often occurs with group work and case studies.

8.7.2 **Grading System**

The Graduate School uses the *quartile decimal system of grading* (e.g., 1.00, 1.25, 1.50, 1.75, 2.00). The following range of grades may be awarded to a student:
<table>
<thead>
<tr>
<th>Grade</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.00</td>
<td>Excellent</td>
</tr>
<tr>
<td>1.25</td>
<td>Very Good</td>
</tr>
<tr>
<td>1.75 or 2.00</td>
<td>Above Average</td>
</tr>
<tr>
<td>2.25</td>
<td>Average</td>
</tr>
<tr>
<td>2.50 or 2.75</td>
<td>Below Average</td>
</tr>
<tr>
<td>3.00</td>
<td>Passing</td>
</tr>
<tr>
<td>5.00</td>
<td>Failing</td>
</tr>
<tr>
<td>INC</td>
<td>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. 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.</td>
</tr>
</tbody>
</table>

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

The Report Grades form (JRU Form 20) is prepared by the Registrar’s Office a few days after the beginning of classes, and issued to the faculty member one for each subject, containing the official list of enrolled students in each subject.

Grades must be submitted not later than six (6) days after the last day of the scheduled preliminary examinations. For the final examinations, a time schedule for submission is prepared by the Dean which should be complied with strictly. All grade reports, while initially entered manually, are encoded by the Information Technology Office (ITO).

### 8.8 Field Trips

Faculty members are encouraged to plan field trips for ocular or on-the-spot education of students, as the value of such a medium cannot be
over emphasized. It expected that such field trips will be carefully correlated with the subject matter of the course.

However, before any official field trip of class is finalized, the written permission of the Dean must be obtained. Before the trip itself can be undertaken, the Dean may require that written consent or waivers 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 advisershhips 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, and usually at the specific request of the student group. No additional remuneration attaches to an advisership, however, 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, as well as the approval of the schedule of student activities. Faculty members are not expected to dictate the activities of the student organization, especially 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 College Student Organizations”, copies of which may be obtained from the College Division’s Dean for Student Affairs.

The meetings of the student organization should be scheduled such that they will not conflict with the class schedule of faculty adviser; however, if such 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. 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 Engineering and Maintenance Office), request the use of University facilities such 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.

9.1.6 Accounting for Student Funds

At the close of the third trimester, 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 70,000 different titles. As a general policy, at the post secondary level of 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 Tower Building. In addition, the Library operates an audio-visual room in Room H-201.

10.1.2 Services to Faculty

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

Faculty members may borrow a reasonable number of books during the trimester, while classes are in session. However,
the library cannot undertake to supply instructor’s copies 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, both in the main library and in the Tower library. The
University 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 trimester; 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 submitted on
diskettes, photocopying, and Risographing. 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 G, 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 multi-media projectors, 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 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, airconditioned faculty room (currently in the Faculty House) is provided 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 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 alll faculty members to keep the room neat and clean.

10.4.1 Lockers for Faculty Members

Lockers are available for Graduate School faculty members who may have need for them. The lockers are currently located in Room T-12.
Lockers 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 that 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 use is provided in the canteen. Faculty members 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.

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 B, 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 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 the 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 case of an emergency nature which 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 adjacent to the Faculty House. 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 cours ed 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 on P. Martinez Street, behind Building C. Arrangements for the use of these facilities should be made with the Athletics Director.
## ANNEX I

### CRITERIA FOR EVALUATION

(Graduate School)

#### I. ACADEMIC PREPARATION (WT. 60% Max. 240 Points)

<table>
<thead>
<tr>
<th>Maximum Points</th>
<th>A. Within the teaching subject field</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1. Bachelor’s Degree (Earned Abroad)</td>
</tr>
<tr>
<td></td>
<td>2. Bachelor’s Degree (Earned Locally)</td>
</tr>
<tr>
<td></td>
<td>3. Master’s Degree (Earned Abroad)</td>
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<td>4. Master’s Degree (Earned Locally)</td>
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<td></td>
<td>5. Units leading to Master’s Degree (1 pt. per unit maximum 40)</td>
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<td></td>
<td>6. Doctorate Degree* (earned)</td>
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<td>B. Outside the teaching subject field</td>
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<td></td>
<td>1. Bachelor’s Degree (Earned Abroad)</td>
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<td>2. Bachelor’s Degree (Earned Locally)</td>
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<tr>
<td></td>
<td>3. Master’s Degree (Earned Abroad)</td>
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<td>4. Master’s Degree (Earned Locally)</td>
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<tr>
<td></td>
<td>5. Units leading to Master’s Degree (pts. per unit maximum 20)</td>
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<tr>
<td></td>
<td>6. Doctorate Degree* (earned)</td>
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<td>C. Bar and Board Examination Passed</td>
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<td>1. Within the Teaching Field</td>
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<tr>
<td></td>
<td>a. Bar Examination</td>
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<td>b. Board Examination</td>
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<td>c. National Teachers Examination/LET</td>
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<td></td>
<td>d. Dept. Superintendent Examination</td>
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<td>e. Civil Service Eligibility</td>
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<td>f. Certificate of Eligibility</td>
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<td>2. Outside the Teaching Field</td>
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<td>a. Bar Examination</td>
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<td>b. Board Examination</td>
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<td>f. Certificate of Eligibility</td>
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</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) 30

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.

1. As speaker or organizer (1-3 per event) 5 times maximum
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 60

<table>
<thead>
<tr>
<th>Full Time Equivalent</th>
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<tbody>
<tr>
<td>1 – 2 years</td>
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<tr>
<td>3 – 5 years</td>
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<td>6 – 8 years</td>
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<td>15 – 17 years</td>
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<tr>
<td>18 – 20 years</td>
<td>40</td>
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<tr>
<td>more than 20 years</td>
<td>60</td>
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</tbody>
</table>

D. Professional or Administrative Practice or experience related to discipline outside JRU 80

* May exceed maximum allowable points.
III. UNIVERSITY/COMMUNITY SERVICE  (WT. 10%  Max. 40 Points)

Maximum Points

A. University Service  25

1. Academic  20
   a. Committee work  15
   b. Others (specify)  10
      (1 pt. for each activity)

2. Non-academic  10

   University-wide
   Department Level  Class
   Chairman/Adviser  3  3
   Member  2  1

B. Community Service (Outside JRU)  15

   Participation/Recognition in civic activities
   2 points each activity
LOCATION AND VICINITY MAP