

AREA II

FACULTY

- A. Academic Qualifications and Professional Experience
- B. Recruitment, Selection and Orientation
- C. Adequacy and Loading
- D. Rank and Tenure
- E. Faculty Development
- F. Professional Performance and Scholarly Works
- G. Salaries, Fringe Benefits and Incentives
- H. Professionalism
- I. Documents, Additional Information and Exhibits

AREA II: FACULTY

The standard or quality of an institution or program is greatly measured by the qualifications of its faculty. In this light, the faculty should be composed of competent members in terms of academic qualifications, experience and professional expertise. In addition, they should manifest desirable personal qualities and high level of professionalism.

To be effective, faculty members should be properly compensated and taken care of. They must be given opportunities for continuous personal and professional development. A policy fair and equitable distribution of teaching assignments and workload should be practices. Likewise, objective and efficient promotion criteria/scheme should be adopted by the institution.

Criteria:

A. Academic Qualifications and Professional Experience

The faculty should have the appropriate academic preparation and experience relevant to the program. They must be holders of appropriate degrees. In case of any deficiency, they should possess relevant and/or compensatory qualifications. Moreover, they must be licensed (where applicable) if they are handling professional subjects. They must exhibit competence as evidenced by their professional license, performance evaluation, consultancy and scholarly works.

B. Recruitment, Selection and Orientation

Recruitment and selection of the faculty are among the important activities undertaken by an institution. Success in the implementation of an academic program depends to a great extent on the quality of the faculty.

The institution should have an effective system of recruitment and selection of the most qualified faculty. The system may include the conduct of a psychological test, interview, demonstration teaching, etc. The process is a participative effort of the dean, chairperson, faculty representative/s, and designated official. New faculty members must be given orientation on the institution's VMGO and policies as well as on their responsibilities and privileges.

C. Faculty Adequacy and Loading

The Institution should have an adequate number of faculties with the appropriate qualifications to handle the courses offered by a particular program. Teaching assignment/loading should be based on the major/minor fields of specialization of the faculty. Their workload should allow them time to prepare lessons, check papers and other course requirements, advise students, conduct research and extension

activity and perform other instruction-related activities and institutional service. If possible, the faculty should not be given more than three academic subject preparations.

D. Rank and Tenure

The institution should implement a system of proportion in rank and salary based on existing policies and guidelines. Faculty members must be informed of the institutional policies on probation, extension, renewal or termination of contract, promotion, and retirement.

E. Faculty Development

The institution should have a Faculty Development Program. The program should include criteria for the selection of scholars/grantees, and opportunities/study privileges, research grants, training, etc., that are available. Faculty members should be encouraged to join professional organizations and to continuously upgrade their knowledge and competence by participating in in-service training activities such as seminars, conferences, workshops, etc.

F. Professional Performance and Scholarly Works

Teaching is the main function of the faculty should also be involved in the dissemination of knowledge, innovations, and technologies in national and international fora and in the development of instructional materials such as modules, software, multi-media devices, etc. Moreover, they are expected to render expert services and consultancies.

G. Salaries, Fringe Benefits and Incentives

The salary scale of the faculty follows the DBM Salary Standardization Scheme and the most recent government issuances on compensation. Fringe benefits of faculty members such as leave privileges and financial assistance should be embodied in the institution's code or manual in consonance with CSC and other government policies and guidelines. Outstanding performance of faculty should be recognized and incentives be given correspondingly.

H. Professionalism

Professionalism should be practiced based on the Civil Service Code of Ethics for Government Officials and Employees. Academic freedom should be judiciously exercised.

I. Documents, Additional Information and Exhibits

Documents or printed materials, which serve as data or provide information for the Program Performance Profile, and others identified to belong to this area, should be available at the Accreditation Center.

During the actual survey visit, additional information and exhibits may be added/presented to clarify issues and concerns about the program, as required by the visiting team to support the claims in the written report.

A. Academic Qualifications and Professional Experience

EXISTENCE OF PROVISION (Check)			NUMERICAL RATING OF PROVISION		
<u>m</u>	<u>na</u>	<u>e</u>	<u>A</u>	<u>E</u>	<u>AE</u>

A.1. The Required number of faculty members have earned graduate degrees appropriate and relevant to the program.

___ ___ ___ **—** ___ ___

A.2. Other qualifications such as the following are considered:

___ ___ ___ **—** ___ ___

m na e

A.2.1. related experience

___ ___ ___

A.2.2 licensure,

___ ___ ___

A.2.3. specialization

___ ___ ___

A.2.4. technical skills and competence, and

___ ___ ___

A.2.5 special abilities

___ ___ ___

A.3. Faculty members demonstrate professional competence and are engaged in any or a combination of the following:

___ ___ ___ **—** ___ ___

m na e

A.3.1. instruction

___ ___ ___

A.3.2. research

___ ___ ___

A.3.3. extension

___ ___ ___

A.3.4. production

___ ___ ___

A.3.5. consultancy and expert service

___ ___ ___

A.3.6. publication, creative and scholarly work

___ ___ ___

A.4. Faculty members have received academic recognition such as scholarships/fellowships/grants and awards.

___ ___ ___ **—** ___ ___

SECTION MEAN:

COMMENTS: _____

	EXISTENCE OF PROVISION (Check)			NUMERICAL RATING OF PROVISION		
	<u>m</u>	<u>na</u>	<u>e</u>	<u>A</u>	<u>E</u>	<u>AE</u>
Recruitment, Selection and Orientation						
B.1. Faculty recruitment is based on an institutional human Resource Development Plan/Program.	—	—	—	—	—	—
B.2. Recruitment and selection is a participative process involving the dean, concerned chairperson, faculty representative/s, and other administrators concerned	—	—	—	—	—	—
B.3. A screening Committee selects and recommends the best and most qualified based on set criteria.	—	—	—	—	—	—
B.4. The following criteria are considered in the recruitment and selection of faculty members:	—	—	—	—	—	—
	<u>m</u>	<u>na</u>	<u>e</u>			
B.4.1. academic qualifications	—	—	—			
B.4.2. professional;/relevant experience, (if any)	—	—	—			
B.4.3. personal qualities	—	—	—			
B.4.4. psycho-social characteristics (if applicable)	—	—	—			
B.4.5. Communication skills	—	—	—			
B.4.6. teaching ability	—	—	—			
B.4.7. previous record of employment (if any)	—	—	—			
B.4.8. technical/special skills & abilities (if applicable)	—	—	—			
B.4.9. previous performance rating (if applicable)	—	—	—			
B.4.10. medical examination	—	—	—			
B.4.11. psychological examination	—	—	—			
B.5. The hiring system adopts an open competitive selection, which is published and well disseminated through CSC and various media outlets.	—	—	—	—	—	—

EXISTENCE OF PROVISION (Check)	NUMERICAL RATING OF PROVISION
<u>m</u> <u>na</u> <u>e</u>	<u>A</u> <u>E</u> <u>AE</u>

B.6. The institution conducts orientation to newly-hired faculty on the institutional vision and mission, CSC, PRC, DBM, and administration policies on faculty duties and responsibilities, promotion and other privileges.

___ ___ ___ ___ **—** ___

SECTION MEAN:

COMMENTS: _____

A. Faculty Adequacy and Loading

C.1. The required number of specialization/core faculty members is assigned to teach the professional subjects.

___ ___ ___ **—** ___ ___

C.2. The Faculty members are assigned to teach their major/minor fields of specialization.

___ ___ ___ **—** ___ ___

C.3. Administrative arrangements are adopted when vacancies/leaves of absence occur during the school year.

___ ___ ___ ___ **—** ___

C.4. Faculty schedule allows time for preparation of lessons, checking of papers, record-keeping, class evaluation and other instruction-related activities.

___ ___ ___ ___ **—** ___

C.5. Faculty-student ratio meets the program requirements and standards.

___ ___ ___ **—** ___ ___

	EXISTENCE OF PROVISION (Check)			NUMERICAL RATING OF PROVISION		
	<u>m</u>	<u>na</u>	<u>e</u>	<u>A</u>	<u>E</u>	<u>AE</u>
	—	—	—	—	—	—
C.6. Workload assignments and number of preparations are in accordance with existing workload guidelines.	—	—	—	—	—	—
C.7. There is a provision for incentives to overload teaching.	—	—	—	—	—	—
C.8. Instructional-related assignments, such as consultation, tutorial, remedial classes, expert services etc., are in consonance with faculty workload guidelines.	—	—	—	—	—	—
C.9. There is equitable, measureable and fair distribution of teaching and other assignments.	—	—	—	—	—	—
C.10. Workload provides the faculty sufficient time for teaching and/or research, extension and other assigned tasks.	—	—	—	—	—	—

SECTION MEAN:

COMMENTS: _____

B. Rank and Tenure

D.1. The institution implements a system of promotion in rank and salary based on existing policies and issuances.	—	—	—	—	—	—
D.2. The probationary period or temporary status required before a permanent status is granted to the faculty members is in accordance with Civil Service and institutional policies and guidelines	—	—	—	—	—	—
D.3. Retirement, separation or termination benefits are granted In accordance with institutional and government (CSC, GSIS/ DBM) policies and guidelines.	—	—	—	—	—	—

SECTION MEAN:

COMMENTS: _____

EXISTENCE OF PROVISION (Check)			NUMERICAL RATING OF PROVISION		
<u>m</u>	<u>na</u>	<u>e</u>	<u>A</u>	<u>E</u>	<u>AE</u>

C. Faculty Development

- | | | | | | | |
|---|-----|-----|-----|------------|------------|------------|
| E.1. The Institution implements a sustainable Faculty development program based on identified priorities/needs. | ___ | ___ | ___ | ___ | --- | ___ |
| E.2. An objective system of selecting deserving faculty members to be granted scholarship, fellowship, and training grants is adopted | ___ | ___ | ___ | ___ | --- | ___ |
| E.3. In-service training activities for the faculty are periodically conducted. | ___ | ___ | ___ | ___ | --- | ___ |
| E.4. The Institution supports the professional growth of the faculty which could be through encouraging their attendance in lectures, symposia, conference, seminars and workshop, etc. | ___ | ___ | ___ | ___ | ___ | --- |
| E.5. Every faculty member is an active member of at least one professional/scientific organization or honor society relevant to his/her assignment and field of specialization. | ___ | ___ | ___ | --- | ___ | ___ |

SECTION MEAN:

COMMENTS: _____

EXISTENCE OF PROVISION (Check)			NUMERICAL RATING OF PROVISION		
<u>m</u>	<u>na</u>	<u>e</u>	<u>A</u>	<u>E</u>	<u>AE</u>

D. Professional Performance and Scholarly Works

The Faculty:

F.1. Demonstrate skills and competencies in all of the following:

	<u>m</u>	<u>na</u>	<u>e</u>			
F.1.1. knowledge of the program objectives/outcomes(s)	—	—	—			
F.1.2. reflecting the program outcomes clearly in the course objective.	—	—	—			
F.1.3. knowledge/mastery of the content, issues, and methodologies in the discipline	—	—	—			
F.1.4. proficiency in the use of the language of instruction	—	—	—			
F.1.5. higher order thinking skills;	—	—	—			
F.1.6. innovativeness and resourcefulness in the different instructional processes;	—	—	—			
F.1.7. integration of values and work Ethic in teaching-learning process	—	—	—			

F.2. Utilized ICT resources in the enhancement of the teaching-learning process, and — — — **—** — —

F.3. Produce instructional materials, e.g. workbooks, manuals, modules, audio-visual aids, etc. — — — — — **—**

F.4. Prepare required reports and other academic outputs — — — — — **—**

F.5. Update lecture notes through an interface of relevant research findings and new knowledge. — — — **—** — —

F.6. Serve as resources person/lecturer/consultant in field of specialization — — — **—** — —

EXISTENCE OF PROVISION (Check)			NUMERICAL RATING OF PROVISION		
<u>m</u>	<u>na</u>	<u>e</u>	<u>A</u>	<u>E</u>	<u>AE</u>

F.7. Present/publish papers in regional/national for a and/or international magazines/journal	___	___	___	---	___	___
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F.8. Conduct outreach activities/extension services	___	___	___	---	___	___
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SECTION MEAN:

COMMENTS: _____

E. Salaries, Fringe Benefits, and Incentives

G.1. Salaries are in accordance with existing polices and guidelines	___	___	___	___	---	___
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G.2. Policies on salaries/benefits and other privileges are disseminated to the faculty.	___	___	___	___	---	___
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G.3. Salaries are paid regularly and promptly.	___	___	___	___	---	___
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G.4. Teaching assignment beyond the regular load are compensated (e.g., over load pay, service credits, etc.)	___	___	___	___	---	___
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G.5. Some of the following fringe benefits are granted.	___	___	___	---	___	___
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	<u>m</u>	<u>na</u>	<u>e</u>
G.5.1. maternity/paternity leave with pay	___	___	___
G.5.2. sick leave.	___	___	___
G.5.3. study leave (with or without pay)	___	___	___
G.5.4. vacation leave.	___	___	___
G.5.5 tuition discount for faculty and dependents	___	___	___
G.5.6. clothing/uniform allowance	___	___	___
G.5.7. productivity incentive/bonus	___	___	___
G.5.8. anniversary bonus	___	___	___

	<u>m</u>	<u>na</u>	<u>e</u>			
G.5.9. honoraria/incentive for conducting research or for the production of scholarly works.	—	—	—			
G.5.10. housing privilege	—	—	—			
G.5.11. Sabbatical leave	—	—	—			
G.5.12. Others, please identify.	—	—	—			
G.6. Faculty members with outstanding performance are Given recognition/awards and incentives				—	—	—

SECTION MEAN:

COMMENTS: _____

F. Professionalism

The Faculty:

H.1. Show sense of responsibility through all of the following:	—	—	—	—	—	—
	<u>m</u>	<u>na</u>	<u>e</u>	<u>r</u>		
H.1.1. regular and prompt attendance in classes	—	—	—	—		
H.1.2. attendance and active participation in faculty meetings and college/ university activities.	—	—	—	—		
H.1.3. completion of assigned tasks on time	—	—	—	—		
H.1.4. prompt submission of all required reports	—	—	—	—		
H.1.5. observance of proper decorum at all time	—	—	—	—		
H.2. Follow the Code of Ethics of the Profession, including the Code of Ethical Standards for Government Officials and employees.					—	—
H.3. Exercise academic freedom judiciously.					—	—

EXISTENCE OF PROVISION (Check)			NUMERICAL RATING OF PROVISION		
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<u>m</u>	<u>na</u>	<u>e</u>	<u>A</u>	<u>E</u>	<u>AE</u>
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H.4. Show commitment and loyalty to the Institution as evidenced by:

—	—	—	—	—	—
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- H.4.1. observance of official time;
- H.4.2. productive use of official time;
- H.4.3. performance of assignment, with or without compensation;
- H.4.4. compliance with terms of agreement/contracts (e.g., scholarship and training).

H.5. Demonstrate harmonious interpersonal relations with superiors, peers, students, parents and the community.

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SECTION MEAN:

COMMENTS: _____

G. Document, Additional Information and Exhibits

1. Board Resolutions on rank and tenure, and others that concern the faculty.
2. Bulletins/display boards where important legislations, memoranda, directives and circulars on fringe benefits are posted.
3. Class Records.
4. Class Schedule for the current semester and for the two (2) preceding semesters.
5. Code of Professional Ethics/R.A. 6713 and other pertinent CSC issuances.
6. Faculty Development Program.
7. Faculty journal.
8. Faculty Manual.
9. Faculty Performance and Rating System.
10. Faculty Profile.
11. List of faculty and the training, seminars, and conferences they attended (indicate the date and place).
12. Merit System and Promotion Plan.
13. Minutes and attendance record of faculty meetings.
14. Minutes of meetings of the Selection Board.
15. Personal records of disciplinary/administrative cases.
16. Plantilla of faculty.
17. Qualification standards.
18. Records of termination cases, if any.
19. Samples of results of recruitment and selection process conducted showing the names of applicants.
20. Issuances on Compensation, Fringe Benefits and Incentives.
21. CHED, CMO and other pertinent policies and guidelines.

SUMMARY OF RATINGS
VISION, MISSION, GOALS & OBJECTIVES

		Numerical Rating	Descriptive Rating
A	Academic Qualification and Professional Experience		
B	Recruitment, Selection and Orientation		
C	Adequacy and Loading		
D	Rank and Tenure		
E	Faculty Development		
F	Professional Performance and Scholarly Works		
G	Salaries, Fringe Benefits & Incentives		
H	Professionalism		

Total _____
Mean _____

LEAD ACCREDITOR/S

Chairman: _____

Members: _____
