GUIDELINES ON THE 2014 MERIT PROMOTIONS
FOR THE REGULAR FACULTY AND RESEARCH FACULTY

This call for promotions shall be selective based on merit. In keeping with the University’s commitment to academic excellence, the criteria to be used shall be as rigorous, if not more, than in previous years. The number of faculty to be promoted as well as the number of steps of promotion shall largely be determined by each Constituent University (CU) and the priorities set by the departments/units/colleges/CU.

This call for promotion shall follow the principles and general guidelines contained in pages 20-30 of the UP System Manual Series 2 “Shaping our Institutional Future: A Statement on Faculty Tenure, Rank and Promotion” where “Promotion is a recognition of the faculty member’s accomplishments, professional growth, and development as a teacher and scholar, and service to the University and the general public . . . . Promotion affirms the primacy of academic excellence in support of the University’s mission”.

The following additional guidelines shall be followed:

1. The promotions shall take effect on 1 January 2014 except for cases that require issuance of Notice of Organization, Staffing and Compensation Action (NOSCA) by DBM which will indicate the effectivity date of promotion.

2. Faculty members shall be evaluated for accomplishments during the period 1 April 2010 – 31 December 2013 on the following categories: teaching, scholarly research or creative work, service to the University and the public, and professional growth. The weights for each category are differentiated according to the nature of the unit (pp. 21-22, UP System Manual Series 2).

For faculty members who received automatic promotion solely due to acquisition of a PhD (Instructors up to Assistant Professors 2), their accomplishments (e.g. publications in peer-reviewed journals) during the period 1 April 2010 – 31 December 2013 shall be considered.

However, for faculty members who received automatic promotion after March 2010 owing to acquisition of a PhD and other accomplishments (Assistant Professors 3 up) or promotion due to acquisition of MS degree and other accomplishments (Instructors who were promoted to Assistant Professors), the period to be considered shall start from the date of their last promotion.

3. Promotion to a higher rank, i.e., crossing rank from Assistant Professor to Associate Professor and from Associate Professor to Professor, requires the highest standards of performance. In addition to the criteria mentioned in Item #2 above, a peer-reviewed publication in a highly reputable journal or in an academic book, or creative work that has passed peer evaluation is required. Recommendations for crossing ranks shall be accompanied with strong justifications.

4. To be considered for promotion, faculty members must have shown very satisfactory teaching/mentoring performance as determined by the unit.
Those known for absenteeism or tardiness in class or who habitually submit grades late shall be low in priority.

5. Research faculty shall be evaluated based on the unit’s criteria for promotion for Research Faculty as approved by the BOR.

6. Faculty administrators shall be promoted based on the criteria and guidelines contained in pp. 27-30, UP System Manual Series 2.

7. Faculty members who are on study leave with pay, on sabbatical, or on special detail with pay may be promoted based on their academic achievements/accomplishments during the period 1 April 2010 – 31 December 2013.

Faculty members on study leave shall not be promoted on the basis of their progress in their graduate studies (e.g., having passed all academic requirements for the degree or having passed the comprehensive examination) because they will be eligible for automatic promotion upon completion of their graduate degrees. However, accomplishments which are not part of the requirements for the degree (e.g., scientific papers presented in international conferences) may be considered.

8. Faculty members who are on study leave without pay may be promoted for academic achievements/accomplishments during the period 1 April 2010 – 31 December 2013. However, they shall enjoy the increase in salary as a result of the promotion only upon their actual report for duty.

9. If the faculty member is an affiliate faculty in another unit of the University during the period of evaluation, both the home and the second unit shall evaluate the faculty member.

The general guidelines indicated in page 26, UP System Manual Series 2 shall be followed. The recommendations of both units shall be forwarded to the OVPAA System Committee. The latter shall forward its recommendations to the President for approval by the Board of Regents.

10. Faculty members who are on secondment/special detail, with or without pay, may be promoted based on their achievements/contributions to public administration/service and knowledge in their respective offices/positions while on secondment/special detail, provided these are directly in line with their academic specializations. They may be promoted even while still on secondment/special detail, provided they are recommended by their respective departments/colleges/CUs.

11. Faculty members with pending administrative cases shall not be disqualified for promotion during the pendency thereof.
12. The procedure shall be as follows:

a. Recommendations for promotion begin at the department/institute level, through the Academic Personnel Committee (APC or equivalent body) and Chair/Director and are forwarded to the Dean for evaluation and endorsement of the College APC (or equivalent body) and the Dean.

b. A counterpart committee at the CU level (APFC or University Academic Personnel Board), chaired by the Vice Chancellor for Academic Affairs, reviews college recommendations. The CU committee endorses the recommendations to the Chancellor.

c. Recommendations will be acted upon as follows:

| Recommendations for promotions up to the rank of Assistant Professors and within Assistant Professor rank | Decided by the Chancellor; Report submitted to the OVPAA System Committee |
| Recommendations for promotions for crossing rank (from Assistant Professor to Associate Professor), and for the Associate Professor rank and above | Endorsed by the Chancellor to the OVPAA System Committee formed by the President, chaired by the Vice President for Academic Affairs and co-chaired by the Vice President for Administration and the Vice President for Planning and Finance. The OVPAA System Committee (composed of the AVPAs, VCAAs, and Associate Dean for Academic Affairs) endorses its recommendations to the President, who will then recommend to the Board of Regents. |

(Forms to follow)

Note that based on Item #9, the recommendations for promotions of Faculty Affiliates shall be submitted to the OVPAA System Committee.

d. Final approval of the recommendations for promotion to or at the rank of Associate Professor and Professor comes from the Board of Regents, upon the recommendation of the President.