10/14/2004 5:00 PM

**Instructions for FORM E-1:**

**PROFILE OF SUCS FACULTY**

**( Elementary, Secondary, and Tech/ Voc Levels).**

INTRODUCTION:

These are instructions for Form E-1. This form is designed to capture the profile of each faculty member in each SUC campus who is **teaching primarily or exclusively at the elementary, secondary or tech/voc level.** In contrast, Form E-2 is a separate form for the tertiary level faculty.

1. Please use a separate page for each campus or geographic site of the SUC. If the SUC has 5 satellite campuses, it should submit 5 sets of this form. Faculty members based in one campus should be listed separately from the faculty members based in another campus.
2. This form E-1 is for SUCs faculty who teach mostly or exclusively at the elementary, secondary and tech/voc levels**. A faculty member will be classified at the elementary, secondary or tech-voc level if at least 75% of his/her teaching load is done at these levels.** If a specific faculty member listed in E-1 also teaches a subject or two at the tertiary level, then the tertiary teaching load is listed in Table E-2.
3. Each campus will submit its Form E-1 to the main campus. The main campus will collate these (along with the Form E-1 from the main campus itself) and submit the whole set to the CHED MIS office.
4. In each SUC campus, faculty members will be categorized into 9 subgroups. **In Form E1, a faculty member should be listed in only one group. No faculty member should be listed more than once in Form E-1.** However, it is possible for one person to be listed once in Form E-1 and once again in Form E-2. For instance, a faculty member with a plantilla item teaching mostly in the SUC high school but teaching one subject or two at the College of Education professor will be listed in Group A1 as a high school teacher in Form E-1 but will be listed in Group E (i.e. part-time faculty) in Form E-2. No person should be listed full-time at the elem/secondary level and also full-time at the tertiary level.

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| **CLASSIFICATION OF SUC FACULTY:** |
| **GROUP A1: *FULL-TIME* FACULTY WITH OWN PS ITEMS**.  In a typical SUC campus, most faculty members will belong to this group -- full-time faculty members with their own PS item or plantilla item. They may be tenured or non-tenured but they are assigned a specific plantilla faculty item in the SUC.  List all faculty members with their own faculty items (not administrative items or executive position items) as of July 1, 2004 – whether the faculty member is in active service or on leave. The SUC should list all faculty members with their own PS plantilla positions – whether they have a teaching load or not. There is a column which will tag those who are on leave and those who are in active duty.  A person is listed as a faculty member if the authorized plantilla position being occupied is a faculty item. That is, the authorized position title of the plantilla item contains any of the following titles: *Teacher, Instructor, Professor.* For example: *Instructor, Teacher, Master Teacher, Assistant Professor, Associate Professor, Professor, University Professor, etc.*  A person who is occupying an administrative plantilla position such as *President* or *Vice-President* is not considered part of the Group A1 faculty group – even if the person was a former faculty member or even if the person is still teaching a subject or two.  If the SUC has 100 faculty plantilla positions, there should be 100 names. If fewer than 100 names are listed, it means that some faculty items are vacant. If more than 100 names are listed, it means that some mistake has been committed because there should be only one name attached to each faculty plantilla position. The census date is July 1, 2004.  A faculty member who is serving temporarily as an administrator (e.g. *Vice-President, Director of Research, Head Librarian, Dean, Department Chair*, etc.) but is not occupying an administrative plantilla item will still be counted in Faculty Group A1. This means the faculty member is a part-time administrator but continues to draw salary from his/her original faculty item. Such a person is still classified as belonging to this faculty group. His/her administrative load can be reflected under the column heading “Official Administrative Load”.  A person such as the SUC Chief Accountant or HRD Director who occupies an administrative plantilla item ( or even the SUC President occupying the President plantilla position) but teaches one subject or two in the SUC should not be classified in Group A1 or Group A2. Such a person should be classified in Group E among the part-time faculty.  IMPORTANT:   * For your convenience, the names of all faculty members who are listed in the official DBM GMIS (Government Manpower Information System) plantilla have been entered. You may use this as guide but you are free to delete the names of those who have retired, resigned or died. You may then add the names of the new faculty members in the plantilla. * If you want an electronic copy of the DBM GMIS plantilla for your SUC, please see the CHED MIS at the DAP Building. |
| **GROUP A2: *HALF-TIME* FACULTY WITH OWN PS ITEMS**.  A half-time faculty is a faculty member who is receiving exactly one half the salary of a full-time faculty. A half-time faculty member is different from a lecturer because a half-time faculty member is required to fulfill a minimum load (also known as “normal load”) which is exactly half that of a full-time faculty member.  There are none of these in the elementary, secondary or tech voc levels but there could be some of them at the tertiary level. |
| **GROUP B: FULL-TIME FACULTY SERVING AS “SUBSTITUTES”.**  These are full-time faculty members popularly known as “substitutes”. If a full-time faculty member goes on leave without pay, a substitute may be hired and the salary is drawn from the PS item itself. Do not confuse with the Group C faculty below who are paid from PS lumps sums .  If the SUC campus has no such personnel, write out ‘NONE IN THIS CAMPUS”. |
| **GROUP C1: FULL-TIME FACULTY WITH NO ITEMS *PAID FROM GAA LUMP SUMS.***  These are full-time faculty members who have no plantilla items of their own. They handle full teaching loads but their salaries are drawn from ***GAA PS Lump Sums*** (not temporarily-vacant plantilla items).  If the SUC campus has no such personnel, write out “NONE IN THIS CAMPUS”. |
| **GROUP C2: FULL-TIME FACULTY WITH NO ITEMS *PAID FROM SUC INCOME.***  Sometimes referred to as “contractual faculty”, these full-time faculty members have no plantilla items of their own but they handle full teaching loads. Their salaries are drawn from ***SUC income.*** A good number of these may be found in SUCs where there are not enough plantilla items but the SUC has sufficient income to hire full-time faculty and pay them from SUC income.  If the SUC campus has no such personnel, write out “NONE IN THIS CAMPUS”. |
| **GROUP C3: FULL-TIME FACULTY WITH NO ITEMS *PAID FROM LGU FUNDS.***  Full-time faculty members paid by the LGU but functioning as faculty in the SUC. If the SUC campus has no such personnel, write out “NONE IN THIS CAMPUS”. |
| **GROUP D: TEACHING FELLOWS AND TEACHING ASSOCIATES.**  There are no personnel of this type at the elementary, secondary or tech/voc levels. |
| **GROUP E: LECTURERS, PROFS EMERITI, ADJUNCT/ AFFILITATE FACULTY, AND ALL OTHER PART-TIME FACULTY.**  These are the true part-time faculty because they have no minimum teaching load. Sometimes they have a teaching load and sometimes they do not. If they do not teach, they do not get paid. If they do not teach, they do not owe any obligation to the SUC. They are paid by the hour and do not receive monthly salaries. If they are absent in a particular class day, they do not get paid for that day.  List only the lecturers who have actual teaching loads in the 1st sem of 2004-05. A typical SUC may have several lecturers “on call” but list only those who have actually been called to teach in 1st sem 2004-05. |
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1. FACULTY MEMBERS WHO TEACH AT ELEM/SECONDARY BUT ALSO TEACH AT COLLEGE LEVEL. There are a few persons who teach mostly at the elementary or secondary level but also teach a subject or two at the collegiate level.

* In Form E-1, such a faculty member should be listed as a full-time faculty member as in Group A1, C1 or C2.
* In Form E-2, however, such a faculty member should be listed as a member of Group E, i.e. among the part-time faculty. In other words, **the faculty member is listed as a full-time at the elementary or secondary level but listed as a part-time faculty member at the collegiate level.**

1. The cut-off date for all questions is **July 1 2004.** For instance, what was the annual salary as of July 1 2004. Was the faculty member in active duty on July 1 2004? What was the highest degree earned as of July 1 2004, etc. **Questions regarding teaching load refer to the First semester of 2004-05.**
2. Please fill in the data into the given electronic spreadsheet. Submit diskette plus hard copy to the CHED MIS unit at the Main Office. The electronic version of the filled up form can also be submitted via e-mail. Please e-mail to <cvcalimlim@ched.gov.ph>.
3. All questions regarding this new e-form should be directed to the same e-mail address above.
4. The deadline for submitting this form to CHED MIS is **November 30, 2004.**

**DETAILED INSTRUCTIONS NEW CHED FORM E1:**

**PROFILE OF SUC FACULTY TEACHING AT THE ELEMENTARY, SECONDARY AND TECH/VOC LEVELS.**

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| **COLUMN NUMBER** | **INSTRUCTIONS** |
| A1 | Sequence number as in 1,2,3, etc. Start a new sequence for each faculty group and each SUC campus. |
| A2 | NAME OF FACULTY  Format: LAST NAME, FIRST NAME, MIDDLE INITIAL.  Please list faculty members alphabetically to facilitate verification. |
| A3 | **GENERIC FACULTY RANK**.  The answer must be one of the following codes:  **10-TEACHER, MASTER TEACHER**  **20- INSTRUCTOR**  **30- ASSISTANT PROFESSOR**  **40- ASSOCIATE PROFESSOR**  **50- FULL PROFESSOR ( including UNIVERSITY PROFESSOR).**  09= TEACHING FELLOW OR TEACHING ASSOCIATE.  11-LECTURER, SENIOR LECTURER, PROFESSORIAL LECTURER  12-PROFESSOR EMERITUS  13-VISITING PROFESSOR (WHATEVER THE ACTUAL RANK).  14-ADJUNCT OR AFFILIATE FACULTY (REGARDLESS OF WHETHER ADJUNCT ASST PROF OR ADJUNCT ASSOCIATE PROF OR ADJUNT PROFESSOR, etc.).  90 = OTHERS  No free-form entry will be accepted. No need for Roman numerals such as “TEACHER II”. |
| A4 | **HOME COLLEGE**  To indicate the name of the college where faculty is based. The name of the home college, e.g. “Coll of Education”, “University High School”, etc. |
| A5 | **HOME DEPARTMENT**  To indicate the name of the department within the home college where the faculty is based. If there is no department within the college, just repeat the name of the college listed in A4 above. Examples: “Dept of Physical Education”, “Dept of Math and General Science”, etc. |

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| C1 | **LAB HOURS TEACHING AT ELEM/ SECONDARY LEVEL ( 1st SEM 2004-05):**  Total lab teaching HOURS PER WEEK of the faculty at the elementary and/or secondary school level.  The purpose of this question is to keep track of “laboratory teaching” because this entails different costing norms from the usual “lecture teaching”. Laboratory teaching means teaching in a purpose-built room using special equipment such as in a Biology, Physics, Chemistry, Home Economics lab or Practical Arts shop. Although the elementary or secondary school in an SUC may be considered a “laboratory school”, not all teaching there is classified as lab teaching in the sense required for this column.  REMARKS:   * If the faculty member also teaches at the collegiate level, this should be reported separately in Form E2 under Group E. * At the collegiate level, teaching will be measured in terms of units. At the elementary and high school level, teaching will be measured in hours per week during a regular semester. |
| C2 | **LECTURE HOURS PER WEEK TEACHING AT THE ELEMENTARY AND/OR SECONDARY SCHOOL LEVEL ( 1ST SEM 2003-05):**  Total teaching HOURS PER WEEK in lecture subjects (or subjects taught in the “lecture mode”) in the SUC elementary school or secondary school.  REMARKS:   * If the faculty member also teaches at the collegiate level, this should be reported separately in Form E2 under Group E. * At the collegiate level, teaching will be measured in terms of units. At the elementary and high school level, teaching will be measured in hours per week during a regular semester. |
| C3 | **TOTAL HOURS PER WEEK TEACHING AT THE ELEM AND SECONDARY LEVEL = LAB + LECTURE = C1 + C2** |
| C4 | **STUDENT-CONTACT HOURS IN ELEM/SECONDARY LAB CLASSES ( 1ST SEM 2004-05):**  If a faculty member has 20 students in a lab class which meets 2 hours per week during the semester and 15 students in a lab class which meets 3 hours per week, the total lab student contact-hours for the faculty is 85 LAB STUDENT CONTACT-HOURS ( = 20\*2 + 15\*3).  This measure is a more precise indicator of the amount of teaching done by a faculty member.. |
| C5 | **STUDENT-CONTACT HOURS IN ELEM/SECONDARY LECTURE CLASSES ( 1ST SEM 2004-05):**  If a faculty member has 30 students in a lecture class which meets 3 hours per week during the semester and 100 students in a class which meets 2 hours per week, the total LECTURE STUDENT-CONTACT HOURS = 290 ( = 30\*3 + 100\*2). This measure is a more precise indicator of the amount of teaching done by a faculty member.  REMARKS:  The computation is based on the semestral calendar. A 3-unit lecture subject in a semester meets 3 hours per week for 17 weeks. A 4-unit subject in a semester meets 4 hours per week for 17 weeks. |
| C6 | TOTAL STUDENT-CONTACT HOURS IN ELEMENTARY AND SECONDARY LEVEL = LAB + LECTURE = C4 +C5. |
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| D1 | **LAB HOURS TEACHING AT THE TECH/ VOC LEVEL ( 1st SEM 2004-05):**  Total lab teaching HOURS PER WEEK of the faculty at the TECH/VOC LEVEL.  The purpose of this question is to keep track of “laboratory teaching” at the tech/voc level in the SUC. Laboratory teaching means teaching in a purpose-built room using special equipment such as in a Physics, Chemistry, Home Economics lab, Automotive or Baking shop.  REMARKS:   * If the faculty member also teaches at the collegiate level, this should be reported separately in Form E2 under Group E. * At the collegiate level, teaching will be measured in terms of units. At the tech/voc level, teaching will be measured in hours per week during a regular semester. |
| D2 | **LECTURE HOURS PER WEEK TEACHING AT THE TECH/ VOC**  **LEVEL ( 1ST SEM 2003-05):**  Total teaching HOURS PER WEEK in lecture subjects (or subjects taught in the “lecture mode”) at the TECH/VOC level. |
| D3 | **TOTAL HOURS PER WEEK TEACHING AT TECH/VOC LEVEL = LAB + LECTURE = D1 + D2** |
| D4 | **STUDENT-CONTACT HOURS IN TECH/VOC LAB CLASSES ( 1ST SEM 2004-05):**  If a faculty member has 20 students in a tech/voc lab class which meets 2 hours per week during the semester and 15 students in a tech/voc lab class which meets 3 hours per week, the total lab student contact-hours for the faculty is 85 LAB STUDENT CONTACT-HOURS AT THE TECH/ VOC LEVEL ( = 20\*2 + 15\*3).  This measure is a more precise indicator of the amount of teaching done by a faculty member.. |
| D5 | **STUDENT-CONTACT HOURS IN TECH/VOC LECTURE CLASSES ( 1ST SEM 2004-05):**  If a faculty member has 30 students in a lecture class which meets 3 hours per week during the semester and 100 students in a class which meets 2 hours per week, the total LECTURE STUDENT-CONTACT HOURS = 290 ( = 30\*3 + 100\*2). This measure is a more precise indicator of the amount of teaching done by a faculty member.  REMARKS:  The computation is based on the semestral calendar. A 3-unit lecture subject in a semester meets 3 hours per week for 17 weeks. A 4-unit subject in a semester meets 4 hours per week for 17 weeks. |
| D6 | **TOTAL STUDENT-CONTACT HOURS IN TECH/VOC LEVEL** = LAB + LECTURE = D4 +D5. |
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*EXCERPTS FROM*: **THE REVISED CHED DATA ELEMENT MANUAL ( 2004)**

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| ELEMENT NO. |  |  | **F000** |
| NAME OF ELEMENT |  |  | **HIGHEST DEGREE OF FACULTY MEMBER ( REGARDLESS OF DISCIPLINE)** |
| SHORT NAME |  |  | **HIGHESTDEG1** |
| PURPOSE |  |  | To indicate the highest degree or educational level attained by the employee |
| DEFINITION |  |  | AS OF JULY 1, the highest educational level attained, as coded below. The classification is regardless of the discipline where the faculty member is teaching. The degree must have been completed and the faculty member must have been officially recognized as a graduate.  Suppose the highest degree is MA Education (General Science), then HIGHESTDEG1 = 800 whether the faculty member is teaching Math, Physics , Chemistry, History, etc.  Compare with HIGHESTDEG2 below. In the HEI, the final arbiter of this data element is the VPAA. |
| CODING |  |  | 3-digit code as enumerated below. |
|  | **00** | **0** | No formal education at all. |
|  | **00** | **1** | Partial elementary schooling but did not complete Grade 4. |
|  | **00** | **2** | Completed Grade 4 but did not graduate from elementary school. |
|  | **10** | **0** | **Completed Elementary School.** |
|  | **10** | **1** | Partial completion of high school. |
|  | **20** | **0** | **Secondary school graduate or equivalent.** |
|  | **20** | **1** | Partial completion of Tech/Voc |
|  | **30** | **0** | **Completed Tech/Voc program.** |
|  |  |  |  |
|  | **30** | **1** | Partial completion of pre-baccalaureate certificate, diploma or associateship. |
|  | **40** | **0** | **Completed pre-bacc certificate, diploma or associateship.** |
|  | **40** | **1** | Completed Year 1 of baccalaureate level or equivalent. |
|  | **40** | **2** | Completed Year 2 of baccalaureate level or equivalent |
|  | **40** | **3** | Completed Year 3 of baccalaureate level or equivalent |
|  | **40** | **4** | Completed Year 4 of baccalaureate level or equivalent |
|  | **40** | **5** | Completed Year 5 of baccalaureate level or equivalent |
|  | **40** | **6** | Completed Year 6 of baccalaureate level or equivalent |
|  | **50** | **0** | **Completed a baccalaureate degree( including DVM, DDM, D Opt).** |
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|  | **50** | **1** | Partial completion of postgraduate certificate or diploma program. |
|  | **60** | **0** | **Completed post-grad certificate or diploma program.** |
|  | **60** | **1** | Completed Year 1 of MD or LLB ( or equivalent) |
|  | **60** | **2** | Completed Year 2 of MD or LLB ( or equivalent) |
|  | **60** | **3** | Completed Year 3 of MD or LLB ( or equivalent) |
|  | **60** | **4** | Completed Year 4of MD or LLB ( or equivalent) |
|  | **70** | **0** | **Completed MD or LLB ( or equivalent).** |
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|  | **70** | **1** | Partial completion of masters degree ( or equivalent). |
|  | **70** | **2** | Completed all masters requirements except masters thesis ( or equivalent). |
|  | **80** | **0** | **Completed masters degree or equivalent.** |
|  |  |  |  |
|  | **80** | **1** | Partial completion of doctorate degree ( or equivalent). |
|  | **80** | **2** | Completed all doctorate requirements except dissertation ( or equivalent). |
|  | **90** | **0** | **Completed doctorate degree ( or equivalent).** |
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|  | **99** | **9** | No record. |
|  | **98** | **0** | NOT A FACULTY MEMBER |

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| ELEMENT NO. |  |  | **F000** |
| NAME OF ELEMENT |  |  | **HIGHEST DEGREE “IN THE DISCIPLINE”, i.e. IN THE DISCIPLINE WHERE THE FACULTY MEMBER IS TEACHING** |
| SHORT NAME |  |  | **HIGHESTDEG2** |
| PURPOSE |  |  | To indicate the highest degree or educational level attained by the faculty member IN THE DISCIPLINE where he is teaching. |
| DEFINITION |  |  | The highest educational level attained IN THE DISCIPLINE where the faculty member is teaching.  EXAMPLES:  If a BS Physics degree holder is a faculty member teaching Physics but his highest degree completed is MA Education (General Science), then HIGHESTDEG2 = 500, not 700. In the discipline of Physics, the faculty member’s highest degree is only baccalaureate level.  If a BS Civil Engineering degree holder is a faculty member teaching Math but his highest degree is MBA, then HIGHESTDEG2= 505, not 500 and not 600. In the discipline of Math, the highest degree of the faculty member is not even baccalaureate level.  Compare with HIGHESTDEG1 above. In the HEI, the primary arbiter of this data element is the VPAA. |
| CODING |  |  | 3-digit code. Same coding as HIGHESTDEG1 |

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| ELEMENT NO. |  | **F000** |
| NAME OF ELEMENT |  | **IF EMPLOYEE IS “ACTIVELY PURSUING AN ADVANCED DEGREE” IN A RELEVANT FIELD** |
| SHORT NAME |  | **PURSUE** |
| PURPOSE |  | FOR FACULTY MEMBERS ONLY: To indicate if faculty is actively pursuing the next advanced degree relevant to his current department. To capture the no. of faculty members trying to improve their academic credentials. Information important for FACULTY DEVELOPMENT PROGRAMS. |
| DEFINITION |  | AS OF A SPECIFED DATE: If faculty with a masters degree is actively pursuing a doctorate degree in the discipline where he is teaching. “Active pursuit” means the faculty has already earned some credits in the program and is still classified “in good standing” in the university where he is enrolled as a graduate student.  The degree program being pursued in the discipline or must be acceptable to the department where faculty is currently assigned. Thus, a faculty in English Dept pursuing an MBA or PhD Music or even PhD Education is not classified as actively pursuing an advanced degree “in the discipline”. However, a Math faculty pursuing PhD Statistics or PhD Computer Science might be considered to working in the discipline if approved by the VPAA. |
| CODING |  | 1-digit code |
|  | 1 | Faculty has already completed doctorate degree in the field where he is teaching. |
|  | 2 | Bachelors degree holder is not enrolled and has not earned masters units in the discipline. |
|  | 3 | Masters degree holder is not enrolled and has not earned any doctorate units in the discipline |
|  | 4 | Bachelors degree holder declared ineligible for the masters program,e.g. overtaken by maximum residency rule or has already decided to stop for good. |
|  | 5 | Masters degree holder declared ineligible for the doctorate program, e.g. overtaken by maximum residency rule or has already decided to stop for good. |
|  | 6 | Bachelors degree holder actively pursuing masters degree in the discipline where he is teaching. Person has already earned some masters units, is still enrolled but has not graduated. Person has not exceeded max residency rule in the masters program. |
|  | 7 | Masters degree holder actively pursuing doctorate degree in the discipline where he is teaching. Person has already earned some doctoral units, is still enrolled but has not graduated. Person has not exceeded max residency rule in the PhD program. |
|  | 8 | Not a faculty member. |
|  | 9 | No information on the matter. |

NOTICE:

The REVISED CHED DATA ELEMENT MANUAL (2004) may be obtained in electronic form from CHED. It is free.