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**Instructions for FORM E-2:**

**PROFILE OF SUCS TERTIARY FACULTY**

INTRODUCTION:

This is Form E-2. It is designed to capture the profile of **each tertiary level faculty in each SUC campus.**  These are the faculty members who teach only or mostly (i.e. at least 75%) at the tertiary level. In contrast, Form E-1 is for the SUC faculty teaching only or mostly (i.e. at least 75%) at the pre-collegiate level.

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. Each campus will submit its Form E-2 form to the main SUC campus. The main campus will collate these (along with the Form E-2 from the main campus itself) and submit the lot to the CHED MIS office.
3. Note that Form E-2 is for the tertiary level faculty only.

1. In each SUC campus, faculty members will be categorized into eight (9) subgroups. **In Form E-2, each faculty member should be listed in only one group. No faculty member should be listed more than once in Form E-2.** 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 then again 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, the overwhelming majority of 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 duty or on leave, whether the faculty member is actually teaching or not. If the faculty member has his own PS item (such as a tenured faculty member on secondment to the govrnment), then the faculty member should be listed as part of this group. There will be a column which will tag whether the faculty member is in active service or is on leave. A person should be listed as a faculty member in this group 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 or executive 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. A person who is occupying a research plantilla position such as *Research Associate* is not considered as part of the Group A1 faculty either – even if the person is teaching a subject or two or is advising a student or two. However, see Group A3 described below.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 as a Lecturer or Professorial Lecturer under Group E as described below.IMPORTANT:* SUC faculty members with plantilla items who are based primarily in the elementary, secondary or tech/voc schools should be listed in Form E2.
* 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.
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| **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 only a few half-time faculty in the SUCs and mostly they are located in professional colleges such as Medicine, Law, etc. Do not confuse half-time faculty with “part-time” faculty members such as lecturers, professors emeriti, or adjunct faculty who do not occupy plantilla positions.If the SUC campus has no such personnel, write out “NONE IN THIS CAMPUS”. |
| **GROUP A3: RESEARCH STAFF WITH RESEARCH PLANTILLA ITEMS BUT ALSO CLASSIFIED AS FACULTY.**These are senior research staff occupying research plantilla items and based in research centers or research institutes (instead of the usual colleges or departments) but are also classified by the SUC as faculty. The primary assignment of these persons is research but they are, in effect, part-time faculty because they may teach or act as thesis and dissertation advisers. They may even hold regular faculty ranks ( not Lecturers ) although they may also be referred to as Adjunct or Affiliate faculty.In a sense, these persons are half-time faculty and half-time researchers. Faculty members in Group A2 receive only half the usual full-time salaries but faculty members in Group A3 receive the full salary.Persons classified in this group will have to account for the minimum faculty load in both research and teaching. The research is rendered in some research center while the teaching is recorded in some college or teaching department. Thus, a senior research staff in some Agriculture Research Center might actually be teaching in the Department of Biology while another senior research staff is teaching in the Department of Chemistry.Do not confuse with a faculty member holding a faculty item (e.g. Professor) who is then assigned as the Director of a research center. Such a faculty member should be listed as part of Group A1, not Group A3. |
| **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.Example: Dr Cristina Padolina is a tenured faculty member at UPLB. While on secondment at CHED, it is likely that a substitute has been been hired temporarily with salary drawn from Dr Padolina’s item. Such a person is classified as Group B faculty. Dr Padolina still owns the item but the person is temporarily drawing her salary from the item.If the SUC campus has no such personnel, write out ‘NONE IN THIS CAMPUS”. |
| **GROUP C1: FULL-TIME FACULTY (WITHOUT PS 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).These faculty members handle full teaching loads and therefore should not be classified as lecturers who typically handle only one subject or two.If the SUC campus has no such personnel, write out “NONE IN THIS CAMPUS”. |
| **GROUP C2: FULL-TIME FACULTY (WITHOUT PS ITEMS) PAID FROM SUC INCOME.**Sometimes known as “contractual faculty”, these are full-time faculty members who have no plantilla items of their own. They handle full teaching loads but their salaries are paid from SUC income. Some SUCs ( notably Batangas State University) with sufficient SUC internally-generated incomes but not enough plantilla faculty positions have had to hire full-time faculty members and pay them from SUC income.These faculty members handle full teaching loads and therefore should not be classified as lecturers who typically handle only one subject or two.If the SUC campus has no such personnel, write out “NONE IN THIS CAMPUS”. |
| **GROUP C3: FULL-TIME FACULTY (WITHOUT PS ITEMS) PAID FROM LGU FUNDS.**Faculty members paid by the LGU but functioning as full-time faculty within the SUC. If the SUC campus has no such personnel, write out “NONE IN THIS CAMPUS”. |
| **GROUP D: TEACHING FELLOWS AND TEACHING ASSOCIATES.**Technically speaking, these are not faculty members and perhaps not even employees of the SUC. However, they receive monthly allowances or stipends almost equal to or slightly exceeding the basic salary of Instructor I. They are part-time graduate students and part-time “assistant instructors”. Do not confuse with Student Assistants or Graduate Assistants who are paid by the hour.If the SUC campus has no such persons, please write “NONE IN THIS CAMPUS”. |
| **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.** Do not list a lecturer with no teaching load. 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. 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 be submitted via e-mail but the signed hard copy will have to be sent physically to the CHED MIS at the main office or routed through the CHEDRO whichever is more convenient to the SUC. Please e-mail to **<cvcalimlim @ched.gov.ph>.**
3. All questions regarding this new e-form should be directed by email to the same address above or by phone.
4. The deadline for submitting this form to CHED MIS is **November 30, 2004**.

**DETAILED INSTRUCTIONS for FORM E-2:**

**PROFILE OF EACH TERTIARY LEVEL FACULTY**

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|  COLUMN NUMBER | **INSTRUCTIONS/ COMMENTS** |
| A1 | Sequence number as in 1,2,3, etc. Start a new sequence for each faculty group and each SUC campus. |
| A2 | NAME OF FACULTYFormat: LAST NAME, FIRST NAME, MIDDLE INITIAL.Please list faculty members alphabetically to facilitate verification. |
| A3 | **GENERIC FACULTY RANK**.Use the 2-digit code shown below:**20- INSTRUCTOR****30- ASSISTANT PROFESSOR****40- ASSOCIATE PROFESSOR****50- FULL PROFESSOR ( including UNIVERSITY PROFESSOR).**09= TEACHING FELLOW OR TEACHING ASSOCIATE.10-TEACHER, MASTER TEACHER11-LECTURER, SENIOR LECTURER, PROFESSORIAL LECTURER12-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 ADJUNCT PROFESSOR, etc.). 90 = OTHERSNo free-form entry will be accepted. No need for Roman numerals such as in “PROFESSOR XVIII”. |
| 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”, “ Graduate School”, “School of Technology”, etc. If the faculty member is actually a researcher, indicate the name of the research center or institute where researcher/faculty member is really based, e.g. “Agriculture Research Center”, “Institute of Biological Research”, 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 Humanities”, “Dept of Education Administration”, “Institute of Chemistry”, etc. |
| A6 | **IS THE FACULTY MEMBER TENURED?*** 1= **Faculty member is tenured, i.e. permanent**. This means of course that, to begin with, the faculty member has his own faculty item. In the government service, a plantilla item is necessary (though not sufficient) for tenure/ permanency.
* 2= **Faculty member has his own plantilla item but is NOT TENURED**. This means the faculty member could be “on tenure track” but is not yet tenured.
* 3= **Faculty member has no plantilla item**. As such, the faculty member is not even a candidate for tenure – and therefore definitely not tenured. Until the faculty member gets his own item, the person is not even on tenure track.
* 4= No information on the matter.
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| A7 | **SSL SALARY GRADE.****Use code: 01, 02, 03, …… 30.** No need to specify the step increments within the salary grade.NOTE: * If the faculty member is part-time (such as a lecturer, professor emeritus, adjunct or affiliate faculty), there is no salary grade to speak of. Enter CODE = 90.
* Use CODE =99 if there is no information on the matter.
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| A8 | **ANNUAL BASIC SALARY.**Round off to the nearest peso. |
| A9 | **IS THE FACULTY MEMBER ON LEAVE WITHOUT PAY?*** 1= The faculty member is on OFFICIAL LEAVE WITHOUT PAY (as of July 1, 2004). The faculty member is not drawing salary from his faculty item.
* 2= The faculty member is in ACTIVE DUTY OR ON OFFICIAL LEAVE WITH PAY. In other words, the faculty member is drawing salary as a faculty member ( not as a full-time executive or administrator).
* 3 = No information on the matter.

REMARKS:If the faculty member is on leave without pay, there is no normal load to speak of. If the faculty member is tenured but on leave (it does not matter whether it is leave with pay or without pay), then the faculty member should be listed anyway in Group A1. For example, Dr Cristina Padolina (currently a CHED Commissioner) should be listed by UPLB (her original institution) as a tenured faculty member even if she is currently on leave without pay from the University. This applies to all other tenured SUC faculty members who are on temporary secondments to the government. While being a CHED Commissioner, Dr Padolina does not have to account for her normal faculty load at UPLB -- but she should be listed as one the University’s faculty members with her own plantilla item. Coincidentally, if a substitute has been hired by UPLB and the salary is drawn from Dr Padolina’s faculty item there, then the substitute faculty should be listed as part of Group B.If the faculty member is drawing salary (i.e. active duty or leave with pay), then the faculty member must account for his normal faculty load. This could be a combination of teaching, research, administrative duties, official study load, or some official leave with pay. |
| A10 | **FULL-TIME EQUIVALENT OF THE FACULTY.*** If the faculty member is receiving the full salary as faculty member, FULL-TIME, FTEF = 1.00. This is the full-time equivalent count even if the faculty member might also be a part-time administrator such as Dean, Department Chair, Director of Research, etc. If the faculty member is drawing full pay from a full-time faculty item, the FTE count should be 1.00
* If the faculty member is occupying a half-time plantilla item and therefore receiving exactly half the full-time salary, FTEF= 0.50. As mentioned before, the half-time faculty can be found in only a few SUCs and they are mostly in the professional colleges such as Medicine or Law.
* For Teaching Fellow or Teaching Associate receiving the full monthly allowance or stipend, FTEF = 1.00. This is the FTE even if the TA or TF is teaching only one subject or two. If they are receiving the full stipend, the FTEF count is still 1.00
* If the faculty member is part-time such as a lecturer, Adjunct or Affiliate faculty, or Professor Emeritus, then FTEF = 0.250. In other words, the lecturers and other part-time faculty are counted as 1/4 of a full-time equivalent – regardless of actual teaching load.

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| A11 | GENDER.1=Male.2=Female. |
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| B1 | **HIGHEST DEGREE ATTAINED**.Fill up with a 3-digit code. Please see coding of “HIGHEST DEGREE ATTAINED” in the last page of these instructions. For example* If the highest degree is a masters degree, CODE=800.
* If the faculty member has a masters degree and some academic units toward a doctorate, CODE = 801.
* If the faculty member has a masters degree and has completed all doctorate requirements except for the dissertation, CODE= 802.
* If the faculty member has completed the doctorate or equivalent, CODE = 900.

Do not count honorary degree. |
| B2 | **IS THE FACULTY MEMBER “ACTIVELY PURSUING” THE NEXT HIGHER DEGREE?**For instance, if the faculty member is a bachelors degree holder, is he in active pursuit of a masters degree in the discipline where he is teaching? If the faculty member is a masters degree holder, is he in active pursuit of a doctoral degree in the discipline where he is teaching?Please refer to the definition of the data element PURSUE at the end of these instructions and use the 1-digit code prescribed therein. |
| B3 | **SPECIFIC DISCIPLINE (NO. 1) WHERE TEACHING IS PRIMARILY DONE.** **Use 6-digit code. Do not use free-form entry such as “Psychology of Leadership”.**Based on the faculty member’s teaching load over the past 10 years, classify the discipline in which he/she does most of his/her teaching. There are 566 specific disciplines to choose from but choose one only as the primary teaching discipline. However, the next column allows the faculty member to declare a second area of primary teaching discipline.Use 6-digit code as specified in the annex of discipline codes. Please note that Education fields are coded separately. Faculty member may self-declare area of teaching discipline but this should be screened by the dean or the VP Academic Affairs. |
| B4 | **SPECIFIC DISCIPLINE (No. 2) WHERE TEACHING IS ALSO DONE.****Use 6-digit code. Do not use free-form entry such as “Invertebrates in Tropical Oceans”.**Based on faculty member’s teaching load over the past 10 years, does the faculty member teach in another discipline? If the faculty member teaches in only one disicipline, the answers to B3 and B4 will be identical. Otherwise, the faculty member is allowed to declare a second area of expertise.REMARKS:A faculty member may teach in many disciplines but Form E-1 and Form E-2 will tabulate only the two disciplines where he/she does most of his teaching. Faculty member may self-declare area of teaching discipline but this should be screened by the dean or the VP Academic Affairs. |
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| B5 | **SPECIFIC DISCIPLINE OF BACHELORS DEGREE****Use 6-digit code**. Choose one and only one specific discipline from ANNEX B: SPECIFIC DISCIPLINE CODES.  |
| B6 | **SPECIFIC DISCIPLINE OF MASTERS DEGREE****Use 6-digit code**. Choose one and only one specific discipline from ANNEX B: SPECIFIC DISCIPLINE CODES. If person has 2 masters degrees, classify the masters degree which is closest to the discipline where the faculty member mostly teaches.If the masters degree is in Education (e.g. MA Education Major in Math), use the appropriate code under Teacher Education, not Mathematics. If there is no completed masters degree, write “NO MASTERS DEGREE”. |
| B7 | **SPECIFIC DISCIPLINE OF DOCTORATE****Use 6-digit code**. Choose one and only one specific discipline from ANNEX B: SPECIFIC DISCIPLINE CODES. If the doctorate is in Education (e.g. PhD Education Major in Science Education), use the appropriate code under Teacher Education, not Science. Do not count honorary degree.If there is no completed doctorate, write “ NO DOCTORAL DEGREE”. REMARKS:The main purpose of B5,B6,B7 is not really to determine if the bachelors, masters and doctorates are in the same discipline. The main purpose is to determine if the degree (whether bachelors, masters or doctorate) is in the same discipline where the faculty member does most of his teaching. In other words, B5, B6, B7 will be matched with B3,B4. |
| B8 | **DID MASTERS DEGREE INVOLVE WRITING A THESIS?**This question is being asked to determine if the faculty member has had formal training in research at the masters level. The evidence of formal training is the fact that the faculty member has earned a graduate degree which he/she obtained after writing a thesis or dissertation.* 1=YES. IN OBTAINING MASTERS DEGREE, THE FACULTY MEMBER WROTE A THESIS.
* 2=NO. IN OBTAINING HIS MASTERS, FACULTY MEMBER DID NOT WRITE A THESIS.
* 3=NO INFORMATION ON THE MATTER.
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| B9 | **DID DOCTORATE INVOLVE WRITING A DISSERTATION?**This question is being asked to determine if the faculty member has had formal training in research at the doctorate level. The evidence of formal training is the fact that the faculty member has earned a graduate degree which he/she obtained after writing a thesis or dissertation. Do not count honorary doctorates.* 1=YES. IN OBTAINING DOCTORATE, THE FACULTY MEMBER WROTE A DISSERTATION.
* 2=NO. IN OBTAINING DOCTORATE, FACULTY MEMBER DID NOT WRITE DISSERTATION.
* 3=NO INFORMATION ON THE MATTER.
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**HOW MUCH IS THE TEACHING LOAD OF THE FACULTY MEMBER?**

There are many ways to measure the teaching load:

1. **“SUBJECT UNITS**”.

These are the units assigned to the subject in the Catalog of Subjects. If a teacher handles two 3-unit subjects and two 4-unit subjects, the total subject units is of course 3 + 3 + 4 + 4 = 14. It does not matter whether the subject is lecture or lab. It does not matter whether the subject is an undergraduate subject or a graduate subject. It does not matter how many students there are. Just add the no. of units assigned to the subjects.

1. “**CREDIT UNITS”**

The “credit units” allow differential treatment between undergrad and graduate subjects, between lecture and lab subjects or possibly between normal-size classes and big classes. The “credit units” are important because they are used to meet the normal faculty load (typically 18 units per semester).

* + If a teacher handles a 3-unit undergrad subject with 40 students, the teacher will be credited the usual 3 units. In this case there is no difference between the “subject units” and the “credit units”.
	+ But if the undergrad class is big, say 70 or more students, the teacher might be credited with 4 or more “credit units”. The subject is still a 3-unit subject but the faculty member is given credit for 4 or more units in consideration for the class size.
	+ If a teacher handles a 3-unit graduate lecture subject, the actual credit units assigned might be 3.75 ( = 3\*1.25) or 4.5 ( = 3\*1.5) “credit units”. The usual reason for this is that it takes more time preparing for graduate subject than it does an undergrad subject.
	+ If a teacher handles a 2-unit undergraduate laboratory subject, the actual credit units assigned might be only 1.50 ( = 2\*0.75) “credit units”.
1. **HOURS PER WEEK DURING A SEMESTER**

This is just a straightforward count of actual teaching hours per week.

* Thus, a 3-unit undergrad lecture subject means 3 hours per week during the semester.
* Similarly, a 3-unit graduate lecture subject still means 3 hours per week during the semester.
* However, a 2-unit lab might actually mean 3 hours of laboratory hours per week.
1. **STUDENT CONTACT-HOURS** ( see following discussion).

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| C1 | **UNDERGRAD LAB TEACHING “CREDIT UNITS” ( 1st SEM 2004-05):**Total teaching “CREDIT UNITS” in UNDERGRADUATE laboratory subjects in the first semester. The purpose of this question is to keep track of “laboratory teaching” because this entails different costing norms from the usual “lecture teaching”. Lab teaching means teaching in a purpose-built room using special equipment such as a Physics lab, Chemistry lab, Computer Lab (i.e. students sit at their own computers), etc. Typically, if a teacher handles a 2-unit undegraduate lab, the actual credit units is only 1.5 units ( = 2\*0.75).IMPORTANT:Tabulate undergraduate and graduate level teaching separately.Note that “Undergraduate” includes MD, DMD, DVM, D Optometry. |
| C2 | **UNDERGRAD LECTURE TEACHING “CREDIT UNITS” ( 1ST SEM 2003-05):**Total teaching credit units in UNDERGRADUATE lecture subjects (or subjects taught in the “lecture mode”) in the first semester.* Do not include units assigned to the undergrad thesis.

IMPORTANT:Tabulate separately teaching at undergraduate and graduate level. Note that “undergraduate” includes MD, DMD, DVM, D Optometry, Law.  |
| C3 | **TOTAL UNITS UNDERGRADUATE TEACHING “CREDIT UNITS” = LAB + LECTURE = C1 + C2**IMPORTANT:Total teaching “credit units” at the undergraduate level.  |
| C4 | **UNDERGRAD LAB TEACHING HOURS PER WEEK ( 1st SEM 2004-05):**Total teaching HOURS PER WEEK in UNDERGRADUATE laboratory subjects in the first semester. The purpose of this question is to keep track of “laboratory teaching” because this entails different costing norms from the usual “lecture teaching”. Lab teaching means teaching in a purpose-built room using special equipment such as a Physics lab, Chemistry lab, Computer Lab (i.e. students sit at their own computers), etc. Typically, if a teacher handles a 2-unit undegraduate lab, the actual credit units is only 1.5 units ( = 2\*0.75).IMPORTANT:Tabulate undergraduate and graduate level teaching separately.Note that “Undergraduate” includes MD, DMD, DVM, D Optometry. |
| C5 | **UNDERGRAD LECTURE TEACHING HOURS PER WEEK ( 1ST SEM 2003-05):**Total teaching credit units in UNDERGRADUATE lecture subjects (or subjects taught in the “lecture mode”) in the first semester.* Do not include units assigned to the undergrad thesis.

IMPORTANT:Tabulate separately teaching at undergraduate and graduate level. Note that “undergraduate” includes MD, DMD, DVM, D Optometry, Law.  |
| C6 | **TOTAL UNITS UNDERGRADUATE TEACHING HOURS PER WEEK = LAB + LECTURE = C1 + C2**IMPORTANT:Total teaching HOURS PER WEEK at the undergraduate level.  |

**EXAMPLE:**

Imagine a faculty member with the teaching load below during the first semester.

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|  | LEVEL/ TYPE | LECTURE HOURS PER WEEK | NO. OF STUDENTS | LECTURE STUDENT CONTACT HOURS |
| SUBJECT 1 | UNDERGRAD LECTURE | 3 | 20 | 60 |
| SUBJECT 2 | UNDERGRAD LECTURE | 4 | 35 | 140 |
| SUBJECT 3 | UNDERGRAD LAB | 5 | 30 | 150 |
| SUBJECT 4 | GRADUATE LECTURE | 3 | 5 | 15 |
| SUBJECT 5 | GRADUATE LAB | 2 | 10 | 20 |
|  |  |  |  |  |
| TOTAL |  | **17** | **100** | **385** |

In total, this hypothetical faculty member has 100 students in 5 classes and teaches 17 hours per week.

1. At the undergraduate lecture level, the faculty member teaches a total of 3+4 hours per week and a total of 60+140 undergrad lecture student-contact hours.
2. At the undergraduate lab level, the faculty member teaches a total of 5 hours per week and a total of 150 undergrad lab student-contact hours.
3. At the graduate lecture level, the faculty member teaches a total of 3 hours per week and a total of 15 graduate lab student contact-hours.
4. At the graduate lab level, the faculty member teaches 2 hours of lab per week and 20 graduate lab student-contact hours.

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| C7 | **STUDENT-CONTACT HOURS IN *UNDERGRAD LAB* CLASSES ( 1ST SEM 2004-05):**If a faculty member has 20 students in an undergrad lab class which meets 2 hours per week during the semester and 15 students in an undergrad lab class which meets 3 hours per week, the total lab student contact-hours for the faculty is 85 UNDERGRAD 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. Sometimes this is also referred to as “student-credit units” or SCU. |
| C8 | **STUDENT-CONTACT HOURS IN *UNDERGRAD LECTURE* CLASSES ( 1ST SEM 2004-05):**If a faculty member has 30 students in an undergrad lecture class which meets 3 hours per week during the semester and 100 students in an undergrad class which meets 2 hours per week, the total UNDERGRAD LECTURE STUDENT-CONTACT HOURS = 290 ( = 30\*3 + 100\*2). Because it factors in both the hours and the no. of students, this measure is a more precise indicator of the amount of teaching done by a faculty member. (Sometimes this is also referred to as “student-credit units” or SCU.)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. |
| C9 | **TOTAL UNDERGRAD STUDENT-CONTACT HOURS** = LAB + LECTURE = C4 +C5. |
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| D1 | **GRADUATE LEVEL LAB TEACHING UNITS ( 1st SEM 2004-05):**Total teaching units in GRADUATE LEVEL laboratory subjects in the first semester. No further distinction is made between masters level and doctoral level.The purpose of this question is to keep track of “laboratory teaching” at the graduate level.  |
| D2 | **GRADUATE LEVEL LECTURE UNITS TEACHING ( 1ST SEM 2003-05):**Total teaching units in GRADUATE LEVEL lecture subjects (or subjects taught in the “lecture mode”) in the first semester. No further differentiation is made between masters level and doctoral level.* Do not use any credit multiplier for teaching graduate subjects. If the subject is a 3-unit graduate subject, then enter 3.0 units – even if the faculty member might be credited 4.00 or 4.50 units for teaching the graduate class .
* If a faculty member is part of a teaching team, use the appropriate fraction. For instance, if 2 faculty members teach a 3-unit class, the primary or lead teacher might be credited with 2.0 units and the other teacher might be credited with 1.0 unit. For this specific class, the sum must be 3 units.
* Do not include units assigned to thesis or dissertation advising. The no. of units assigned by different SUCs to the thesis or dissertation varies too widely.

IMPORTANT:Tabulate separately teaching at undergraduate and graduate level. Note that “undergraduate” includes MD, DMD, DVM, D Optometry, Law.  |
| D3 | **TOTAL UNITS GRADUATE LEVEL TEACHING = LAB + LECTURE = D1 + D2**IMPORTANT:Total teaching units at the graduate level ( masters and doctoral level combined)..  |
| D4 | **STUDENT-CONTACT HOURS IN GRADUATE LEVEL LAB CLASSES ( 1ST SEM 2004-05):**If a faculty member has 20 students in an GRADUATE LEVEL lab class which meets 2 hours per week during the semester and 15 students in an GRADUATE LEVEL lab class which meets 3 hours per week, the total lab student contact-hours for the faculty is 85 GRADUATE LEVEL 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. Sometimes this is also referred to as “student-credit units” or SCU. |
| D5 | **STUDENT-CONTACT HOURS IN GRADUATE LEVEL LECTURE CLASSES ( 1ST SEM 2004-05):**If a faculty member has 30 students in an GRADUATE LEVEL lecture class which meets 3 hours per week during the semester and 100 students in an GRADUATE LEVEL class which meets 2 hours per week, the total GRADUATE LEVEL LECTURE STUDENT-CONTACT HOURS = 290 ( = 30\*3 + 100\*2). Because it factors in both the hours and the no. of students, this measure is a more precise indicator of the amount of teaching done by a faculty member. (Sometimes this is also referred to as “student-credit units” or SCU.)Do not include contact hours for thesis or dissertation advising. The no. of units assigned to thesis or dissertation varies too widely. Moreover, it is unpredictable how long it will take a student to finish the thesis or dissertation.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 GRADUATE LEVEL STUDENT-CONTACT HOURS** = LAB + LECTURE = D4 +D5. |
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# NON-TEACHING LOAD

What are the other non-teaching duties of the faculty member? **Please note that the unit of measure below is “credit units”, not hours.**

**Hours must be converted to credit units.** For example, suppose a faculty member is designated as Director of Publications and it is considered a “half-time administrative position” or 20 hours per week. If the normal SUC load is 18 units, the administrative position is therefore equivalent to 9 credit units ( since 20 hours is ½ of the typical 40-hour work week).

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| E1 | **OFFICIAL LOAD REDUCTION FOR RESEARCH ( in CREDIT UNITS).**In a typical SUC, the “normal faculty load” ( or more appropriately, MINIMUM FACULTY LOAD) is 18 units per semester. In such a case, it is possible that a faculty member might actually teach only 15 units because he/she has been granted a 3-unit load reduction for some official research. Because of the official research, the faculty member is allowed a reduced teaching load.* If a faculty member conducts research but does not receive load credits for it, then LOAD REDUCTION FOR RESEARCH = 0. Such a faculty member is required to teach a minimum of 18 units or account for it in some other official duties.
* The load reduction for research could be abused if the faculty member receives a 3-unit load reduction but will teach 18 or more units anyway. This could be done due to the exigency of the service but it could also be to obtain some additional compensation for overload teaching. It is not logical for a faculty member to teach 18 units and then receive 3 units “load reduction” for research.
* The load reduction for research could be misinterpreted for “research points” used in evaluating faculty promotions. The information needed in this column is the amount of teaching underloading which the faculty member is being allowed so he/she can do research.
* If the normal faculty load is 18 units and a faculty member receives a 3-unit underload for research, it means that 3/18 = 13.33% of the faculty member’s salary should be credited to research instead of teaching. This information will be used for costing purposes, especially in differentiating between the cost of instruction and the cost of research in an SUC.
* The typical normal SUC faculty load is 18 units per semester and it is a very rare SUC which will grant more than 3 units load reduction for research. Even then, only a few faculty members might deserve that official load reduction.
* The load reduction for research cannot be simply self-declared by a faculty member. It should be approved by the Vice-President for Academic Affairs.
* If a faculty member is appointed as Director for Research, he/she could get a load reduction for administration but not for research. If the Director of Research also has his/her own research, then the person will get both load reduction for administration and load reduction for research.
* Load reduction for textbook writing can be classified as load reduction for research.
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| E2 | **OFFICIAL LOAD REDUCTION FOR EXTENSION SERVICES ( in CREDIT UNITS)**If the normal faculty load is 18 credit units per semester, does the faculty receive official load reduction for “extension services”? This load reduction cannot just be self-declared by the faculty member. It must be officially approved by the President or Vice-President. Otherwise, do not put any load reduction for extension.If the normal load is 18 units and the faculty receives a 3-unit load credit for extension services, then the faculty member can get away with teaching 15 units instead of the usual 18 units. |
| E3 | **OFFICIAL LOAD REDUCTION FOR STUDY( in CREDIT UNITS).****This must be official load reduction for studying.** * If the normal faculty load in the SUC is 18 units per semester, and the faculty member is on full study leave with pay, then LOAD REDUCTION FOR STUDY = 18 units. This means the faculty member is completely deloaded from teaching but is required to be studying full-time.
* If the faculty member is on study leave without pay, then LOAD REDUCTION FOR STUDY = 0. Because the faculty member is on leave without pay, he is completely relieved of any obligation to teach – and there can be no load reduction to speak of. If the leave is without pay, there is no load to reduce!
* It is possible for a faculty member to receive partial study leave with pay. A junior faculty working for a masters or PhD degree might be allowed some official underload during the semester. This is possible if the faculty is pursuing graduate studies in the same SUC or in some nearby HEI so that he can both teach and study. If the official load reduction is 6 units, it means the faculty member need not teach more than 12 units so that he/she can devote the other 6 units to studying or thesis writing. The underloading cannot be self-declared by the faculty or even by a department chair: it must be officially approved by the VP for Academic Affairs.
* **If the normal faculty load is 18 units, the sum of teaching load and load reduction for study should not exceed 18 units.** If the person is teaching 15 units and enrolls in 6 units (for a total of 21 units), the true load reduction for study is only 3 units – not 6 units. In this case, enter 3 units not 6 units as the load reduction.
* It is of course possible for a faculty member to study without official load reduction. A faculty member could be teaching the usual 18 units and then be enrolled in one subject or two. In this case, there is no load reduction for studying and LOAD REDUCTION FOR STUDY = 0.
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| E4 | **OFFICIAL LOAD REDUCTION FOR “PRODUCTION” ( in CREDIT UNITS)**This the official load reduction received by a faculty member for “Production”, .e.g. managing a piggery, poultry or farm which generates income for the SUC. Although this may be lumped together as part of “administrative duties”, it is treated here as a separate category to estimate the faculty time devoted to “production”. The load reduction must be officially approved by the President or a Vice-President. It cannot be credited based purely on the self-declaration of a faculty member.REMARKS:**The credit load for production has important implications for cost accounting in the SUC.** If the normal faculty load is 18 and the faculty member receives a 6 unit load reduction for production, then 1/3 ( = 6/18) of his salary will be charged to the poultry, the piggery or whatever income generating project he is managing. Since the average basic salary of a SUC faculty member is about P240,000, this would mean P80,000 should be charged to the piggery, poultry, etc. Other compensation (e.g. 13th month pay, cash gift, RLIP, allowances, etc.) received by the faculty member may also be attributed as costs to the income generating project.“Production” is not an integral university function in the same way that instruction, research or extension services are integral functions. Production is purely in support of the 3 main functions but it is being segregated to facilitate cost accounting. |
| E5 | **OFFICIAL LOAD REDUCTION FOR ADMINISTRATIVE DUTIES**. **( in CREDIT UNITS).**If the faculty member has official administrative duties such as Department Chair, Dean, Director of Research or Project Director, he/she is usually given official load reduction. In a typical SUC, the dean is given a 6-unit load reduction. If the normal load is 18 units, the typical dean need not teach more than 12 units.Sometimes there is a specific plantilla item for SUC President or Vice-President and the faculty member appointed to such a position leaves his faculty item in favor of the high-salaried administrative item. Such a person is deemed to be a full-time administrative person even if he might continue to teach a subject or two. In such a case, the President or Vice-President is no longer listed among the full-time faculty. His/her teaching load will be part of Group E.Administrative duties in connection with income-generating projects should be tabulated in E4, not E5. |
| E6 | **OTHER OFFICIAL LOAD REDUCTIONS. ( in CREDIT UNITS).**Other official load reductions not yet classified previously are: sabbatical, sick leave with pay, maternity with pay, special detail with pay, vacation leave with pay, etc. * If the faculty is on sabbatical, then put down OTHER OFFICIAL LOAD REDUCTIONS =18.0 units.
* If the faculty member is on maternity leave with pay for 2 months out of the 5-month semester, put down OTHER OFFICIAL LOAD REDUCTION = 7.2 units ( = 2/5 of 18 units).
* If the faculty member is on some leave without pay, then OTHER OFFICIAL LOAD REDUCTION = 0. As mentioned before, if the faculty is on leave without pay, he/she is completely relieved of any obligation to work. There is no load to speak of and therefore no load reduction can be possible.
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| E7 | **TOTAL FACULTY WORKLOAD ( 1ST SEM 2004-05):**This is the sum of “CREDIT UNITS”, not the sum of hours --- and certainly not the incompatible sum of units and hours!By formula: **E5 = TEACHING UNITS + NONTEACHING UNITS**  = **(C3 + D3) + (E1+ E2 +E3 + E4 + E5 + E6)*** This is the sum of all teaching credit units ( undergrad and graduate, lab and lecture) and non-teaching credit units for the semester.
* For a full-time faculty member receiving his faculty salary (i.e. is not on some leave without pay), the total should be at least 18 units for the semester -- or whatever is the normal faculty load in the SUC.
* If the sum is less than the normal load, a full-time faculty member is deemed to be “underloaded” and the VPAA should investigate. This means underutilization of SUC resources.
* If the sum is more than normal load, a full-time faculty member is deemed to be “overloaded”. He may or may not deserve overload honoraria depending on SUC policy and availability of funds.
* If the sum is “much more” than the normal load ( say 30 or more units), then there is need to investigate too. Either the faculty is much too overloaded or there could have been some mistake in filling up the form.
* If the faculty member is half-time, then the total load should be at least 9 units (assuming the normal full-time load is 18 units).
* If the faculty member is part-time (e.g. lecturer or professor emeritus), there is no minimum load to speak of. The teaching load could be zero – except that if the load is zero, the lecturer should not be listed anymore. On the other hand, the total load of a lecturer should not be more than 9 units because a lecturer is not supposed to teach more than that.
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**FURTHER NOTES ON “TOTAL FACULTY WORKLOAD**

If the normal faculty load in the SUC is 18 credit per semester, the total faculty workload of one faculty member should be at least 18. It does not have to be all teaching but the sum of teaching and non-teaching credits should be at least 18 – but possibly as high as 21 or 24 units if the faculty member is also an administrator or there is some overload teaching. However, it is unrealistic for any one person to have a total load of 30 or more units per semester.

It will be the task of the VPAA to screen or review the workload of any faculty member who claims a workload of more than 24 units per semester.

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| E8 | REMARKS:The following remarks, if applicable, should be written down. They provide appropriate to explain some apparently or actually unusual faculty profiles. These remarks, if applicable, are specially necessary for the faculty members in Groups A1 and A2 because these are the faculty members in the plantilla. These remarks may explain the justification for “unusual work loads” (e.g. zero, too low or too high) or unusual load reductions. The applicable dates should be written out.* *ON VACATION LEAVE WITH PAY ( MMDDYY to MMDDYY)*
* *FULL STUDY LEAVE WITH PAY ( MMDDYY to MMDDYY)*
* *MATERNITY LEAVE WITH PAY (MMDDYY to MMDDYY)*
* *SICK LEAVE WITH PAY ( MMDDYY to MMDDYY)*
* *SABBATICAL (MMDDYY to MMDDYY)*
* *STUDY LEAVE WITHOUT PAY ( MMDDYYYY to MMDDYYYY)*
* *OFFICIAL LEAVE WITHOUT PAY (MMDDYY TO MMDDYY)*
* *ABSENT WITHOUT OFFICIAL LEAVE (AWOL)- SINCE MMDDYY*
* *DROPPED FROM THE ROLLS ( AS OF MMDDYY)*
* *ON SECONDMENT TO GOVERNMENT ( MMDDYY to MMDDYY)*
* *VISITING PROFESSOR PAID BY JSPS ( or AUSAID, or GTZ or FULLBRIGHT, etc.)*
* *ADJUNCT FACULTY WITHOUT COMPENSATION*
* *HIGH SCHOOL FACULTY TEACHING IN COLLEGE*
* *SUC VICE-PRESIDENT*
* *ALSO SERVING AS DIRECTOR OF RESEARCH( MMDDYY to MMDDYY)*
* *COLLEGE DEAN ( MMDDYY to MMDDYY)*
* *DEPARTMENT CHAIR( MMDDYY to MMDDYY)*
* *SUBSTITUTE FOR (NAME OF OWNER OF PS ITEM)*
* *FACULTY SALARY PAID FROM GAA LUMP SUM*
* *FACULTY SALARY PAID FROM SUC INCOME*
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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).** |
|  |  |  |  |
|  | **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).** |
|  |  |  |  |
|  | **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 in the disciplines where they are teaching.  |
| DEFINITION |  | AS OF A SPECIFED DATE ( July 1 of each year): 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, is still enrolled but has not graduated, 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 | Masters degree holder with some PhD units 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. |
|  | 3 | Masters degree holder with some PhD units in the discipline where he is teaching but no longer actively pursuing a PhD. For instance, a faculty member who has given up, or has been overtaken by maximum residency rule in the doctoral program. |
|  | 4 | Masters degree holder with no PhD units in the discipline where he is teaching. |
|  | 5 | Bachelors degree holder with some masters units in the discipline where he is teaching actively pursuing masters degree. 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. |
|  | 6 | Bachelors degree holder with some masters units in the discipline where he is teaching but no longer in active pursuit of masters degree. For instance, somebody who just decided to stop or somebody who has been overtaken by the maximum residency rule in the masters program.  |
|  | 7 | Bachelors degree with no masters units in the discipline where he is teaching. |
|  | 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.