

UNIVERSITY OF THE PHILIPPINES
Quezon City

Excerpt of the Minutes of the 1222nd Meeting of the Board of Regents held on 27 July 2007, CFOS Conference Room, Umali Hall, U.P. Visayas, Miag-ao, Iloilo

POLICY MATTERS FOR DECISION OF THE BOARD

The President endorsed the following:

- B. **Proposed U.P. Los Baños Policy on the Renewal of Appointment and Tenure of Research, Extension and Professional Staff (REPS)**

Background and Rationale

During the 2007 UPLB Planning Workshop held last 1-2 February 2007, the Executive Committee proposed that the policy on the Renewal of Appointments and Tenure of Research, Extension and Professional Staff (REPS) be reviewed. This review is in line with the objective to strengthen the research and extension capability of the university and to have a tenure policy for REPS parallel with that of the faculty.

Accordingly, there have been previous initiatives undertaken in reviewing the current policy on the renewal of appointment and tenure of REPS. In August 2006, five colleges submitted their comments and recommendations regarding the proposed Policies and Guidelines Governing Tenure of REPS, namely:

1. College of Agriculture
2. College of Forestry and Natural Resources
3. College of Public Affairs
4. College of Development Communication
5. College of Human Ecology

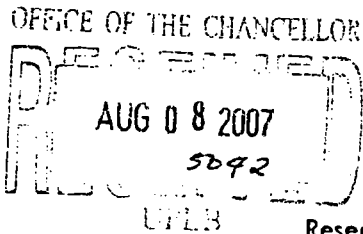
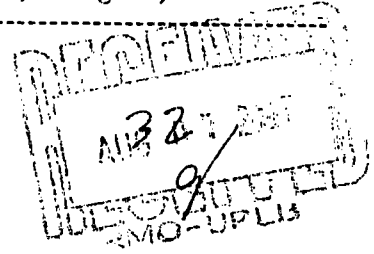
With the renewed thrust to review the current policy, the Vice-Chancellor for Research and Extension, Dr. Enrico P. Supangco, was tasked to conduct the study and to submit its recommendations to the Executive Committee. In line with this, the following transpired:

- The U.P. Research, Extension and Professional Staff Association (UPREPSA) held a meeting to discuss the proposed policy. A total of 51 REPS attended the meeting.
- A consultation meeting with UPREPSA regarding the proposed tenure policy was conducted on 8 May 2007 at the Operations Room. A total of 25 REPS attended the meeting.
- UPREPSA submitted a letter last 4 July 2007 which contained their proposed modification of the policy on tenure.
- On 6 July 2007, the proposal was presented to the EXECOM and was duly approved by the Committee.

Current UPLB Policy on the Renewal of Appointment and Tenure of REPS

- A. **Renewal of Appointments of REPS**

REPS with temporary appointments are renewed yearly while those with casual appointment are renewed every six months subject to the favorable recommendation of their immediate supervisor.



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B. Requirements for Tenure of REPS

1. A master's degree (Memo No. 92 Series of 1997)
2. Justification of the immediate supervisor (Memo No. 35 Series of 1987)
3. Biodata – Accomplishments in the last two years which include all publications (if any). In the case of REPS, if there is/are no publication(s), the supervisor should provide justification (Memo NO. 35 Series of 1987).

Proposed UPLB Policy on the Renewal of Appointments and Tenure of REPS

A. Renewal of Appointments of REPS

1. REPS with temporary appointments will be renewed yearly while those with casual appointments will be renewed every 6 months subject to the favorable recommendation of their immediate supervisor.
2. REPS with *temporary appointments* must obtain their MS, MA or MLS degree from a reputable university within five years from the date of hiring or their appointment will not be renewed – "up or out policy".
3. REPS with *temporary appointments* will be given a maximum of two years extension of their appointment after the 5th year of employment if they are in the experimental stage of their thesis with an approved outline from the Graduate School.

B. Requirements for Tenure of REPS

1. MS, MA or MLS degree from a reputable university
2. One (1) publication in a refereed journal as lead or co-author
 - a. R & E staff with an MS or PhD degree from a reputable university who transferred from other SCUs, GOs and private corporations to UPLB (lateral entry) must publish in a refereed journal as lead or co-author within three (3) years from the start of their appointment
 - b. R & E staff who entered UPLB with an MS or PhD degree from any CU of UP (lateral entry) must show proof that he/she has already published in a refereed journal as lead or co-author while employed in U.P.
 - c. R & E staff who earned their MS degree from a reputable university while employed in UPLB must publish in a refereed journal as lead or co-author within three (3) years from getting their MS or MA degree.
 - d. Professional staffs (Librarians and Guidance Counselors) are not required to have a publication. However, they should have a valid license from the Professional Regulation Commission (PRC) while employed in the university else they may be terminated.

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3. The field of specialization of REPS personnel for tenure must conform with the unit's staffing pattern.
4. Research and Extension Personnel must satisfy the work load requirement (average of 12 units/semester) for 3 consecutive years prior to being recommended for tenure.
5. Must be favorably recommended by the unit.

Board action: Approval

CERTIFIED CORRECT:


LOURDES E. ABADINGO
Secretary of the University
and of the Board of Regent

NOTED:


LUIS REY I. VELASCO
Chancellor

31 July 2007

cc: The Vice President for Academic Affairs _____
The Chancellor, U.P. Los Baños _____
The Vice-Chancellor for Research and Extension, UPLB _____

Note: The Chancellor will please see to it that copies of this excerpt are furnished to all units/persons concerned.

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