

UNIVERSITY OF THE PHILIPPINES
Quezon City

Excerpt from the Minutes of the 1083rd Meeting of the Board of Regents held on 26 January 1995

V. POLICY MATTERS FOR APPROVAL BY THE BOARD

The following matters were submitted for APPROVAL by the Board, its action being indicated at the end of each item:

D. Proposed Guidelines for Determining Rank and Salary Grade of Research, Extension and Professional Staff (REPS) upon obtaining a PhD degree, or its Equivalent in a Relevant Field of Specialization (Please see pertinent documents field at the OSU Records).

Board Action: **APPROVAL provided that the existing rule regarding the automatic promotion of those who had already attained the rank of associate professor at the time they started their fellowship or study for a PhD shall be reviewed.**

CERTIFIED CORRECT:

(Sgd.) VIVENCIO R. JOSE
Secretary of the University and
The Board of Regents

27 January 1995

cc.: The Vice-President for Academic Affairs
 The Vice-President for Finance and Administration
 The Vice-President for Planning and Development
 The Vice-President for Public Affairs
 The Chancellor, U.P. Diliman
 The Chancellor, U.P. Manila
 The Chancellor, U.P. Los Baños
 The Chancellor, U.P. Visayas
 The Vice-Chancellor for Academic Affairs, UPD
 The Assistant for Academic Affairs, UPM
 The Vice-Chancellor for Academic Affairs, UPLB
 The Vice-Chancellor for Academic Affairs, UPV
 The Director, HRDO, U.P. Diliman
 The HRDO, U.P. Manila
 The HRDO, Los Baños
 The HRDO, U.P. Visayas

***APPROVED GUIDELINES FOR DETERMINING RANK AND SALARY GRADE OF RESEARCH, EXTENSION AND PROFESSIONAL STAFF (REPS) UPON OBTAINING A PhD DEGREE, OR ITS EQUIVALENT, IN A RELEVANT FIELDS OF SPECIALIZATION**

1. Promotion of REPS upon obtaining a PhD degree or its equivalent from a recognized institution shall apply only to those who are included in the core staffing pattern of the unit concerned.
2. The **MINIMUM RANK** to which a REPS shall be promoted automatically upon obtaining a PhD degree is UR/UES II (Grade 18-1) regardless of the rank and grade of origin. Thus,

**URA/UEA I (Grade 12))
URA/UEA II (Grade 14)) to UR/UES II (Grade 18)
UR/UES I (Grade 16))**

3. Automatic Promotion to a rank above the **MINIMUM** upon obtaining a PhD degree shall not exceed two grades from the rank of origin. Thus,

**UR/UES II (Grade 18) to UR/UES III (Grade 20)
UR/UES III (Grade 20) to UR/UES IV (Grade 22)
UR/UES IV (Grade 22) to UR/UES V (Grade 24)
UR/UES V (Grade 24) to Step increases as this is the
maximum grade**

4. REPS upon obtaining a PhD degree may be promoted to a rank above the **MINIMUM** and **exceeding two grades but to maximum of four grades** provided that additional requirements set forth for that particular rank are met as follows:

A. To **UR/UES III (Grade 20)**

- UR -**
- (a) Must have implemented, as leader, research project/s equivalent to at least **five (5) PROJECT YEARS** or the equivalent in case of study, and
 - (b) Must have published at least eight (8) papers in refereed journals or the equivalent in other forms of publication, three (3) of which as senior author
- UES -**
- (a) Must have implemented, as leader, extension project/s equivalent to at least five (5) **PROJECT YEARS** or the equivalent in case of other extension activities, and
 - (b) Must have published at least eight (8) papers in refereed journals or the equivalent in other forms of extension publication, three (3) of which as senior author.

*Approved by the Board of Regents (BOR) in its 1083rd Meeting held on 26 January 1995.

B. To UR/UES IV (Grade 22)

- UR** - (a) Must have implemented, as leader, research project/s equivalent to at least ten (10) **PROJECT YEARS** or the equivalent in case of study or program, and
- (b) Must have published at least 15 papers in refereed journals or the equivalent in other forms of publication, ten (10) of which as senior author.
- UES** - (a) Must have implemented, as leader, extension project/s equivalent to at least ten (10) **PROJECT YEARS** or the equivalent in case of other extension activities, and
- (b) Must have published at least 15 papers in refereed journals or the equivalent in other forms of publication, 10 of which as senior author.

C. To UR/UES V (Grade 24)

- UR** - (a) Must have implemented, as leader, research project/s equivalent to at least 15 PROJECT YEARS or the equivalent in case of study or program, and
- (b) Must have published at least 20 papers in a refereed journals or the equivalent in other forms of publication, 15 of which as senior author.
- UES** - (a) Must have implemented, as leader, extension project/s equivalent to at least 15 PROJECT YEARS or the equivalent in case of other extension activities, and
- (b) Must have published at least 20 papers in a refereed journals or the equivalent in other forms of extension publication, 15 of which as senior author.

NOTE: The PROJECT YEAR requirement in A, B and C above may be substituted with additional PUBLICATIONS in refereed journals at an equivalency of one (1) publication per two (2) project years. A reverse substitution is not allowed.

5. AREPS with a PhD degree being accepted through the lateral entry route may be recommended to a rank and grade higher than the minimum provided that the additional requirements for that particular rank and grade as detailed in item 4 are satisfied. In this case, however, the "project year" requirement maybe substituted with year experience in postdoctoral research in the equivalence of five (5) project years to three (3) years of postdoctoral research. A combination of both may also be applied.
6. Automatic promotion of REPS upon obtaining the PhD degree or its equivalent shall be made effective on the date they report for duty provided that a certification is presented from appropriate officials of the concerned institution that all requirements for the degree have been met, even if the degree may not have been officially conferred. Documents attesting to the official conferment like Diploma, Transcript of Records (where appropriate) and title of Dissertation shall be submitted assoon as these are available.

7. REPS with doctoral degrees not commonly known to be equivalent to the PhD shall provide a certification from appropriate officials of the Institution concerned of the equivalency of such degrees to the PhD.

Abbreviation:

URA - University Research Associate
UR - University Researcher
UEA - University Extension Associate
UES - University Extension Specialist

EXPLANATORY NOTES:

1. For purposes of quantifying research/extension experience, a PROJECT-YEAR is defined as: A research/extension, PROJECT* implemented/handled for a period of one calendar year. Thus, to illustrate:

Ex. A. Implemented a project with duration of three(3) years
= **3 project years**

Ex. B. Simultaneously implemented three (3) different projects for one (1) calendar year
= **3 project years**

Ex. C. Implemented two (2) different projects, each with 3-year duration
= **6 project years**

Note: This concept is being introduced in lieu of the number of years of experience due to:

1. Differences in research/extension project duration
2. Differences in workloads in terms of number of projects handled by different REPS
3. Diversity in projects handled by project leaders

Definition of Terms:

PROGRAM - A group of interrelated or complementing projects usually requiring an interdisciplinary or multi-disciplinary approach to meet established goal(s) within a specific time frame. It is composed of at least 2 projects.

PROJECT - A set of interrelated studies/activities or a component of a program with predetermined objective(s) to be accomplished within a specific time frame. It is composed of at least 2 studies or extension activities.

STUDY/EXTENSION ACTIVITY - A basic unit in the investigation of a specific problem identified under a research project or a set of activities for a planned extension strategy.

2. For purposes of determining approximate equivalency between the various forms of publications required in these guidelines, the scheme below shall be employed. (This is roughly derived from the existing point system used in the Quantified Faculty Performance Rating).

- a. One (1) Monograph/
Training Manual - Four (4) papers in refereed journal/edited proceedings
- b. One (1) paper in
refereed journal - One (1) paper in edited proceedings
- Two (2) papers in non-refereed journal/
unedited proceedings
- Three (3) papers in popular journals
- Eight (8) leaflets/brochures/primers/comics