

II. INTER-CAMPUS PROGRAM

To complement the System Faculty Development Program, the Inter-Campus Program was established to provide support for the exchange of faculty among campuses through a short lecture series or for a longer academic period of teaching. Its components are the following:

- ▶ Inter-Campus Lecture Series (1148th BOR meeting, 22 February 2001)
- ▶ Internal Faculty Exchange Program (1034th BOR meeting, 30 August 1990)

Inter-Campus Lecture Series

1. Purpose

The grant is directed at regional campuses that wish to avail of expertise from other constituent universities for short but intensive lecture series on new theories, methods, and developments in selected disciplines. As part of the faculty development program, the lecture series is intended for academic staff.

2. Eligibility

A unit (department, institute, division, or college) or group of units may apply for the grant to enable it to invite individual faculty or a team of faculty members from another constituent university to lecture on topics identified by the unit. A team shall consist of a pair of lecturers.

3. Scope of Grant

The grant shall cover expenses entailed in the delivery of one week of intensive lectures in keeping with the CU's faculty development thrust.

4. Benefits

- 4.1. The grant shall provide for the lecturer's travel, honorarium, board and lodging.
- 4.2. The contract fees (excluding travel) shall be pegged at P1,000 per hour for Professors, P900 per hour for Associate Professors, and P800 per hour for Assistant Professors.
- 4.3. If lectures are co-taught, the lecture hours shall be prorated accordingly.

5. Requirements

- 5.1. The faculty member(s) to be invited must have proven track record in the field/discipline as evidenced by solid teaching experience, publications, and other academic contributions.
- 5.2. As the lecture series are intended for faculty development, the audience shall largely consist of UP faculty and the lectures may not be used as the host unit's extension activity. Should the host unit find it necessary to invite outsiders, the lecturer's consent must be obtained; and if outsiders will be asked to pay fees, prior consent of the VPAA must be obtained.
- 5.3. As much as possible, the lectures shall be scheduled during the summer or semestral break. The minimum number of lecture/workshop hours is twelve. The program will support lecture series of at most fifteen hours in the case of a single lecturer, and eighteen hours for a team of lecturers.
- 5.4. If a lecture series lasts longer than fifteen lecture/workshop hours (in the case of a single lecturer), or eighteen hours (in the case of a team of lecturers), the CU shall be responsible for the payment of additional contract fees and other costs.
- 5.5. The applicant unit shall also submit a budget for the lecturer's board, lodging, and travel.

6. Procedure

- 6.1. The applicant unit shall submit its request (see form) to the VPAA for evaluation and approval. If a campus submits applications for several lecture series, it shall prioritize its requests based on need.
- 6.2. Applications shall be made at least two months in advance; earlier, if lecturers have not been contacted or identified.
- 6.3. If the host unit has a particular faculty member in mind, it shall be responsible for informing said person of the grant application. The applicant unit may also opt to identify the subject of the lectures rather than the expert(s), in which case the VPAA shall help identify possible lecturers.
- 6.4. Once the application is approved, the lecturer shall enter into a contract with the host unit, indicating the topic, date, and number of lecture hours. The lecturer shall also attach to the contract a one-page summary of the lectures he/she intends to give.

7. Release of Funds

- 7.1. The host unit shall charge the cost of board, lodging, and travel to the OVPAA (under the name of the Program).
- 7.2. The OVPAA shall remit, in full, the lecturer(s)' contract fees to the host CU for the host to release to the lecturer(s).

8. Obligations of Grantee

- 8.1. The host unit, for its part, shall make all the necessary travel arrangements and other arrangements and provide the venue and facilities for the lecture series.
- 8.2. The host unit shall house the lecturer at the campus guesthouse whenever possible.
- 8.3. The host unit shall provide the VPAA with written feedback on the lecture series along with the lecturer's own observations and other relevant information. These reports may be used to weigh future requests from the unit.

Internal Faculty Exchange Program

1. Purpose

The Internal Faculty Exchange Program enables a campus to avail of the expertise of a faculty member from another constituent university for a longer period of one semester up to two years. The exchange faculty shall teach in the host university and participate in its research and extension activities.

2. Eligibility

- 2.1. Departments interested in hosting a visiting professor may apply for support under the Internal Faculty Exchange Program.
- 2.2. A regular faculty member who has taught at least two years in a CU may apply for inclusion in the internal faculty exchange pool.

3. Scope of Grant

The assignment to another CU shall cover a minimum of one semester to a maximum of two years' teaching.

4. Benefits

As incentive to the home unit of the faculty exchange member, the amount of P30,000 per year shall be added by the System to the budget of the home unit.

5. Requirements

- 5.1. Faculty included in the exchange pool shall be among the best of the University's teaching staff.
- 5.2. The applicant unit shall justify its request for the faculty's expertise.
- 5.3. Prior consent of the home unit shall be obtained, a statement of which is to be attached to the applicant unit's letter of request.

6. Procedure

- 6.1. The applicant unit shall obtain the consent of the exchange faculty's home unit before sending an application to the System.
- 6.2. The unit shall apply to a System committee consisting of the Vice President for Academic Affairs as chair and the Vice Chancellors for Academic Affairs as members.

7. Obligations of Host and Home Universities

- 7.1. The host university shall provide the exchange faculty member with the following:
 - ▶ Salary appropriate to his rank in his home unit
 - ▶ Incentive allowance equivalent to 30 percent of the faculty's salary
 - ▶ Living allowance of P3,000 per month
 - ▶ Actual rent not exceeding P3,000 a month provided the host CU does not have a guesthouse or other accommodation
 - ▶ Round-trip plane ticket per semester
 - ▶ Baggage allowance of P500 per semester
- 7.2. The host unit shall, in addition, perform the following duties:
 - ▶ Orient the exchange faculty regarding the host campus
 - ▶ Provide access to and/or procure the necessary instructional materials/aids
 - ▶ Submit a report to the home unit of the exchange professor on his/her teaching performance at the end of every semester

7.3. The home unit shall, likewise, perform the following duties:

- ▶ Assume responsibility for the substitute instructor
- ▶ Consider the exchange faculty member's service in the other CU as part of his/her service in the home unit following the guidelines for the promotion of affiliate faculty and faculty on temporary second appointment²

²Guidelines for promotion of affiliate faculty and faculty on temporary second assignment, 176^a PAC (President's Advisory Committee) meeting, 29 November 2000. See also UP System Manual Series 2 on faculty tenure, rank, and promotion.