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OFFICE OF THE VICE-CHANCELLOR
FOR ACADEMIC AFFAIRS

MEMORANDUM NO. OVCAA-ECA 17-040

TO : ALL DEANS, DIRECTORS, HEADS OF ACADEMIC UNITS

FROM : 
EVANGELINE C. AMOR, Ph.D. ✓
Vice-Chancellor for Academic Affairs

SUBJECT : Reminders for the Semester

DATE : 11 September 2017

This is to remind all faculty members to observe the following University rules and regulations specific to conduct of classes:

- 1) **Dismissal of classes** should be at least 10 minutes before the end of the period, with the option to make it 15 minutes for students to get to their next class, and with accompanying reminder that classes should start on time. (*UPD Faculty Manual 2003, Chapter 11: Academic Information, 11.10 Dismissal/ Suspension of Classes, a. Dismissal, p. 277*)
- 2) If and when inviting **outside speakers** to the class, the total number of lecture hours must not exceed nine (9) hours in a given semester. The faculty member must be present in all the lectures. This rule shall not apply to cases where, under a memorandum of agreement, part of the course is to be taught by a visiting professor. (*UPD Faculty Manual 2003, Chapter 10: Conduct, Restrictions, and Disciplines, 10.2 Restrictions, 10.2.1 Teaching, c. Inviting Outside Lecturers, p. 181*)
- 3) Each member of the faculty shall be available for **consultation** for at least ten (10) hours a week during regular office hours. These hours and the place within the University should be announced to the students. (*UPD Faculty Manual 2003, Chapter 4: Duties and Responsibilities of Faculty Members, 4.6 Consultation Hours, p. 50*)
- 4) A faculty member may be allowed to go on **special detail** to attend conferences, seminars and the like, or serve as consultant or resource person, during a semester if the total amount of class missed is not more than twenty percent (20%) of the time for each course s/he is handling during that semester. As much as possible, local and international **travels** should not be scheduled during registration days, the first two (2) weeks of classes, and final examination days. Prior arrangements for the classes should be made and reported before such travels or special details. (*UPD Faculty Manual 2003, Chapter 4: Duties and Responsibilities of Faculty Members, 4.5 Attendance in Classes, p. 50*)
- 5) **Teaching in other academic institutions** may be allowed, provided that the University has a memorandum of agreement/understanding with the university where the faculty member intends to teach, and provided that the teaching engagement does not interfere with, or compromise, the faculty's teaching and other duties in the University. Faculty on study load and faculty administrators may not teach outside UP, and, much less, may not hold

administrative positions outside UP. Teaching hours for teaching outside UP, while properly allowable under the said conditions, should fall outside the unit's regular office hours. Teaching outside UP may not be used as a reason to beg off from any of the faculty duties in the University. (*UPD Faculty Manual 2003, Chapter 10: Conduct, Restrictions, and Disciplines, 10.3 Guidelines on Outside Activities, 10.3.6 Types, c. Teaching in Other Educational Institutions, p. 189*)

- 6) Submission of **report of grades** on time is one of the criteria for faculty reappointment, tenure and promotion. Teachers should also keep the supporting class records for five (5) years. (*UPD Faculty Manual 2003, Chapter 4: Duties and Responsibilities of Faculty Members, 4.7 Submission of Grades, p. 51*)

Thank you for your usual cooperation.