


OFFICE OF THE VICE-CHANCELLOR  
FOR ACADEMIC AFFAIRS

MEMORANDUM NO. OVCAA-ECA 17-036

TO : ALL DEANS, DIRECTORS, HEADS OF ACADEMIC UNITS  
ALL FACULTY MEMBERS

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

SUBJECT : Teaching Load Credit, Overload Credit and Small Classes

DATE : 6 September 2017

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This is to remind all faculty members to comply with the following:

1. Provisions in the Faculty Manual regarding the minimum required 12-unit semestral and 24-unit annual load of faculty members, compliance with which should be reflected by the actual load given to the faculty member and attested to by him/her and the Unit Chairs, Deans or Directors in the Faculty Service Record (FSR).
2. Provisions of OP Memo no 92-40, 21 July 1992 that present all the rules and guidelines for Overload Teaching Honoraria.

Attached are consolidated provisions from the Faculty Manual and the OP Memo when assigning and undertaking teaching load and in accounting for the creation of small classes in relation to overload credit computation. It is underscored that small classes should have been created and continue to be conducted only with the Special Approval of the Chancellor on or before the last day of registration.

Please be guided accordingly. Thank you.

Enc: a/s

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# CONSOLIDATED PROVISIONS ON MINIMUM TEACHING LOAD, OVERLOAD CREDIT AND SMALL CLASSES

## 1. TEACHING LOAD CREDIT

The *Faculty Manual* provides that:

"4.0 ...faculty members are expected to perform their duties prescribed by University rules and regulations." Under this appear sections on teaching load, thereby indicating that among the duties that a faculty member is expected to comply with is the required teaching load, to cite further:

### "4.2 Teaching Load

4.2.1 Required Teaching Load [Chap 18 Sec 11, University Code; as amended at these BOR meetings: 861<sup>st</sup>, May 29 1975; 1020<sup>th</sup>, Apr 25 1988; 1023<sup>rd</sup>, July 27, 1989; and 1092<sup>nd</sup>, Nov 29 1995]

A normal teaching load of 12 units per semester or its equivalent in colleges and units observing the trimester or other systems shall be required of each faculty member

#### 1) Teaching load credit.

...The regular teaching load of 12 units is reckoned using course credit. For example, a faculty member has to teach four (4 courses) with 3-unit course credit each to satisfy the required 12-unit regular teaching load or three (3) courses, each with 4-units of course credit... (p 38)

## 2. OVERLOAD CREDIT

With reference to overload teaching, we also reiterate the provisions of OP Memo no 92-40, 21 July 1992 that presents all the rules and guidelines for Overload Teaching Honoraria and likewise refer to the Approval of the BOR at the 839<sup>th</sup> meeting Nov 29 1973, also articulated in the Manual (p p 37-47) that:

*Sec 3 Overload Teaching. Teaching in excess of the normal load of 12 units shall be entitled to an honorarium subject to existing rules and policies; Provided that at least the minimum teaching load required under Section 1 shall have been complied with.*

The Manual further cites provisions on how 12 units can be accounted for, other than through teaching activities (4.3, pp 41-43). In the same spirit, the Manual also explicitly refers to the appreciation of overload in the context of having units beyond "the normal load of 24 units per academic year" (Faculty Manual, 4.4. Overload, p 47; Administrative Circulars Memorandum 92-40, UP Gazette, pp 55,57). This is supported by the *UP Gazette's* pronouncement that:

*in no case shall a faculty member be paid overload or summer teaching honoraria beyond a combined total of eighteen (18) teaching units of overload and summer teaching over one school year (12 months, starting with the first semester), [UP Gazette Jul-Dec 1992, p 57]*

*9. Payments for Overload Teaching Honoraria at the end of the First Semester – As a rule, every regular fulltime faculty member must account for 24 units of credit load per school year (12 months). Theoretically, the credit load of a faculty member cannot be computed and payment for overload cannot be made until the end of the second semester.*

## 3. SMALL CLASSES

Our current implementation of overload pay for regular class sizes versus the offering and pay for small classes in turn depends on the Faculty Manual (sec 4.2.2, p 37) and also citing the UP Gazette's text (Jul-Dec 1992, p 55):

*1.2 Academic administrators should distribute teaching assignments as equitably as possible among faculty members. While small classes might be best for academic reasons, the reality of budget constraints dictate that as much as possible, small classes should be avoided or offered only once a year...*

*4. General Rules on Class Sizes and Credit Load – In the face of tight budget constraints, the University has no choice but to impose rules on minimum class sizes. In general, before an undergraduate class is opened, there must be at least 10 students and for a graduate class, at least 5 students. Present University rules require that any exceptions to this rule must have the Special Approval of the Chancellor on or before the last day of registration. The offering of small classes should be avoided.*