

OFFICE OF THE VICE-CHANCELLOR
FOR ACADEMIC AFFAIRS

MEMORANDUM NO. OVCAA-ECA 17-037

TO : ALL DEANS, DIRECTORS, HEADS OF ACADEMIC UNITS
ALL ACADEMIC PERSONNEL COMMITTEE (APC) MEMBERS
ALL CONCERNED FACULTY MEMBERS

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

SUBJECT : Appointments of Tenure-Track Faculty Members

DATE : 7 September 2017

Pursuant to the attached Memorandum Order No. PDLC 17-20 dated 28 July 2017, we would like to bring to your attention the new provisions on appointments of tenure-track faculty members, as follows:

1. The temporary appointment of a tenure-track faculty member classified as such by their respective academic units shall remain in force and effect from the date of its effectivity until the expiration of the time allowed for the appointee to complete requirements to qualify for a permanent appointment under the University rules.
2. Within the time allowed to complete the requirements to qualify for permanent appointment, periodic performance evaluation shall be conducted in accordance with the following schedule: once when the period to qualify is two (2) years, twice when the period to qualify is three (3) years, and thrice when the period to qualify is five (5) years. The appointment of a faculty may be terminated if he fails in any evaluation.
3. A tenure-track faculty member with temporary appointment shall be recommended for permanent appointment only upon completion of and compliance with all the qualification requirements of his item within the period allowed under the University rules and upon passing all the applicable performance evaluations therefor.
4. The rules and procedures herein shall be applicable to all temporary appointments of tenure-track faculty members including those issued before the effectivity of the Memorandum Order No. PDLC 17-20.

As part of the implementation, may we request for a list of temporary faculty members who are on tenure track, as recommended by your Unit Academic Personnel Committee (APC). Kindly use the attached template and submit the hard copy (with signatures of the APC members) to OVCAA on or before **Friday, 22 September 2017** (Attention: Mr. Jerome Cruz). Also, please send the soft copy to jerome@ovcaa.upd.edu.ph.

Thank you.



UNIVERSITY OF THE PHILIPPINES
Quezon City

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RECEIVED

OFFICE OF THE VICE CHANCELLOR
University of the Philippines - Quezon City

Date: AUG 01 2017

By: *Am*

OFFICE OF THE PRESIDENT
MEMORANDUM ORDER NO. PDLCL 17-20

Date : 28 July 2017
To : All concerned
Subject : **APPOINTMENTS OF TENURE-TRACK
FACULTY MEMBERS**

WHEREAS, under existing practice, the temporary appointment of faculty members to their respective plantilla items is effective only for a period of one (1) year;

WHEREAS, Section 13(k) of Republic Act No. 9500, otherwise known as the "University of the Philippines' Charter of 2008" (henceforth, the "University Charter") explicitly authorizes the Board of Regents (BOR) to determine the terms and conditions of employment of faculty and staff as it may deem proper;

WHEREAS, the Board of Regents under Article 160(b) of the University Code authorizes the University President to prescribe rules and procedure for appointment and promotion of the faculty;

NOW, THEREFORE, I, **DANILO L. CONCEPCION**, President of the University, by virtue of the powers vested in me by the University Code, do hereby order:

(1) **Temporary Appointment.** – The temporary appointment of a tenure-track faculty member classified as such by their respective academic units shall remain in force and effect from the date of its effectivity until the expiration of the time allowed for the appointee to complete the requirements to qualify for a permanent appointment under the University rules. The appointee shall, at the time of his temporary appointment, be apprised of the specific period of time within which to complete such qualification requirements.

Academic units are hereby enjoined to submit to the Office of the Vice President for Academic Affairs (OVPA) the list of those temporary tenure-track faculty member classified as such.


(2) **Performance Evaluation.** – Within the time allowed to complete the requirements to qualify for permanent appointment, periodic performance evaluation shall be conducted in accordance with the following schedule: once when the period to qualify is two (2) years, twice when the period to qualify is three (3) years, and

thrice when the period to qualify is five (5) years. The appointment of a faculty may be terminated if he fails in any evaluation.

(3) ***Permanent Appointment to the University of the Philippines.*** – A tenure-track faculty member with temporary appointment shall be recommended for permanent appointment only upon completion of and compliance with all the qualification requirements of his item within the period allowed under the University rules and upon passing all the applicable performance evaluations therefor.

(4) ***Transitory Provisions.*** – The rules and procedures herein shall be applicable to all temporary appointments of tenure-track faculty members including those issued before the effectivity of this Order.

(5) ***Date of Effectivity.*** – This Administrative Order shall be effective immediately upon signing of the President of the University of the Philippines.


DANILO L. CONCEPCION
President

~~NOTED~~

MICHAEL L. TAN
Chancellor
W.F. Oitman