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OFFICE OF THE VICE-CHANCELLOR
FOR ACADEMIC AFFAIRS

MEMORANDUM NO. OVCAA-ECA 19-368

TO : All Deans, Directors and Heads of Academic Units
All Academic Personnel Committee Members
All Administrative Officers Concerned
Director Rosella Torrecampo, OAT

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

SUBJECT : Weighted Average SET Requirement for Faculty Recommendations for
Tenure, Renewal, Reappointment, Reclassification and Rehiring

DATE : 24 July 2019

In the meeting of the Academic Personnel & Fellowship Committee (APFC) on 9 May 2019, it was agreed that appreciation of the SET should be based on the weighted average, and weighted average SET score for Undergraduate (UG) and Graduate (G) courses should be indicated separately.

To illustrate, if faculty T teaches undergraduate courses C_1, C_2, \dots, C_n , with number of SET respondents S_1, S_2, \dots, S_n and average SET score A_1, A_2, \dots, A_n , respectively, then,

$$\text{Weighted average SET of faculty T} = \frac{\sum_{i=1}^n S_i A_i}{\sum_{i=1}^n S_i}$$

For example, in a semester, a Faculty has the following teaching load:

Undergraduate Courses	No. of Respondents	SET in the Course (For the Teacher)
C_1	$S_1 = 25$	$A_1 = 1.8$
C_2	$S_2 = 2$	$A_2 = 1.0$
C_3	$S_3 = 50$	$A_3 = 2.0$
C_4	$S_4 = 10$	$A_4 = 1.5$

Total Respondents: $25 + 2 + 50 + 10 = 87$

Average SET : $\frac{1.8 + 1.0 + 2.0 + 1.5}{4} = 1.575$

Weighted Average = $\frac{25(1.8) + 2(1.0) + 50(2.0) + 10(1.5)}{87}$

Weighted Average SET: 1.86

For compliance please.

Thank you for your cooperation.