




OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS
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MEMORANDUM NO. OVCAA-ECA 20-512

TO : ALL DEANS, DIRECTORS AND HEADS OF UNITS

FROM : 
ROSELLA M. TORRECAMPO
Officer-in-Charge, OVCAA
01/02/20

SUBJECT : UP Teaching Assistanship (Teaching Fellows and Teaching Associates) Program-Proposed Revision

DATE : 2 January 2020

Attached is the UP Teaching Assistanship (Teaching Fellows and Teaching Associates) Program-Proposed Revision (October 2019) approved by the Board of Regents at its 1349th meeting on 28 November 2019, for your information and guidance.

Thank you.



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Office of the Vice President for Academic Affairs



REQUESTED BOR ACTION: Proposed Revised Teaching Assistantship Program

BACKGROUND

- The Teaching Assistant/Fellowship Program has been implemented since 1986 to support the graduate studies of potential faculty members and supplement the teaching force.
- The prevailing Guidelines were approved by the BOR in April 2015. Since its effectivity, implementation concerns were discussed by the Vice-Chancellors for Academic Affairs in the Academic Affairs Committee in several meetings. These discussions highlighted the need to formalize the following explicit policy adjustments that were implemented to address problems of implementation on the ground.
 - TAs and TFs must have both teaching and study units with prorated stipends if their teaching or study units is less than 6.
 - Explicit statement regarding the assignment and responsibility of teaching mentors (Faculty-in-Charge) and TA/TFs;
 - Explicit statement that the sharing of the cost of TA/TF scholarships between the UP System and the CU is 50%-50%.

Action of the Board of Regents
at its 349th Meeting on NOV 28 2019
APPROVAL

ROBERT M. LARA
Secretary of the University
and of the Board of Regents

UP Teaching Assistantship (Teaching Fellows and Teaching Associates) Program
Proposed Revision (October 2019)

FROM	TO
<p>Background:</p> <p>The UP System Teaching Assistantship Program is now on its second year of implementation. of the of the "Teaching Associates" or "Teaching Fellows", collectively known as "Teaching Assistants", as defined by the UP Diliman Faculty Manual, are postgraduate students assigned to teach undergraduate courses in the department where they are enrolled. Considered non-regular members of the teaching staff, they are appointed on a yearly contractual basis to teach part-time until the maximum residence period allowed by UP (i.e., 5 years for master's students, 6 years for PhD students with a master's degree upon admission, and 8 years for those doing straight PhD). In return, they receive full-time graduate study privilege. The teaching load is a minimum of 6 units and a maximum of 9 units a semester, and the semester's study load must be 6 to 9 units of graduate course work or 12 units of thesis or dissertation work.</p>	<p>The UP Teaching Assistantship (Teaching Fellows and Teaching Associates) Program at the UP System approved by the Board of Regents in its meeting on April 2015 is now on its third year of implementation which started in AY 2015-2016.</p> <p>The program took in eighty-four (84) Teaching Associates and eleven (11) Teaching Fellows from AY 2015-2016 to AY 2018-2019. These assistants have been instrumental in reducing the teaching load of the faculty giving them more time to conduct research or pursue post-graduate studies.</p>
<p>Rationale:</p> <p>While the existing scheme for Teaching Associates and Teaching Fellows allows departments or colleges to hire non-regular academic personnel as the need arises, the proposed establishment of Teaching Assistantships recognizes the need to yet improve the supply side. It aims to give the finest students of UP the opportunity to share their knowledge and skills through teaching even while they are studying. It also aims to ease the process of hiring staff who can teach or assist in teaching (lecture and laboratory courses). As the quality of the supply increases and the process becomes easier, the demand should also increase. This is envisioned to result in more departments making use of teaching assistants to unload their regular faculty members of teaching duties.</p> <p>Teaching Assistants are either Teaching Associates (TAs) –master's students, or Teaching Fellows (TFs) - PhD students, who are pursuing their studies half-time and are teaching half-time. They are postgraduate student scholars and not contractual employees of the university. It is the program of the university that provides financial support for postgraduate studies.</p>	

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<p>Goals and Objectives:</p> <ol style="list-style-type: none"> 1. to encourage outstanding baccalaureate graduates to pursue graduates studies (Masters and PhD) in the university 2. to increase the number of postgraduate students in the university 3. to encourage baccalaureate graduates identified to have good teaching, communication, research and creative skills to pursue academics in the university 4. to serve as the training ground for good teachers and researchers/creators in the university 5. to contribute to reducing the teaching load of faculty in the university 	
<p>Eligibility, Documentation Requirements and Selection Process:</p> <ol style="list-style-type: none"> 1. Outstanding baccalaureate graduates of UP (honor graduates or those who belong to the upper 10% of a graduating class) (transcript of records or true copy of grades). 	
<ol style="list-style-type: none"> 2. Outstanding current postgraduate students of UP (belonging to upper 10% of the degree program in the last 5 years; may have completed baccalaureate degree in UP or other leading SUCs or HEIs; still in the course work stage, not in the thesis or dissertation stage of postgraduate studies, with exceptions allowed with strong justification) (true copy of grades, certification letter from postgraduate program adviser endorsed by unit head). 	
<ol style="list-style-type: none"> 3. With outstanding teaching, communication, research and creative skills (letter of recommendation from 2 teachers in 2 undergraduate and/or graduate courses endorsed by unit head). 	
<ol style="list-style-type: none"> 4. For baccalaureate graduates, qualified to enroll in a postgraduate degree program in the university (letter of acceptance or conditional acceptance to a postgraduate degree program of the university from the chair of the postgraduate committee endorsed by the unit head). 	
<ol style="list-style-type: none"> 5. The TA/TF application form is completed and signed endorsed by the unit head, Dean, Vice-Chancellor for Academic Affairs and Chancellor. 	

Action of the Board of Regents
at its 34th Meeting on NOV 20 2019

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[Signature]
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6. The OVPAA shall make a call for applications for TA/TF at the beginning of every semester with a deadline for submission of applications at the middle of the semester. Teachers and mentors are encouraged to identify or handpick prospective TA/TF applicants and persuade them to apply for TA/TF support. (To jumpstart the program, this schedule may not be strictly followed in the first round of TA/TF applications in 2015).	
7. The UP System through the OVPAA shall act on TA/TF applications based on merit, pro-rated support for the CUs and availability of funds.	
8. OVPAA shall announce TA/TF scholarships at the end of a semester. The TA/TF can commence postgraduate studies and teaching the following semester or summer.	
<p>Terms of Reference:</p> <p>1. The TA/TF shall teach 6 units and enroll in postgraduate courses of 6 (maximum of 9) units per semester.</p>	<p>Terms of Reference:</p> <p>The TA/TF shall assist the Faculty-in-Charge/teaching mentor for a minimum of six (6) Teaching Assistantship units (TA units) and enroll in postgraduate courses of six (6) (maximum of 9) units per semester. Should the TA units fall below the minimum required, the stipend will be given at a pro-rata based on the TA units.</p> <p>The TA/TF may be given supervised teaching duties for undergraduate classes except GE courses as these should be handled by special GE teachers.</p> <p>The Teaching Assistantship Program is a fulltime activity and the TA/TF should not be occupying a position in UP or another institution while in the program.</p>
2. The TA/TF is assigned a teaching mentor in the unit.	<p>The TA/TF will not be given faculty load but will be allowed to teach/assist in classes with a faculty mentor (Faculty-in-Charge) who will have command responsibility of the class. The Faculty-in-Charge will be given a faculty load commensurate to his/her involvement in the class.</p> <p>If the TA/TF will be allowed to teach the class, there should be consultation between the TA/TF and the Faculty-in-Charge on the giving of grades. The Faculty-in-Charge of the class will be the one signing the Official Report of Grades.</p> <p>The Faculty-in-Charge will not claim the teaching units of the TA/TF classes he/she supervises in his/her Faculty Service Record (FSR). A notation of the classes</p>

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	<p>that the faculty supervises (where a TA/TF is assigned) in the FSR can be indicated but only the appropriate teaching credits should be assigned. Overload pay should not be given to a Faculty-in-Charge who does not share in the actual teaching of the class.</p> <p>The name of the Faculty-in-Charge will be the one reflected in the schedule of classes however, if the TA/TF will be doing supervised teaching, his/her name should also be reflected as the TA/TF of the class.</p>
<p>3. The specific teaching tasks and responsibilities of the TA/TF will be determined by the unit.</p>	<p>The specific teaching tasks and responsibilities of the TA/TF will be determined by the unit. The TA/TF may give lectures or conduct laboratory classes under the supervision of the Faculty-in-Charge. The TA/TF may be given other assignments e.g., handling of discussion groups, checking of exams or preparation of materials, etc. These other assignments may be given corresponding TA units.</p>
<p>4. In the thesis or dissertation stage, the amount of teaching assigned to the TA/TF is recommended by the unit to the OVPAA.</p>	<p>In the thesis or dissertation stage, the amount of TA units assigned to the TA/TF is recommended by the unit to the OVPAA however, the stipend to be given will also be pro-rated.</p>
<p>5. The TA/TF is assigned a postgraduate program adviser (and eventually a thesis or dissertation adviser) in the unit who may be the same as the teaching mentor.</p>	
<p>6. One month after the end of every semester, the teaching mentor and postgraduate program (and/or thesis/dissertation) adviser, signed by the unit head and CU officials, submit a teaching performance evaluation and postgraduate studies progress report of the TA/TF to the OVPAA, with a recommendation (or not) to continue the scholarship. Further, the unit recommends the amount of teaching load in the subsequent semester, i.e., reduced or no teaching load for TAs/TFs in the thesis/dissertation stage.</p>	<p>One month after the end of every semester, the teaching mentor and postgraduate program (and/or thesis/dissertation) adviser, signed by the unit head and CU officials, submit a teaching performance evaluation and postgraduate studies progress report of the TA/TF to the OVPAA, with a recommendation (or not) to continue the scholarship. Further, the unit recommends the amount of TA units in the subsequent semester. Should the unit decide not to give TA units to TA/TF on thesis or dissertation stage, the TA/TF will continue to receive a waiver of tuition fee and other school fees but there will be no stipend.</p>
<p>7. A contract will be signed between the TA/TF, the unit head and CU officials, and OVPAA stipulating the Terms of Reference of the scholarship.</p>	
<p>8. A TA is provided a monthly stipend equal to the salary of Instructor 5 for 6 months per semester; a TF is provided a monthly stipend equal to the salary of Assistant Professor 1 for 6 months per semester. Funds will be provided by the UP System to the CUs.</p>	<p>A TA is provided a monthly stipend equal to the salary of Instructor 5 and the TF with a monthly stipend equal to the salary of Assistant Professor 1 if they will render six (6) TA units.</p> <p>Funds for the grant of the TA/TF will be 50% from the CU and 50% from the System.</p>

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<p>9. Other benefits are as indicated in the BOR-approved TA/TF enhancement program:</p> <ul style="list-style-type: none"> - Stipend, no Withholding Tax - Teaching Associate: equivalent to Instructor 5 (SG 16-3) - Teaching Fellow: equivalent to Assistant Professor 1 (SG 18-1) - Scholarship: Tuition Fee Waiver - Book Allowance: PhP 10,000.00 per year - Part of Master's thesis or PhD dissertation pursued in foreign university (COOPERATE sandwich program) - Scholarship, in Curriculum Vitae Early earning of degree through scholarship 	<p>Other benefits are as indicated in the BOR-approved TA/TF enhancement program:</p> <ul style="list-style-type: none"> - Stipend, no Withholding Tax - Teaching Associate: equivalent to Instructor 5 (SG 16-3) - Teaching Fellow: equivalent to Assistant Professor 1 (SG 18-1) - Scholarship: Tuition and Matriculation Fee Waiver - Book Allowance: PhP 10,000.00 per year - Will be given priority for the COOPERATE sandwich program for TA/TFs conducting their thesis or dissertation but will no longer receive a stipend
<p>10. TAs/TFs at the thesis/dissertation stage are encouraged and trained to write grant proposals to support their projects.</p>	
<p>11. TAs/TFs are required to undergo regular training to further improve their teaching and communication skills.</p>	
<p>12. There is no assurance that after the TA/TF completes the postgraduate degree, that s/he will be hired as faculty in the unit. The TA/TF will be asked to pursue the regular faculty application process.</p>	
<p>13. The TA receives support from the University for a maximum of 4 years of master's studies, after which upon the recommendation of the unit, unless otherwise justified, the financial support is cut in half. The TF receives support from the University for a maximum of 6 years of PhD studies, after which upon the recommendation of the unit, unless otherwise justified, the financial support is cut in half. All means and measures should be pursued by the unit to ensure that the TA/TF complete his/her postgraduate studies.</p>	

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