



FACULTY MANUAL

Approved per Board Resolution No. 04, s. 2019 dated March 20, 2019





PROCEDURE MANUAL

CSU-PM-09

Title: Faculty Manual 2019 Revision

TABLE OF CONTENTS

Brief History of Catanduanes State University	5
Mandate, Mission, Vision, Goal, and Core Values	6
Mandate	6
Vision	6
Mission	6
Goal	6
Core Values	6
CHAPTER I. FACULTY COMMITMENT	7
CHAPTER II. SCOPE AND OBJECTIVES	7
A. Scope	7
B. Objectives	7
CHAPTER III. FACULTY RESPONSIBILITIES AND ADMINISTRATION	8
A. Instruction	8
B. Research	9
C. Extension	9
D. Administration	10
CHAPTER IV. RECRUITMENT, SELECTION, APPOINTMENT, PROMOTION, AND SEPARATION	11
A. Recruitment, Selection, and Appointment Procedures	11
1. Policies	11
2. Procedures	12
3. Academic Ranks	14
4. Appointment and Promotion	15
5. Types of Faculty	16
B. Promotion and Advancement	18
1. Policies	18
2. Procedures	19
C. Separation	21
1. Retirement	21
2. Resignation	22
3. Transfer	23
4. Dismissal	23
CHAPTER V. WORKING HOURS AND FACULTY WORKLOAD	24
A. Working Hours	24
1. Official Working Hours	24
2. Flexi-time Schedule	24
B. Faculty Workload	24
1. Regular Workload	24
2. Overload	25
3. Substitution	25



PROCEDURE MANUAL

CSU-PM-09

Title: Faculty Manual 2019 Revision

C. Designations	26
CHAPTER VI. RIGHTS AND PRIVILEGES OF THE FACULTY	28
A. Academic Freedom	28
B. Rights of the Faculty	28
C. Privileges of the Faculty	30
1. Welfare Services	30
CHAPTER VII. LEAVE BENEFITS AND SERVICE CREDITS	31
A. Leave Benefits	31
B. Leave of Absence	31
1. Vacation Leave	32
2. Sick Leave	33
3. Special Privilege Leave	33
4. Maternity Leave	34
5. Special Leave Benefits for Women	36
6. Paternity Leave	37
7. Rehabilitation Leave	37
8. Academic Leave for Faculty Administrators	38
9. Solo Parent Leave	38
10. Sabbatical Leave	40
11. Leave of Absence Privilege under R.A. 9262 "Anti-Violence Against Women and Their Children Act of 2004"	41
12. Terminal Leave	42
C. Monetization of Leave Credits	43
D. Forced/Mandatory Leave	43
E. Leave Status of Faculty	44
1. Vacation-Sick Leave Status	44
2. Teacher's Leave Status	44
3. Service Credits	45
CHAPTER VIII. STAFF DEVELOPMENT PROGRAM	46
A. University Staff Development Program	46
a. Advanced Degree Program	47
b. Sabbatical Leave	48
c. Training Grant Abroad	48
d. Local Training Grant	48
B. Policies and Guidelines	48
CHAPTER IX. AWARDS AND INCENTIVES	56
Policies and Guidelines	56
CHAPTER X. COMPLAINTS AND GRIEVANCE MACHINERY	59
A. General Policy	59
B. Policies	59
C. Procedures	60
CHAPTER XI. RESTRICTIONS, CONDUCT AND DISCIPLINE	62



PROCEDURE MANUAL

CSU-PM-09

Title: Faculty Manual 2019 Revision

A. Restrictions	62
B. Conduct and Discipline.....	63
1. Code of Ethics for Teachers	63
2. Policy on Sexual Harassment.....	63
3. Dress Code	63
4. Attendance in CSU Activities	64
5. Invitations for Extension Activities	65
6. Use of CSU Name, Logo, and Insignia	65
7. Offenses and Sanctions	65
8. Adjudication.....	66
CHAPTER XII. ACADEMIC PROCESSES.....	67
A. Academic Council	67
B. School Calendar, Scheduling, and Conduct of Classes	67
1. School Calendar	67
2. Course Scheduling and Change of Schedule	68
3. Class Size	68
4. First Day of Classes.....	69
5. Preparation of Course Syllabi	70
6. Class Meetings and Dismissal of Classes.....	70
7. Make-up Classes	70
8. Substitution of Course	70
9. Suspension of Classes	71
C. Evaluation of Student Performance.....	71
1. Examinations and Quizzes	71
2. Schedule of Examinations	71
3. Types of Examinations.....	71
4. Preparation and Reproduction of Examination Papers.....	72
5. Examination Proctors and Correctors.....	72
6. Reporting Cases of Cheating and Other Forms of Dishonesty	72
D. Grading System	72
1. Examination and Grades	72
2. Final Rating of 4.0	73
3. Failing Grade of 5.0	73
4. Final Rating of Incomplete	73
5. Changing/Adding/Dropping from a Course	74
E. Submission of Grade Sheets and Class Records.....	74
1. Grades of Graduating Students	74
2. Grade Sheets and Class Cards.....	74
F. Penalty for Late Submission of Grades.....	75
G. Rectification of Errors in the Grade Sheets.....	75
H. Classroom Regulation and Management.....	76



PROCEDURE MANUAL

CSU-PM-09

Title: Faculty Manual 2019 Revision

1. Student Attendance, Absences, and Tardiness	76
2. Classroom Discipline	76
I. Involvement in Ad-hoc Committees.....	77
J. Students' Projects and Theses.....	77
K. Conduct of Official Business.....	78
1. Travels.....	78
2. Educational Field Trips	78
L. Utilization of University Properties.....	79
1. Request for the Use of Facilities.....	79
2. Services	79
CHAPTER XIII. ACADEMIC RITES AND RITUALS.....	81
1. Conferment of Doctorate Degree, "Honoris Causa"	81
2. Installation/Investiture of the University President	81
3. Protocols in Academic Activities/Gatherings.....	82
References	83