

**INTEGRATED
SCHEME FOR
RANKING AND
PROMOTION
(ISRP)**

Revised 2005

Republic of the Philippines
Mindanao State University System

INTEGRATED SCHEME FOR RANKING AND PROMOTION (ISRP)

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Rationale

Promotion is a major concern of both the institution and its employees. Rank promotion of the faculty is a major policy concern of the University as it defines both their academic stature and salary. Necessarily, the University must maintain a precise, reliable and relevant faculty ranking scheme to ensure that its main objectives, that of attracting highly qualified faculty applicants and that of retaining very competent and productive faculty members are consistently and persistently met.

The Mindanao State University initially had a faculty ranking scheme patterned after the 1962 UP model. However, since the University has unique features and needs, it developed its own Faculty Ranking Scheme (FRS) in the 70's to respond to those special characteristics. In 1982, the FRS was revised to become more comprehensive and responsive. It became the MSU INTEGRATED SCHEME FOR RANKING AND PROMOTION or the MSU ISRP. It was further amended in 1993 to accommodate paradigm shifts in education, among others. So that, while the 1982 ISRP gave special focus on educational attainment to encourage the faculty to pursue MS and Ph.D. degrees, the 1993 scheme accentuated research, publication and extension services as these are equally important in the academic operation conditions.

Ranking of faculty members must continually conform to the development, institutional maturity and changing needs and emphases of the University in consonance with changing and relevant national policies. For example, in 1988 the Salary Standardization Law was passed and implemented requiring adjustments in some provisions of the ISRP. In addition, although the Civil Service Commission recognizes the MSU Faculty Merit System, it has imposed specific personnel policies that ISRP must respect.

Recent developments in the national and global academic communities likewise indicate that there should be major amendments in the Scheme. These developments include the following:

1. The program of the Commission on Higher Education (CHED) and the Philippine Regulatory Commission (PRC) to professionalize all baccalaureate degrees in the Philippines which renders the Faculty Classification in the ISRP irrelevant.
2. A new avenue for academic advancements has been opened by Information Technology, such as the Electronic/Open Universities, international teleconferencing and the publication of research outputs online through the internet, which allows everybody to access an infinite body of knowledge now overlaying the communication and academic superhighways.

PURPOSE OF EVALUATION AND RANKING

The purpose of the MSU-ISRP is for the determination of the initial rank of newly recruited faculty members and for promotion of those who are in the service.

I. INITIAL RANKING

Initial ranking of newly recruited faculty shall include the following criteria:

1. Educational Attainment
2. Work Experience
3. Professional Growth*
4. Productivity

*Only seminars and trainings attended within the last three (3) years shall be considered.

Initial ranks shall be pegged at the first level of each rank category (Teacher I, Instructor I, Asst. Prof. I, Assoc. Prof. I, Full Prof. I). The new recruit will be re-evaluated and re-ranked based on additional documents submitted within the first year of employment; otherwise the initial rank becomes final.

II. RANK PROMOTION

Ranking for promotion is a form of institutional recognition of the meritorious performance and outstanding achievements of a faculty. A faculty member who has attained significant achievement or has demonstrated exemplary performance is given due recognition through the evaluation for rank promotion.

To ensure efficient implementation of this policy of the University, each faculty member shall be required to provide the Office of the Academic Affairs or its equivalent, updated and complete personal academic records. On the other hand, each academic unit shall maintain a periodic review of the faculty records to find out who among its faculty members may be qualified for rank promotion.

Considerations for Promotion

Regular faculty members with at least a probationary status or occupying an itemized position, who have served the university for at least two (2) years, and are handling at least three (3) units of teaching load during the time of evaluation, may be considered for promotion, provided that they have achieved or satisfied at least one of the following:

1. Conferment of an officially authorized degree to a faculty grantee who has reported back to duty with TOR and approved bound copy of thesis or dissertation, if applicable; TOR and SO required for those who graduated from private institutions;
2. Completion of a graduate degree on one's own time and expense with approved permit to study PROVIDED, the degree is within or in the allied/related field of study or specialization duly recognized by the University as certified by the concerned academic department or college, with a certified true copy TOR and an approved bound copy of thesis or dissertation if applicable; an SO for those from private institutions shall be required;
3. An average Teaching Efficiency Rating (TER) of not less than Very Satisfactory (VS) in the last four (4) semesters and meeting at least one of the following requirements based on current rank:

INSTRUCTOR/TEACHER

1. 3 years of continuous teaching in the MSUS immediately prior to evaluation

ASSISTANT PROFESSOR (any of the following in one's field of specialization)

1. Publication of a technical/professional/scientific paper or its equivalent or presentation/performance/exhibition of creative work;
2. Involvement in at least two (2) researches;
3. Involvement in the production of at least two (2) instructional materials (e.g. workbooks, manuals, modules, prototypes, etc.);
4. Involvement in two (2) regional Extension projects*;
5. Involvement in two (2) significant (regional or system wide) institutional Service**

* see Section VI

** see Section V

ASSOCIATE PROFESSOR (any of the following in one's field of specialization)

1. Publication of two (2) technical/professional/scientific papers or their equivalent, or presentation/performance/exhibition of two (2) creative works;
2. Completion of at least one (1) research project as principal researcher;
3. Sole authorship of one (1) book or co-authorship of two (2) books;
4. Conceptualization and spearheading of two (2) major Extension projects;
5. Conceptualization and spearheading of two (2) significant institutional Services.

PROFESSOR (any of the following in one's field of specialization)

1. Publication of three (3) technical/professional/scientific papers or their equivalent or presentation/performance/exhibition of three (3) creative works;
2. Completion of at least two (2) research projects as principal researcher;
3. Sole authorship of at least two (2) books or co-authorship of 4 books;
4. Conceptualizing and spearheading of three (3) major extension projects;
5. Conceptualizing and spearheading of three (3) significant Institutional Services.

For Full Professor to be promoted to Research/College Professor or University Professor the given entrance requirements must be satisfied.

- N.B. 1. Publication of a solely authored book should be duly recognized and accredited by the University through the University/Campus Textbook Board based on established criteria.
2. All supporting documents for consideration in each rank category are new or not used in previous considerations for rank promotion.
3. The number of faculty to be promoted shall conform to the faculty promotion plan of each campus.

THE SCHEME

The Scheme consists of two parts:

- Part I Rank Categorization and
- Part II Level-Specification based on established criteria

Part I RANK - CATEGORIZATION

Rank categorization shall be based on the following established entrance requirements which are singular in the Instructor and Teacher ranks and with several options for the rest of the ranks:

TEACHER (Levels I – III)

1. At least a Bachelor's degree with appropriate majors or in a closely allied field and passing the Licensure Examination for Teachers/Professional Board Examination for Teachers (LET/PBET).

MASTER TEACHER (Levels I – IV)

1. At least a Master's degree in one's field of specialization
 - a. With an average TER not below Very Satisfactory** for the last two (2) years prior to the evaluation; and,
 - b. must be a PBET or LET passer

**not applicable to new recruits

2. A Bachelor's degree*** in education and
 - a. Passing PBET or LET; and
 - b. Having ten (10) years of continuous actual and full time teaching experience in MSU with an average TER of VS or an Outstanding TER for the last three (3) consecutive years.

***a maximum of MT II (Master Teacher Two)

INSTRUCTOR (Levels I – III)

1. At least a Bachelor's degree within one's field of specialization or in a closely allied field plus passing a licensure examination, when required in the degree. Passing a licensure examination may be waived for those teaching courses not requiring the same.

ASSISTANT PROFESSOR

(Levels I – IV)

1. A Master's Degree in one's field of specialization plus an average TER of at least VS for the last two (2) years.
2. A Master's degree in a related or allied field of specialization, plus all of the following:
 - a. Three (3) years of full time teaching experience in MSU or other reputable University in the Philippines;
 - b. An average TER of at least Very Satisfactory for the last two (2) years;
3. A Baccalaureate degree**** with five (5) years of teaching experience in the MSUS or in any other reputable University and an average TER of 'Outstanding' for the last two (2) consecutive years plus any two (2) of the following:
 - a. Certificate of Proficiency/Diploma for a special study/training in one's field of specialization earned from a prestigious institution/agency, provided that it is undertaken in a period of at least ten (10) months.
 - b. Presentation of a technical/professional/scientific paper or its equivalent in a national professional conference or presentation/performance/ exhibition of creative work; or
 - c. Co-authorship of at least one (1) research or scholarly article published in a professional or technical journal or scientific invention or creative work or computer program used by an agency or institution; or
 - d. Involvement in the successful implementation of two (2) extension activities duly authorized/recognized and certified by a competent body created by the OVCRE (or its equivalent) with required supporting documents; or
 - e. Involvement in two significant***** 2) institutional service

****Maximum of Asst. Prof. I (One)

*****See Section V

ASSOCIATE PROFESSOR

(Levels I – V)

1. A Doctorate degree in one's field of specialization with an average TER of at least Very Satisfactory in the last four (4) semesters in the MSUS; or
2. A Doctorate degree in an allied or related field of specialization with at least three years (3) of work experience in the MSUS or in other reputable University, two years of which were served as an Assistant Professor, with an average TER of VS in MSUS or in other reputable university; or
3. A master's degree in one's field of specialization and at least three (3) years of teaching experience in the MSUS or in other reputable University, at least two (2) years of which are served as an Assistant Professor in MSUS with an average TER of not below VS, plus any of the following:
 - a. Authorship of one scholarly article published in a professional or technical journal; or
 - b. Completion of one research project duly recognized by the University/ Campus Research Council; or
 - c. Presentation of two (2) technical/professional/scientific papers or its equivalent in a national conference or presentation/performance/exhibition of two (2) creative/scientific works; or
 - d. Spearheading and active involvement in two (2) extension programs/projects adjudged by the Campus APC to have high social impact; or

- e. Designing of an academic or scientific/technical system or software program adjudged to be of institutional significance by a qualified panel of peers; or
 - f. An international or national award from prestigious professional/technical body; or
 - g. A national or international publication of legal or medical treatises and other equivalent works or outputs; or
 - h. Significant contribution (with tremendous impact and usefulness to many sectors) to the development and national/international prestige of MSU through any of the following as recognized by the APC upon recommendation of a competent body created for the purpose:
 - i. culture and arts appreciation or exchanges
 - ii. sports awareness and development
 - iii. scientific, medical and legal advancement
 - iv. economic growth
 - i. Leadership (Principal Authorship/Editorship) in the production of one (1) textbook or two (2) instructional materials for an entire course, e.g., workbooks, manuals, modules and prototypes which are officially used in the campus.
4. A master's degree in allied or related field of specialization with thesis and at least three (3) years of teaching experience in the MSUS or in any other reputable University, at least two (2) years of which are served as an Assistant Professor in MSUS with an average TER of at least VS, plus any two (2) or double of any of those mentioned in Item 3.

FULL PROFESSOR
(Levels I – VI)

1. A Doctorate degree in one's field of specialization and five (5) years of work experience in the MSUS, two (2) years of which are as Associate Professor with an average TER of at least VS plus any of the following:
 - a. Sole authorship of at least one (1) or co-authorship of two (2) refereed scholarly articles published in a professional or technical journal; or
 - b. Co-authorship of a book adjudged to be of high quality (>85%) by a qualified panel of peers; or
 - c. Conceptualization and spearheading the implementation of three (3) extension services/activities; or
 - d. Completion of at least three (3) researches duly recognized by the University Research Council or appropriate body en banc and presented in a forum within the last five years; or
 - e. At least one paper read in an international academic conference or three (3) papers read in national academic conferences.
2. A Doctorate degree in allied or related field of specialization with dissertation directly relevant to one's teaching assignment with not less than seven (7) years of service in the MSUS, at least two (2) years of which are served as Associate Professor with an average TER of not below VS, plus any two (2) or double of any item listed in No. 1.
3. MS or MA***** in one's field of specialization with thesis, with no less than ten (10) years of service in the MSUS, at least five (5) years of which are as Associate Professor and with a TER of not below VS in any of the last four (4) semesters, plus any three (3) of those listed in No. 1.
*****Applicable only within six years upon approval of this Scheme and a maximum of Prof. III, after which this entry point for Full Prof. shall no longer apply.

RESEARCH/COLLEGE PROFESSOR

1. A Doctorate degree with at least five (5) years of service in the MSUS as Full Professor provided that two (2) years are served as Full Prof. VI plus all of the following:
 - a. Presentation/Publication/Performance/Exhibition of seven (7) technical/professional/creative/scientific papers/outputs;
 - b. Completion of at least five (5) research projects as principal researcher; and
 - c. Sole authorship of at least three (3) books or co-authorship of at least six (6) books.
2. Completion of a regular term as Chancellor in any of the MSUS campuses with a VS performance based on a BOR-approved Scheme, provided that upon appointment as such he/she had a rank of Full Professor.

N.B. Chancellors with ranks lower than Full Professor at the time of their appointment will be given one rank higher upon the completion of their term. (e.g., Associate Prof. III to Full Prof. III)

UNIVERSITY PROFESSOR

1. A faculty member who has met all of the following requirements:
 - a. A doctorate degree in one's field of specialization and has served the University for not less than fifteen (15) years, at least three (3) years of which are as Research/College Professor with an average TER of not below VS;
 - b. Publication and principal authorship of at least seven (7) books adjudged by a qualified panel of peers to be of high quality each of which should have an average rating of not below 85%.
 - c. Principal authorship of at least twelve (12) scientific/professional papers, five (5) of which must be refereed;
 - d. Attendance in at least twelve (12) international conferences, in five (5) of which a paper has been delivered; and
 - e. Capability to teach courses in two (2) allied disciplines.
2. A faculty member appointed as President of the MSUS who has completed his/her term with at least a VS performance based on a BOR-approved Scheme.

PROFESSOR EMERITUS

A Professor Emeritus is a retired faculty member of the University who is not more than seventy (70) years old, with at least an Associate Professor rank and whose services and expertise are still very much needed by a unit/college as recommended by the College Council, approved by the Academic Planning Committee (APC) and thereafter invited immediately after retirement, on the bases of all the following:

1. Academic Distinction
 - 1.1. Expertise in one's field still unparalleled in the department/college.
 - 1.2. A minimum of 15 years of distinguished teaching experience at MSU.
2. Academic Competence
 - 2.1 Extensive experience in Research and/or Extension services.
 - 2.2 Brought honor and distinction to MSU through national and international awards and/or commendations
3. Physical and mental fitness to assume duties and responsibilities of a faculty in teaching, research and/or extension

4. Of good moral character, and unquestionable probity.

N.B. 1. The position is renewed annually subject to semestral evaluation of
a) mental and physical health, b) needs of concerned unit, c) performance.
2. For duties, functions and privileges, see Annex A

PROFESSORIAL LECTURER

1. A doctorate degree or MD with diplomate and professional license with at least five years of professional experience in a field of study relevant to the courses to be taught in the University;
2. Master's degree, with at least two (2) publications in professional journals and at least ten (10) years of professional experience;
3. LLB or M.D. D.V.M., D.D.M with a) professional license, b) at least two (2) publications in professional journals and c) at least ten (10) years of professional experience.
4. Former or current Justice or its equivalent executive positions in law, in medical profession, and other fields.

SPECIAL LECTURER

1. A Special Lecturer is one whose credentials speak conclusively of exceptional achievements lending him/her national or international stature and is invited by the department and recommended by the college and approved by Campus APC. He/She does not occupy a regular plantilla item in the University.

LECTURER

1. A doctorate degree holder in a field of study with 2 years professional experience relevant to the courses to be taught in the University;
2. Master's degree in one's field of study with at least five (5) years of professional experience;
3. LLB or M.D., D.V.M., or D.D.M. with professional license and at least five (5) years of professional experience;
4. Former or current Judge of Regional courts and its equivalent courts of law or its equivalent executive positions in other professions with at least five (5) years of professional experience.

ASSOCIATE LECTURER

1. Master's degree in one's field of study with less than five (5) years of professional experience, including fresh graduates with no official records of professional experience;
2. Baccalaureate degree with appropriate professional license and at least five years (5) of professional experience relevant to the courses to be taught in the University.

ASSISTANT LECTURER

1. Bachelor's degree holder with appropriate professional license.

Part II
LEVEL SPECIFICATION

After the rank category has been established based on the entry requirements, the Campus Academic Promotion Panel (CAPP) shall further evaluate the credentials of the faculty members and assign points on the seven criteria for promotion in accordance with the Scheme, namely:

- 1) Educational Attainment
- 2) Work Experience
- 3) Productivity
- 4) Teaching Efficiency Rating
- 5) Professional Growth
- 6) Institutional Services
- 7) Extension Services

THE CRITERIA

I. Educational Attainment

A. Educational Attainment Within One's Field of Specialization

Field of specialization, in this Scheme, refers to the field where the faculty member is currently appointed to teach and/or do research and extension service.

1. A degree within one's field of specialization shall be given full credit if it satisfies any of the ff:
 - 1.1. The degree title clearly states the field of study or if it is found in the Peterson's Index of Majors and Graduate Courses (Latest Edition).
 - 1.2. The degree reflects at least 60% of the courses taken are within the curricular programs offered by the department/academic unit, or
 - 1.3. If a degree has no coursework, at least 70% of the content of the thesis/dissertation is in the field of specialization as determined by a qualified panel of peers with at least 3 members.
2. A degree in allied field of specialization is one that reflects at least 40% of the courses taken are within the curricular program/s of the department/academic unit. It shall be given two-thirds (2/3) credit.
3. A degree is unrelated or outside one's field of specialization if it reflects less than 40% of the courses within the curricular programs of the department/academic unit where the faculty belongs. It shall be given only one-third (1/3) credit.

B. Credit Points for Academic Degrees:

1. Degree earned
 - a. Doctorate degree 65 points
 - b. Master's degree 45 points
 - c. Bachelor's degree with more than five years, e.g., M.D.,
Ll.B., DDM, DVM and other equivalent courses shall
be treated as masteral degrees* 45 points*
 - d. Bachelor's degree of at least five years 35 points
 - e. Bachelor's degree 30 points

N.B. 1. A transcript of records or its equivalent indicating the degree earned and a final bound copy of the dissertation or thesis for programs requiring dissertation or thesis are non-negotiable requirements.
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2. For graduate of other education systems, like the British system, equivalent credential is required.

- 2. Additional degrees earned
 - a. Doctorate degree 15 points
 - b. Master's degree 10 points
 - c. Bachelor's degree 5 points

N.B. 1. Degrees within the field of specialization, (only one for each level) shall earn full points; related or cognate field shall earn 2/3 of the points and unrelated 1/3 of the points indicated above (honoris causa, excluded.)

2. For graduate of other education system like the British System, equivalent credential shall be required.

- 3. Advance Additional study program
 - a. Post-Doctorate study 10 points
 - b. Diplomate/Fellowship in Medicine 5 points

C. Scholastic Performance based on Grade Point Average (GPA) indicated below or its equivalent for degree within one's field of specialization. (Only one for each degree level and only those from AACCU and PASSCU and other accredited schools where MSU sent its faculty to study).

- 1. Doctorate / Master's
 - a. GPA 1.00 – 1.25 10 points
 - b. GPA 1.26 – 1.45 8 points
- 2. Bachelor's Degree
 - a. summa cum laude or a GPA of 1.00 – 1.20 10 points
 - b. magna cum laude or a GPA of 1.201 – 1.45 8 points
 - c. cum laude or or a GPA of 1.451 – 1.75 5 points

N.B. 1. A post-baccalaureate degree required as a pre-requisite to a higher degree, or as a rung in the ladder-type study program shall not be awarded points, if the higher degree is given credits.

2. In the grade point average (GPA) computation, rounding off rules shall be strictly enforced.

II. Work Experience

Only the primary type of experience, where a major portion of one's time is spent shall be counted. Work experience points shall be based on official service records or duly accomplished certifications, covering explicitly the periods claimed for credit, provided the service rendered is at least satisfactory. Work Experience shall be classified and rated as follows:

- A. Service per year in one's field of specialization at MSU
- B. Service per year outside one's field of specialization at MSU
- C. Service per year in one's field of specialization outside MSU
- D. Service per year outside one's field of specialization outside MSU

	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>
1. Teaching	5 pts.	3 pts.	4 pts.	2 pts.
2. Research	3	1.5	2	1.0
3. Extension	3	1.5	2	1.0
4. Other Work Experience	2	1	2	0.5

N.B. In case of a new recruit, for entrance requirements to the rank, teaching experience may be substituted with other forms of work experiences strictly within or strongly allied to his/her field of specialization, equal to the required length and quality as prescribed for in the different rank categories.

Unbroken service at MSU shall be awarded 5 points at the end of each five-year period. However, a faculty member enjoying a study leave shall not earn points for work experience which here refers to an actual service. Moreover, study leave and similar activities, which do not serve one's official ties with the University, shall be included in the computation of points for unbroken service.

In the computation of points, a fraction of a year is given its proportionate point. However, faculty members who obtain less than Satisfactory (S) rating during any semester cannot claim any point for work experience during said academic semester.

III. Productivity

Productivity refers to the output of a faculty member resulting from his/her creative and scholarly activities. Productivity outside one's field of specialization shall earn ½ of the points of the work. The points indicated under productivity unless otherwise specified are the maximum.

A winning productivity output refers only to the first, second or third prizes of the competition and gets additional points. Paintings and other works of art, treated as equivalent published productivity output, must be supported with appropriate document. For winning or for acclaimed pieces, additional relevant credentials shall be required. Below is the percentage matrix of additional points to be awarded by level:

	1 st	2 nd	3 rd
Local	25%	20%	15%
Regional	50%	40%	30%
National	75%	60%	45%
International	100%	80%	60%

The faculty member shall be credited for his/her role as author or co-author, editor or co-editor, principal or junior writer. For shared publications, points shall be awarded as follows:

1. Where there are two authors, each of the authors gets 50% of the earned points.
2. Where principal and secondary authorships are expressly stated, points should be divided with 55% to the principal author and 45% to the junior author.
3. For productivity outputs that have more than two authors and with an editor, the principal author shall be given 55% of the earned points while each of the other authors shall be given 25%, and the editor shall get 20% of such earned points.
4. For productivity outputs that have editors and contributors instead of authors, the general editor shall get 40% of the earned points, and each of the contributors shall be given 25% of the earned points.
5. For productivity outputs which have more than two (2) authors whose roles are not differentiated, the earned points are equally divided among the authors, but in no case shall each of the authors be given points lower than 25% of the earned points.

(Note: Numbers 3, 4 and 5 are cases when the sum of the parts is not necessarily equal to the whole.)

N.B. 1) Claims of principal authorship or co-authorship should be supported by appropriate documents. (e.g., certification by the concerned co-authors or junior authors.)

2) Points for new editions shall be awarded only if there is substantial revision of the earlier works. Moreover, only the difference of points between the earlier edition and the current shall be awarded. Points indicated for Productivity output are maximum points.

A. Published Productivity Output (Print or electronic publication)

1. Books/Monographs

- | | |
|---|----|
| a. General, Professional, Scientific Researches | 25 |
| b. Textbooks used by MSU and other Schools (Approved by the Textbook Board) | 20 |
| c. Literary (Novel, Book of Plays, Book of Short Stories and Book of Poems) | 20 |
| d. Translation of Books | 10 |
| e. Anthologies and Compilations | 10 |
| f. Editorial Work | 5 |

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2. Articles in Technical, Scientific, Professional and Scholarly Journals

- | | |
|--|----|
| a. General Professional, scientific researches | 15 |
| b. Medical health treatises, case studies | 15 |
| c. Critical review of books | 15 |
| d. Critical review of articles | 7 |
| e. Descriptive and expository articles | 5 |
| f. Translation of articles | 3 |

g. Abstract of one's work or somebody else's work 2

Factors for computation

Externally reviewed/refereed	
International	100%
National	80%
Internally reviewed/refereed	
Professional journal & proceedings	50%
Technical Professional Magazine	50%
Newsletter/broadsheet	20%

N.B. Reprints of articles previously published without substantial revision shall not be considered as separate publication.
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For published books and articles of general, professional, and scientific researches, and for inventions, discoveries and designs (see III-E), additional points ranging from 1-15 may be recommended under extraordinary conditions when the magnitude of the contribution is tremendous and acclaimed by a community of scholars. Proof of acclamation is required.

A panel of peers/raters/referees shall determine the scholarliness of each article submitted for evaluation and the journal where it was published. The provision on scholarliness shall cover all disciplines; hence, they can be scientific journals (pure and applied sciences, social sciences) or creative journals (the Humanities) or strictly professional journals. Articles in common non-professional journals may be credited with points within half the range assigned to articles in technical and professional journals. Scientific articles published in an international, peer-reviewed, Institute or Scientific Information (ISI) – accredited journal are automatically given the maximum points.

3. Literary Pieces (per piece)

A. Plays	10
B. Short Stories	5
C. Poems/Lyrics	3
D. Essay	3
E. Translations (50% of the points assigned to the piece)	
No ceiling but with factor for computation:	
International	100%
National	80%
Local	50%

B. Unpublished Productivity Output

1. Instructional Materials (A complete set used in a course e.g. Modules, Kits Workbooks, Prototypes)	5
2. Researches	5
3. Literary Pieces	
3.1 Poem	1
3.2 Short story	1
3.3 Essay	1
4. Declamation and Oratorical Pieces (delivered), Essay	1
5. Scripts: Drama and Play/Movie	1

N.B. If outputs get published and submitted for re-evaluation, the points earned earlier should be deducted from points given for publication.
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C. Musical/Dance Composition and New Games

1. Original Composition	5
2. Adaptation and Arrangement	3
3. New Games	3

N.B. 1. Additional points are given when performed in any of the following venues but the points shall be earned only once whichever is higher.

International	3
National	2
Regional	1
Local	0.5

2. Documentation for dances and games shall include a write-up on the implementation/execution of steps and on the dance game as a whole.

D. Paintings and other works of arts (per piece)

1. International	10
2. National	7
3. Regional	5
4. Local	3

N.B. Paintings and other works of art are treated as equivalent published productivity output, and must be presented with appropriate document. For winning or acclaimed pieces, additional relevant credentials shall be required.

E. Inventions, Discoveries or Designs, New Technologies or Procedures, Methods of Production, Original Architectural or Engineering Designs and Computer Programs Proof of authentication/patent by relevant national authority is required.

Documentation should include the patent from an appropriate Patent Office and a write-up of the output's uses and general characteristics.

E.1. Inventions	30
E.2. Discoveries or Design (Patented or authenticated by relevant national authority)	20
E.3 New Technologies or Procedures, Methods of Production	20
E.4 Original Architectural or Engineering Designs (Research-based with extensive write-up)	10
E.5 Computer Programs (Documented with extensive write-up)	10

Awarding of points shall be based on impact and utility

Impact (I)	
Tremendous Impact	50%
Moderate Impact	30%
Limited Impact	15%
Utility to People (U)	
Useful to many sectors	50%
Useful to a few sectors	25%

The formula shall be: $\text{Point} = (I + U) \times V$

Where: I is the impact weight, U is the Utility weight and V is the earned points for the category. Impact, here, refers to its effects on economic operational/environmental factors (i.e. increasing the GNP, improving safety, enhancing quality of life, promoting environmental friendliness), while utility refers to the project's usefulness to the sectors directly utilizing it (i.e. industry, business, academe, community, government).

F. Papers Read and Posters Presented (Percentage of credits given to A or B to an appropriate category.)

International	25%
National	20%
Regional	15%

Local	10%
G. Legal Briefs, Court Memoranda (of cases won)	
Supreme Court	7
Appellate Court	3

N.B. Productivity credentials which are not externally reviewed should be evaluated by at least three (3) referees who are chosen for their expertise, competence, objectivity and integrity. Whenever necessary, referees from other campuses or outside the MSU System may be selected for some specific productivity outputs.

To assess the quality or the acceptability of works claimed to be textbooks, references and other forms of instructional materials, there shall be a University System Textbook Board (USTB) which may have functions and responsibilities other than USAPP-related tasks.

IV. TEACHING EFFICIENCY RATING (TER)

Teaching Efficiency refers to the ability of a faculty member to carry out his tasks and obligations effectively in relation to his students, peers and superiors. In determining efficiency ratings, college teachers shall be evaluated by their: (1) Students, (2) Department Chairman, Dean or immediate Supervisor and (3) Peers. In relatively smaller academic units where there is no departmentalization, the dean evaluates the faculty member's teaching efficiency. However, in case there is a department chairman, evaluation should be done by the chairman and the dean. The weights shall be as follows: (1) Students 50%; (2) Department Chairman, Dean or Immediate Supervisor, 30% and (3) Peers, 20%.

Similarly, high school teachers shall be evaluated by their: (1) Principal or immediate Superior, 50% (2) Students, 30% and (3) Peers 20%. Elementary teachers shall be evaluated by their: (1) Peers, 40% and (2) Principal or immediate Supervisor 60%.

Formula for determining the points:

$$\text{Actual Points/semester} = (\text{TER} - 75) \times 0.20$$

Where,

75% score = is the established boundary between the Satisfactory and Unsatisfactory ratings

TER = teaching efficiency rating which is the weighted average of students, peers, and supervisor's ratings of a faculty member for a given semester/academic year.

N.B. Only faculty members who have obtained at least an average of Very Satisfactory rating during the evaluation period shall be qualified for purposes of evaluation.

Descriptive Equivalent of TER	Percentage Equivalent
Outstanding	93-100
Very Satisfactory	85-92
Satisfactory	75-84
Poor	66-74
Failed	50-65

V. PROFESSIONAL GROWTH

Professional growth refers to the additional training and exposure of a faculty member in his/her field of specialization and allied/related fields.

A. Professional/Board/Licensure/Bar Examination

1. Passing	10
2. Topping (additional points)	
1 st to 2 nd place	15
3 rd to 10 th place	10
11 th to 20 th place	5

N.B. Only one professional board/licensure examination shall be considered even in the fields where there are two or more distinct levels of board examinations. The same restriction applies to civil service eligibility.

B. Civil Service Career Professional Eligibility or its equivalent, Only one	5
C. Training Program (maximum of one training per year; a written report required)	
1. International	7 – 10
2. National	4 – 6
3. Local/Regional	1 – 3

N.B. Please see Table 1 for assigning of points
In case the faculty member has several training opportunities in a year, he/she shall earn points for only one, whichever is highest. Faculty sent on training whether MSU funded or externally funded should submit a report and give an echo to his/her colleagues to be certified by the OVCAA. Likewise, faculty sent on seminars, conferences and other academic fora should render the same.

Assigning of points is done according to training level and duration. Please see table below. To get ten points however, the international training involved must meet the 3 qualifiers, namely: an international composition of training participants, an international composition of trainers/resource persons, and an international composition of sponsoring/training agencies. For training programs conducted during weekends or intermittently, equivalent computation shall be done crediting eight (8) hours per day or 160 hours per month.

For conducting echo training, additional points will be given under Institutional Service (Manpower Training, B2)

Table 1
Training Classification

Period	Local/Regional	National	International
1 – 20 days	1.0 – 1.2	4.0 – 4.2	7.0 – 7.2
21 – 40 days	1.21 – 1.4	4.21 – 4.4	7.21 – 7.4
41 – 60 days	1.41 – 1.6	4.41 – 4.6	7.41 – 7.6
61 – 80 days	1.61 – 1.8	4.61 – 4.8	7.61 – 7.8
5 months	1.81 – 2.0	4.81 – 5.0	7.81 – 8.0
6 months	2.01 – 2.2	5.01 – 5.2	8.01 – 8.2
7 months	2.21 – 2.4	5.21 – 5.4	8.21 – 8.4
8 months	2.41 – 2.6	5.41 – 5.6	8.41 – 8.6
9 months	2.61 – 2.8	5.61 – 5.8	8.61 – 8.8
10 months	2.81 – 3.0	5.81 – 6.0	8.81 – 9.0

D. Role in an Editorial Board of a Technical and Professional Journal/Newsletter

	International	National	Local
1. Editor/Chairman			
a. Newsletter	5	4	3
b. Journal	10	7	5
2. Member			
a. Newsletter	3	2	1
b. Journal	7	5	3

N.B. Points given per year. Proof of output required as follows: 2 issues for newsletter, 1 for Journal

E. Consultancy per project

1. Critics of books	5
2. Critics of articles	3
3. Consultants (i.e. medical/health/cultural/academic/ construction projects, program/institutional accreditation)	
International	10
National	5
Local	3

N.B. 1. Critics refer to referees to books/articles before publication in specialized journal.

2. Consultancy in this context refers to the service requiring the practice of one's field of specialization performed to benefit sectors outside MSU. Those performed to benefit MSU only not requiring one's field of specialization shall be considered extra-academic activities (see page 13) but considered extension service (see page 15) if requiring the practice of one's field of specialization.

4. Visiting Professors (with a Memorandum of Agreement between universities/institutions)

Foreign University	3/term
Local/Domestic University	2/term

N.B. Applicable only between institutions not within the System

F. Professional Awards, Honors, Distinctions

International	7
National	5
Regional	3
Local	2
University-wide	1

N.B. Awards considered are only those given by prestigious and/or competent award-granting assemblies prescribing a basis of competition that falls within any of the seven criteria. Mercenary and mercantilist awards are excluded.

G. Seminars, Symposia, Workshops, Conferences, Conventions, Congresses, Assemblies, online attendance included (per seminar or convention, maximum of three (3) seminars etc. per year).

International	2
National	1
Local	0.5

N.B. Report and echo seminars required before given credit
--

H. Honoris causa degree, only one (Only for doctorate level) 10

VI. Institutional Services/Extra-Academic Activities

Institutional Services or Extra-academic Activities refer to non-inherent tasks (those outside of what are reflected in the Faculty Workload Report as defined in BOR Res. No. 38, s. 1996) performed in the furtherance or advancement of University operations and functions. Output/report of accomplishment is required.

A. Membership/Officialship in a Campus/College Committee (tasked with significant, substantial academic and academic-related work, with an output or accomplishment report)

1. Standing Committee (per year basis)	
a. Chair	2
b. Vice Chair/Secretary	1.5
c. Member	1
2. Ad Hoc Committees (per project/activity)	
a. Chair	1
b. Vice Chair/Secretary	0.75
c. Member	0.50
3. Program Adviser (per advisee/year)	
a. Graduate	0.25
b. Undergraduate	0.15
4. Adviser, Student Publication/Organization (per year)	0.50
5. Thesis/Dissertation Adviser/Panel Member (which is not assigned an equivalent teaching load)	
a. Graduate (Doctorate Dissertation)	
Adviser	3.0
Panel Member	1.5
b. Graduate (Master's Thesis)	
Adviser	2.0
Panel Member	1.0
c. Undergraduate	
Adviser	1.0
Panel Member	0.5

N.B. Points given to adviser/panel members should be prorated based on actual engagement per implementing guidelines

B. Manpower Training per project per semester

Position	Points
Coordinator/Team Leader/Organizer	1
Planner/Programmer/Proponent	1
Discussant/Demonstrator/Trainor	0.5
Facilitator/Resource person/lecturer	0.5
Field Worker/Technician/Consultant	0.5

C. Information/Communication Program per project per semester

Position	International	National	Regional	Local
Proponent/Conceptualizer/Designer	4	3	2	1
Information Production Officer	3	2	1	0.5
Editor/Director	3	2	1	0.5
Field Exhibit Organizer/Coordinator	3	2	1	0.5
MSU SASE Examiner			1	0.5
Announcer/Broadcaster	5	4	3	2

D. Sports

Position	International	National	Regional	Local
Manager	5	4	3	2
Coach/Asst. Coach/Trainer	4	3	2	1
Referee/Umpire	4	3	2	1
Other Officiating Official	3	2	1	0.5

E. Arts, Cultural and other similar activities per performance/play/show/production/
Exhibit

Position	International	National	Regional	Local
Executive Producer/Conductor/Director	5	4	3	2
Production Manager/Technical Director/Musical Director	4	3	2	1
Coach/Trainer	4	3	2	1
Technical Staff	3	2	1	0.5
Lead Actors/Supporting Actor/ Performer/Interpreter	3	2	1	0.5
Artist/Painter/Sculptor/Playwright/ Choreographer/Composer/Arranger	3	2	1	0.5
Quizmaster/Host	3	2	1	0.25
Judge	2	1	0.5	0.25
Adviser/Consultant/Coordinator	3	2	1	0.5

N.B. 1. Points will be determined based on the extent of the role played by the group on a given activity. Roles assumed in full length performance/show are given full point. Those in intermission numbers are half.
2. A maximum of ten (10) performances per year will be considered.

- F. Pioneering or Founding a Unit/Office or Programs of the University
- | | |
|------------------|---|
| System-wide use | 7 |
| Campus-wide use | 5 |
| College-wise use | 3 |

N.B. In case pioneered by a committee/team, points shall be divided/shared equally.

- G. Crafting of Academic Policies, Schemes, Guidelines, Institutional Programs
- | | |
|------------------|---|
| System-wide use | 7 |
| Campus-wide use | 5 |
| College-wise use | 3 |

N.B. Points shall be given per person. Proof of involvement and output required.

VII. Extension Services

Extension service refers to the organized service or out-reach programs designed to improve the quality of life in communities other than the University community, i.e., faculty, students and staff. It may be carried out employing the following approaches or strategies: conduct of seminars and skill-upgrading and skill acquisition training; establishment of demonstration farms; community organizing; information/ communication programs; and direct community assistance through project consultancy work. Purely doctrinal (religious) activities are not included.

N.B. In case of mixed participation, and if majority are outsiders, then it is considered as extension

A. Manpower Training and Involvement in Civic Activities of Governmental Organizations (GO's), Local Government Units (LGU's), Local Assemblies (LA's), Non- Governmental Organizations (NGO's), Private Volunteer Organizations (PVO's), Private Organizations (PO's), Civic Organizations (CO's) per project per semester.

Position	International	National	Regional	Local
Coordinator/Team Leader/Programmer	5	3	2	1
Planner/Organizer/Proponent	5	3	2	1
Trainor/Discussant/Demonstrator	3	2	1	0.5
Consultant/Resource Person/Lecturer	3	2	1	0.5
Field Worker/Technician/Facilitator	3	2	1	0.5

N.B. Extension activities shall be related to one's field of specialization including participation in civic activities of government organizations (GO's), Local Government Units (LGU's), Local Assemblies (LA's). Non-Government Organizations (NGO's), Private Volunteer Organizations (PVO's), Private Organizations (PO's), and Civic Organizations (CO's). The burden of proof of actual involvements in the form of flyers, certificates, programs or their equivalent lies upon the faculty without prejudice of verification by CAPP or USAPP.

B. Information/Communication Program per project per semester

Position	International	National	Regional	Local
Proponent/Conceptualizer/Designer	4	3	2	1
Information Production Officer	3	2	1	0.5
Editor/Director	3	2	1	0.5
Field Exhibit Organizer/Coordinator	3	2	1	0.5
Announcer/Broadcaster	5	4	3	2

C. Sports Activities per competition/tournament/season/league

Position	International	National	Regional	Local
Manager	5	4	3	2
Coach/Asst. Coach/Trainer	4	3	2	1
Officiating Official	4	3	2	1
Other Officiating Official	3	2	1	0.5

D. Arts, Cultural and other similar activities per performance/play/show/production/ exhibit

Position	International	National	Regional	Local
Exec. Producer/Conductor/Director	5	4	3	2
Production Manager/Technical Director/Musical Director	4	3	2	1
Coach/Trainor	4	3	2	1
Technical Staff	3	2	1	0.5
Lead Actors/Supporting Actor/ Performer/Interpreter	3	2	1	0.5
Artist/Painter/Sculptor/Playwright/ Choreographer	3	2	1	0.5
Composer/Arranger	3	2	1	0.5
Quizmaster/Host	3	2	1	0.5
Judge	2	1	0.5	0.25
Adviser/Consultant/Coordinator	3	2	1	0.5

- N.B. 1. Points will be determined based on the extent of the role played by the group on a given activity. Roles assumed during full point and those in partial show will be given half.
2. A maximum of ten (10) performances per year will be considered.

NOTE: Extension Services shall be authorized by the University Campus in the form of Special Orders, and/or Memorandum Order, or Memorandum of Agreement and/or LOA's.

Extension activities performed while on leave, detail, or secondment (outside MSU System) shall not be considered.

In case the faculty member has a dual/multiple role in the same extension activity, he/she shall be given points for only one role, whichever is higher.

RANKING

I. For the TEACHER, MASTER TEACHER, INSTRUCTOR and ASSISTANT PROFESSOR rank categories and other non-tertiary faculty, the base point is zero (0) and the computation is simply cumulative.

II. Faculty members categorized as ASSOCIATE PROFESSOR or PROFESSOR shall be evaluated using a set of weights. The weights will vary from rank to rank as shown in Table 2.

Table 2. Table of Weights

	Assoc. Prof.	Full Prof	Research Prof.	University Prof.
Educational Attainment	0.3	0.2	0.1	-
Work Experience	0.4	0.3	0.2	0.1
Productivity	0.7	0.8	0.9	1.0
TER	0.4	0.4	0.4	0.4
Professional Growth	0.2	0.1	-	-
Institutional Service	0.2	0.3	0.4	0.6
Extension Service	0.2	0.3	0.4	0.6

Table 3 Table of Base Points

<u>Rank Category</u>	<u>Base Points</u>
Instructor	0
Assistant Professor	0
Associate Professor	70
Full Professor	100
Research Professor	280
University Professor	420

The computation of earned points in order to determine the equivalent ranks will be according to the following formula:

$$TP = w_1EA + w_2WE + w_3Prod + w_4TER + w_5PG + w_6EAC + w_7Ext + \text{base points}$$

where:

TP	= Total Points	base points	= values vary for higher rank categories
EA	= Educational Attainment points	WE	= Work Experience points
Prod	= Productivity points	TER	= Teaching Efficiency Rating points
PG	= Professional Growth points	EAC	= Extra Academic points
Ext	= Extension Services points		

$w_1 \dots w_7$ = weights vary, see Table 2

This revised scheme is cumulative only within one-rank category, that is, additional points are merely added to his/her earlier points when the faculty member moves within the Associate or Full Professorial rank using the set of weights in Table 2. As soon as he/she is qualified to enter the Full Professorial rank, there shall be a recomputation of points using the full professor's weight distribution of the criteria. Evaluated and assessed points of incremental credentials shall be added to the list of those previously rated.

For the purpose of assigning equivalent ranks to earned points, the following scheme will be used:

Collegiate Ranks:

Instructor	I	30
	II	40
	III	50
Assistant Professor	I	60
	II	70
	III	80
	IV	90
Associate Professor	I	100
	II	110
	III	120
	IV	130
	V	140
Full Professor	I	155
	II	170
	III	185
	IV	200
	V	215
	VI	230
Research Professor		350
University Professor		500

Teacher Ranks

Teacher	I	30
	II	40
	III	50
Master Teacher	I	60
	II	70
	III	80
	IV	90

IMPLEMENTING GUIDELINES

1. Initial evaluation of credentials shall be done by the Campus Academic Promotion Panel (CAPP) with the Vice Chancellor of Academic Affairs, or his/her equivalent as ex-officio Chairperson and submitted to the Academic Planning Committee (APC) of each campus which may then recommend the established ranks to the Board of Regents (BOR) through the University President. However, evaluations involving or resulting in Associate Professor ranks or higher, shall be reviewed further by the University System Academic Promotion Panel (USAPP Cluster). The APC of each campus shall be officially informed of the results before recommendations are made by the University President to the BOR.
2. It will be the duty of the faculty member to update his/her own personal academic records. The burden of proof shall rest on the personnel concerned. All submitted documents shall form part of the University's official records. The original document must be presented for authentication of the photocopies.
3. Certification shall be acceptable only if signed by individuals who, by virtue of their office or designation, have the authority to use such documents. For an entity with legal status or personality, there must be an appropriate dry seal.
4. Promotion should not be more than one rank category at a time.
5. As a rule, a faculty applicant whose academic records show more than five (5) failures in the degree considered by the recruiting unit shall not be recruited/promoted. However, failures in three (3) to five (5) courses but not more than two (2) in major courses may be offset by an above average performance (meaning, grades not lower than 1.75 or its equivalent) in a higher degree in his/her field of specialization involving a minimum of twelve (12) units.
6. In a re-evaluation requiring the use of another set of weight distribution criteria, glaring errors, like assigning points beyond the scheme provisions shall be corrected, however, such rectification which may be initiated by the Campus APP or USAPP shall in no way result in demotion.
7. Computation shall be up to 3 decimal places and rounding off shall be done only in the computation of the grand total.
8. If a faculty member's total points after an evaluation is one point or less short of the required points for the next level/rank, he/she shall get the next higher level/rank.
9. Delivery of paper means presenting or reading of the paper by the author himself/herself. In case the paper is read or presented by someone other than the author, the credit still goes to the author/s.
10. Participation in online conferences, trainings, seminars, advanced study program, etc., shall be validated through the submission of a hard copy of proceedings and certificate duly signed by the sponsoring organization or agency.
11. In case the faculty member has multiple roles performed in a particular activity/event, he/she shall earn points for only one, whichever is the highest.
12. For purposes of rank conversion, only those who have taught at least six (6) collegiate units in at least four (4) semesters with an average TER of VS in the collegiate load may qualify for collegiate ranks. However, in the case of Laboratory Schools of the College of Education, conversion to collegiate ranks is automatic.

Repealing Clause

Upon the approval of the Scheme, any and all BOR Resolutions, rules and regulations or parts thereof, which are inconsistent thereof, are hereby repealed and/or modified accordingly.

UNIVERSITY COUNCIL COMMITTEE MEMBERS THAT REVISED THE 2004 PROPOSED ISRP

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MSU-GENERAL SANTOS

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MSU-TAWITAWI

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PROF. CORAZON TAN PROF. ALVENTINO JALBUNA PROF. BENECITO MARATAS

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DR.HERMIE TIAMTING DR.ZAINAL KULIDTOD PROF. BENILDA R. FLORES PROF. NUR-HANNIPHA DERICO

MSU SYSTEM COMMITTEE MEMBERS THAT PROPOSED THE 2004 REVISION OF THE ISRP

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DR. ERLINDA C. DE LUNA ATTY. BARATUCAL CAUDANG PROF. CORAZON U. MORGIA

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DR. CAHARODIN A. CALI

(Signed)
PROF. YUSOPH C. LATIP
Vice President & Chairman

(Signed)
DR. CLENIO T. DUMLAO
Assistant Vice President & Vice Chairman
Presiding Officer

Function and Duties of Professor Emeritus

- a. Lectures in 1 or 2 courses (3 – 6 units) in each semester, plus any of the following:
 - I. Undertake research in one's field of academic interest, either individually or collaboratively, in such case, providing leadership and supervision of consultancy.
 - II. Conducts/coordinates/speaks in public or community lectures or seminars.
 - III. Provides technical and professional assistance in upgrading/improving the teaching, research and publication activities of the College/University.
 - IV. Performs other relevant or allied functions that may be officially assigned by competent College/University authority.

Privileges

- a. Living allowance of not more than 50% of the salary of last position held.
- b. Actual traveling expenses for delivering lectures related to his expertise in accordance with standard rules and regulations on travel expenditures.
- c. Free access to and use of University buildings and facilities in the pursuit of assigned tasks, to include academic lecture halls and classrooms, the libraries, health and sports facilities.
- d. Others that may be determined by competent authority.

