



REPUBLIKA NG PILIPINAS
Republic of the Philippines
PAMANTASANG NORMAL NG PILIPINAS
Philippine Normal University
ANG PAMBANSANG SENTRO SA EDUKASYONG PANGGURO
The National Center for Teacher Education
Maynila
Manila

Edson B. Ogena, Ph.D.
President

June 13, 2016

UNIVERSITY CIRCULAR

No. 11
Series of 2016

TO : Vice Presidents, Campus Executive Directors & Provosts, Deans, Associate / Deputy Deans, Institute Directors, EPRDC Director, Members of Administrative Council, Full/College/University Professors, and all others concerned

SUBJECT : BOR-Approved Amendments to the Guidelines on Research Requirement for Full/College/University Professors

1. Purpose

Pursuant to BOR Resolution No. U-2498, s. 2016, this Circular is issued to prescribe the Guidelines on Research Requirement for Faculty Members with the Academic Ranks of Full Professors, College Professors and University Professor as amendments to previously approved BOR Resolution No. U-1976, s. 2013.

2. Coverage

This Circular shall apply to all the campuses of the University.

3. Guidelines

3.1 All Full Professors including College and University Professors are required to submit at least one **completed** individual or collaborative research **or published article every calendar year (January – December)** as a compliance with the requirement of academic ranks. Topics for research, with the exception of externally funded researches, must be based on the PNU Research Agenda **and/or CHED-NHERA or aligned with disciplinal content.**

3.2 Full Professors on full-time teaching (no administrative positions) have the following options:

3.2.1 For individual research, a full professor on full time teaching will be granted two (2) regular research loads (one load per term) within one calendar year. One research load is equivalent to one non-teaching load with twelve (12) hours of work every week. The publication of this individual research may serve as the compliance of the concerned full professor during the succeeding calendar year.

3.2.2 For collaborative research, a full professor may opt to submit a research article written out of a thesis or dissertation in which he/she is the corresponding author, as research compliance. This article

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should have been published in a reputable international journal or in a CHED accredited journal with publication date of not more than two years on the term the article is being considered as research compliance. In this case, no research load shall be given to the full professor.

- 3.2.3 For collaborative research, a full professor on full time teaching may also opt to submit a research article published in a reputable international journal or in a CHED accredited journal which he/she co-authored with PNU faculty member/s who are not Full Professor/s or with counterpart collaborator/s from other university (local or international). The focus of the research article must be congruent with the topics of the PNU Research Agenda or CHED NHERA or aligned with one's disciplinary content. The publication date of this article shall not be more than two years on the term the article is being considered as research compliance. In this case, no research load shall be given to the full professor.
- 3.2.4 For collaborative research, a full professor may opt to submit as his/her research compliance his/her "current" involvement in a funded research (e.g. PBRG, CHED, NRCP etc.) in which he/she is the Project Leader. In this case, no research load shall be given to the full professor.
- 3.2.5 No two full professors on full time teaching could claim compliance for one collaborative research.
- 3.3 Full professors may still opt to get the maximum of **two (2) extra teaching loads per term**, provided they maintain a very satisfactory teaching performance during the last two consecutive terms. However, a research load is a prerequisite to getting extra teaching loads.
- 3.4 Full Professors on full time teaching who enjoy **two (2) terms with research load for the conduct of individual research within one calendar year**, may still engage in university project-based grants or externally funded research projects to encourage more research involvement and production.
- 3.5 A Full Professor occupying administrative position may engage in a University project-based grant, commissioned or externally funded research as project leader, researcher or writer, as his/her research compliance.
- He/She may also opt to submit a research article written out of a thesis or dissertation or out of a team research without funding, in which he/she is the corresponding author, as research compliance. This article should have been published in a reputable international journal or in a CHED accredited journal. The publication date of this article shall not be more than two years on the term the article is being considered as research compliance.
- 3.6 Full Professors with administrative position may also opt to propose a research as special project, **subject to availability of funds**, which entitles him/her to an amount computed as follows:

40

$$\text{Compensation} = \frac{\text{rate}}{\text{hour}} \times 54 \text{ hours}$$

- 3.7 A service agreement between the full professor on fulltime teaching (**with research or NT load**) and the University shall be signed once the research proposal for **individual research** was approved by the Vice President for Research, Planning and Quality Assurance. The professor will be provided a notarized copy of the service agreement.
- 3.8 If one year has lapsed, as specified in the service agreement of those with NT load for two terms, and no research report was submitted, the full professor shall be given a grace period of one term (or three months) to submit the completed research. If no submission was made after the grace period, the Educational Policy Research and Development Center (EPRDC) through the Office of the Vice President for Research, Planning and Quality Assurance (OVRPQA) shall report this to the Office of the Vice President for Finance and Administration for the implementation of the repayment scheme of the equivalent money value for the NT load/s enjoyed by the concerned faculty.
- 3.9 Proposals for the conduct of individual research among full professors on full time teaching (with NT Load) shall be submitted to the EPRDC for external review and ethical review within the months of October and November.
- 3.10 All Report on Load (ROL) of the full professors must be signed by the Vice President for Research, Planning and Quality Assurance upon issuance of a certification by the EPRDC that the Full Professor has submitted any of the following as applicable: approved proposal for individual research with NT load; a published article out of a thesis or dissertation; a published article with junior faculty member/s or collaborator/s outside of PNU; the published article of the individual research conducted on the previous year.
- For full professors with administrative positions who are engaged in funded research projects, a certification from the project leader of his/her role in the funded project, must be submitted to EPRDC.
- 3.11 For monitoring purposes, a quarterly progress report (March, June and October) is required for submission to the EPRDC.

4. Saving Clause

Cases not covered by the provisions of this Circular shall be submitted to the Office of the President for resolution.

5. Repealing Clause

All previous issuances and other provisions which are inconsistent with the provisions of this Circular are deemed amended, repealed and superseded accordingly.

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6. **Effectivity**

The Office of the Vice President for Research, Planning & Quality Assurance is tasked to make sure that all the concerned faculty members in the Main Campus and the branches are well oriented with these guidelines.

The amended guidelines shall take effect on the following calendar year upon the approval of the Board of Regents.

Wide dissemination of this information to all concerned faculty is desired.



ESTER B. OGENA
President



ALPHEUS E.V. FERRERAS
University and Board Secretary

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EXCERPTS FROM THE MINUTES OF THE 69th (2nd QUARTER) REGULAR MEETING OF THE PNU BOARD OF REGENTS HELD ON 07 JUNE 2016 AT THE CONFERENCE ROOM, 4TH FLOOR, HEDC BLDG., COMMISSION ON HIGHER EDUCATION, C.P. GARCIA AVE., U.P. DILIMAN, QUEZON CITY.

PRESENT:

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| Hon. PATRICIA B. LICUANAN | Chairperson |
| Hon. ESTER B. OGENA | Vice Chairperson |
| Hon. PIA S. CAYETANO | Member |
| <i>Represented by Atty. Clemens Angeli B. Sabitsana</i> | |
| Hon. ROMAN T. ROMULO | Member |
| <i>Represented by Atty. Deneesse Lou T. Cortez</i> | |
| Hon. ERLINDA M. CAPONES | Member |
| Hon. LUTGARDO B. BARBO | Member |
| Hon. JOSE M. OCAMPO, JR. | Member |
| Hon. EDILBERTO C. DE JESUS | Member |
| Hon. MELITO S. SALAZAR, JR. | Member |
| Hon. JOMAR A. FELIX | Member |


On motion duly seconded, the Board passed –

BOR RESOLUTION NO. U-2498, s. 2016

Approving the Amendments to the Guidelines on Research Requirement for Faculty Members with Academic Ranks of Full Professors, College Professors, and University Professors, thus amending BOR Resolution No. U-1976, s. 2013.

APPROVED

Certified correct:


ALPHEUS EUGENIO V. FERRERAS
University and Board Secretary