

Bachelor of Science in Environmental Science

Z S C M S T



BAGONG PILIPINAS



AREA II

Parameter F: PROFESSIONAL PERFORMANCE
AND SCHOLARLY WORKS

SYSTEM-INPUTS AND PROCESSES

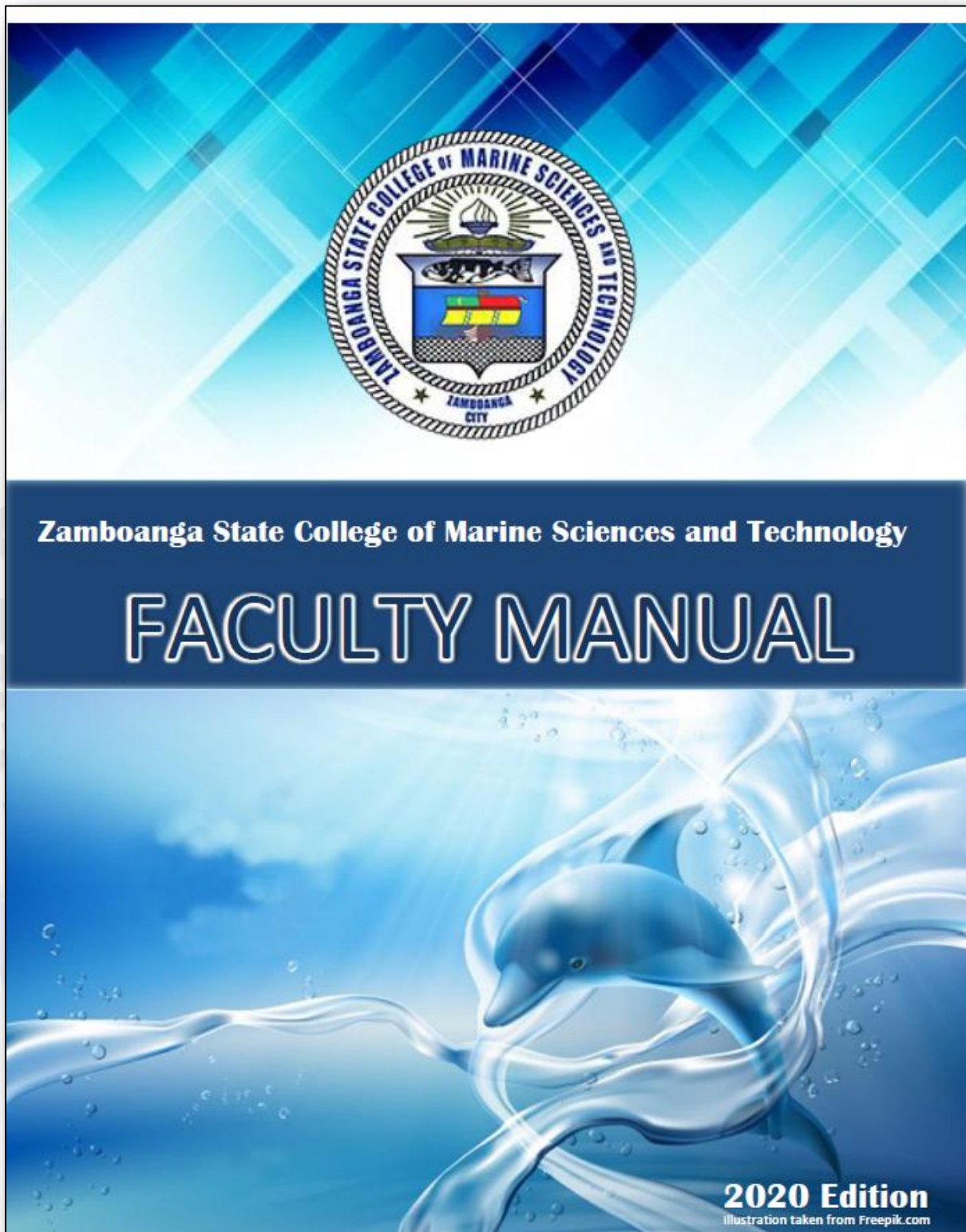
S.1 | There is a system of evaluating the
faculty on the following:

S.1.1 Professional performance

S.1.2 Scholarly works

S.1.1 Professional performance

Excerpts from the Faculty Manual



ZSCMST Faculty Manual



Excerpts from the Faculty Manual

Chapter 3. Faculty Responsibilities, Duties, Obligations, and Rights

3.1 The Faculty

The academic personnel of the College shall constitute its faculty. They carry academic ranks of instructor, assistant professor, associate professor, and professor. Faculty are regular employees occupying *PSIPOP-listed (closed career) positions of state universities and colleges appointed to a faculty rank who are directly engaged in teaching, research and extension services and income generating activities.

3.2 Commitment

The Faculty of the Zamboanga State College of Marine Sciences and Technology commit themselves to the pursuit of academic excellence and promoting a culture of service.

As members of this community, the Faculty shall strive to create a culture that embodies the vision and mission of the College for which the core values of commitment, attitude, relationships, and excellence are anchored upon.

3.3 Responsibilities

3.3.1 Instruction

The responsibilities of the faculty include activities that focus on the process of facilitating the acquisition of knowledge, competencies, attitudes, and skills of learners.

The faculty member shall design relevant and updated syllabi and instructional media, i.e. lecture handouts or notes, and an instructor's guide for review of the program adviser/department chair and for approval of the dean;



teach assigned courses in their specialization; perform quasi- teaching workloads; prepare and submit periodic reports of ratings and other documents that may be required; manage classroom instruction in accordance with the prescribed institutional standards and policy; utilize varied teaching methodologies and techniques in the pursuit of effective teaching and learning process; and

The faculty member who shall be absent from school for an extended period (e.g., more than one week) must consult with their chair and dean prior to the absence regarding the reasons for the absence, and the arrangements for covering their responsibilities. When a faculty member is unable to meet a class, arrangements must be made for alternative coverage.

3.3.2 Research

The faculty must be creative, innovative, and productive researchers; participate actively in local, regional, and international research forum, and must submit research proposals, conducts and implements approved researches.

3.3.3 Extension

The faculty member must participate in extension programs aimed at developing and implementing projects that can uplift the quality of life of the clientele which the College serves.

3.3.4 Production

The faculty member must engage themselves in the income-generating activities of the College in order to support and further enhance the primary function of providing quality education to the community.



3.4 Duties and Obligations

Subject to existing laws, rules and regulations, all faculty of ZSCMST shall:

3.4.1 carry out his duties to the institution by performing his responsibilities in consonance with the mission, vision, goals and objectives of the College;

3.4.2 be responsible for the attainment of specified learning objectives in accordance to the College goals and within the limits of available school resources;

3.4.3 maintain and sustain professionalism in his behavior at all times;

1.4.4 avoid the use of institutional resources and equipment for his personal gain;

1.4.5 support institutional activities by participating in meetings, flag raising ceremonies, commencement exercises, and assemblies;

1.4.6 act as a representative of the College when attending seminars, workshops, conventions, public forum, and meetings that are conducted outside the institution.

3.5 Rights

Subject to existing laws, rules and regulations, all faculty of ZSCMST shall have the following rights:

3.5.1 Tenure and Appointment

3.5.1.1 Right to a clearly defined set of the policies and guidelines under which tenure may be gained in case tenure is not granted at the time of initial appointment.

3.5.1.2 Right to advance notice when a decision is made not granting tenure.



3.5.1.3 Right to have a reasonable advance notice in case of dismissal or termination of contract.

3.5.1.4 Faculty with security of tenure is permanent unless removed for cause, death, resignation or retirement.

3.5.2 Evaluation and Promotion

3.5.2.1 Right to periodic evaluation of performance by immediate heads or the appropriate committee.

3.5.2.2 The evaluation should provide opportunities for improving instruction, to help faculty overcome weaknesses, and enhance strengths as well as to give the faculty member a reasonable appointment or promotion.

3.5.2.3 Right to have salary increments based on fair and equitable treatment, considering the rank, experience and a clearly presented evaluation of performance.

3.5.2.4 Right to receive an explanation from an administrative superior or appropriate faculty committee if the faculty does not receive merit increase or promotion in rank.

3.5.2.5 Right to request for a review by higher administrative authority or appropriate faculty member committee if faculty member feels unfair treatment in matters of merit increase or promotion.

1.5.3 Special Rights and/or Privileges of Teaching or Academic Staff as stated in the Education Act of 1982, Chapter 2 Section 11

1.5.3.1 The right to be free from any compulsory assignment not related to his duties as defined in his appointments or



employment contract, unless compensated thereof in accordance with existing laws;

1.5.3.2 The right to intellectual property as provided by applicable laws;

1.5.3.3 The right to demand from persons in authority protection and due respect, when acting in the discharge of lawful duties and responsibilities;

1.5.3.4 The right to be accorded the opportunity to choose alternative career channels either in school administration or classroom teaching or other lines of endeavors in the school for purposes of career advancement, provided it does not conflict with the internal needs of the school.

1.5.4 Academic Freedom

Article XIV, Section 5 (#2) of the 1987 Constitution

“Academic freedom shall be enjoyed in all institutions of higher learning.”

1.5.4.1 “Academic freedom” is the freedom of the teacher or research worker in higher institutions of learning to investigate and discuss the problems of his science and to express his conclusion, whether through publications or in the instruction of students, without interferences from political or ecclesiastical authority, or from the administrative officials of the institution in which he/she is employed, unless his methods are found by qualified bodies of his own profession to be clearly incompetent or contrary to professional ethics.



1.5.4.2 Faculty members shall enjoy academic freedom; provided however, that no professor, instructor, or any other personnel of State College shall inculcate sectarian tenets in any of the teachings, nor attempt directly or indirectly under penalty of dismissal by the Board of Trustees, to influence students at the State College for or against any particular church or religious sect.

1.5.5 Other Rights as provided for by law

Education Act of 1982, Chapter 2 Section 10 (#3)

1.5.5.1 They have the right to form or join an association, organization, or union whose purpose or purposes are not contrary to laws or rules and regulations of the College;

Education Act of 1982, Chapter 2 Section 9 (#7)

1.5.5.2 Right to free expression of opinions and suggestions and to avail of effective channels of communication with the academic and administrative bodies of the College.