



LEYTE STATE UNIVERSITY

6521-A Visca, Baybay, Leyte, Philippines

Office of the Secretary of the University
and of the Board of Regents

EXCERPT FROM THE APPROVED MINUTES OF THE
14th LSU Board of Regents Meeting
2 December 2003 * CHED Central Office, Pasig City

**Reaffirmation of the University Policy
on Staff Development and Recruitment**

BOR RESOLUTION NO. 76, s. 2003

**Approving the Proposal to Modify Guidelines on Staff
Development and Recruitment, as presented.**

**Proposal to Modify Policy Guidelines on
Staff Development and Recruitment**

Rationale:

The Leyte State University (LSU) has always adhered to the policy of discipline specialization by its faculty members within a department or unit. This policy, implemented since its establishment as a state institution of higher learning in 1974, has contributed to the outstanding performance of the University in instruction, research and extension.

The conversion from a State College into a State University has spawned new academic departments in response to the challenges of the new millennium and by virtue of an expanded mandate to offer new programs in line with approved regional and national development goals.

Thus, there is a need to modify the University's present policy guidelines on staff development and recruitment.

Guidelines:

1. New recruits must have at least a Masters degree with majors in specific fields required by the recruiting department/unit.
2. Hiring of new recruits with Bachelor's degrees shall be done *only if* there are no applicants with the required Masters or Doctorate degree.
3. Faculty in-service without Masters degrees are required to pursue and complete their Masters degrees in their major field of specialization as required by the recruiting department/unit. This should be reflected in the approved Staff Development Plan of the department/unit.
4. The pursuit of Master of Arts (MA), Master of Agricultural Development (MAGDev), Master of Education (MEd) and similar masters degree programs may be allowed on a case-to-case basis, and in the case of the MEd degree, it shall be considered *only if* this is granted by LSU and meets the need of the University for specialization.



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521 A

Philippines

Office of the Board Secretary

24 September 2003

**The Honorable Chairman and
Members of the LSU Board of Regents**

Ladies/Gentlemen:

I am hereby endorsing the "Re-affirmation of the University Policy on Staff Development and Recruitment" which was presented and discussed during the University Administrative Council (UADCO) on August 15, 2003.

I am, therefore, recommending the same **FOR APPROVAL** by the Board of Regents.

Very truly yours,


PACIENCIA P. MILAN
President

BOARD ACTION : _____

DATE : 24 September 2003

RE-AFFIRMATION OF THE UNIVERSITY POLICY ON STAFF
DEVELOPMENT AND RECRUITMENT

Rationale:

Leyte State University has adhered to the principle of discipline specialization of its faculty members within the department or unit. This policy has contributed to the outstanding performance of the university in instruction, research and extension that started upon the conversion of Visayas Agricultural College into the Visayas State College of Agriculture and continued until now.

With the proliferation of departments and the influx of new frontiers in science, there is a need to re-examine that existing policy for relevance and effectiveness and perhaps institute changes or modifications in the guidelines.

Guidelines:

1. Both new recruits and existing faculty must have at least a Master of Science degree with major in specific fields required by the unit. Master of Arts or Master of Agricultural Development and similar Master programs may be allowed in the social sciences on a case-to-case basis; however, Master of Education (Massive Upgrading) can be considered only if that program has been modified, i.e. by the LSU Graduate School, to meet the needs of the university.
2. Bachelor degree holders shall be hired only if no other applicant has the requisite graduate degree.
3. Faculty members shall be allowed to pursue graduate degrees only in their major field of assignment. For instance, a faculty in the Department of Agronomy and Soil Science shall take his/her Ph.D. in either Agronomy or Soil Science in a specific area determined by its Department Personnel Committee.
4. A faculty member may shift or change his/her major field provided such shifting is within the department's sphere of responsibility. For example, shifts in major of the faculty from Mathematics to Statistics or Physics and vice versa in the Department of Mathematics, Physics and Statistics are acceptable.
5. **Departments that were split, created or modified because of the change in the organizational structure of the university shall allow its faculty member who has started his/her approved graduate degree to finish it for credit in the PASUC evaluation cycle.**
6. Permission to enroll in courses offered by the university is not a guarantee that such courses shall be credited to the faculty for PASUC purposes if the degree being pursued is not in line with the Staff Development Plan of the unit.
7. Doctoral degree in Research/Educational Management is discouraged/forbidden in departments or units requiring specific technical expertise.
8. Department Personnel Committees and the Academic Personnel Board shall be guided by the rule that the area of specialization required by the unit applies in both recruitment and staff development.
9. All units of the university should have an updated and approved Staff Development Plan.

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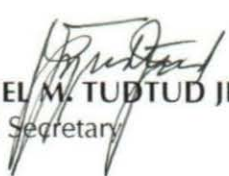
5. For departments/units requiring specific technical expertise, faculty members shall not be allowed to pursue Masters and Doctoral degrees in Research/Educational Management.
6. The Department Personnel Committees and the University Academic Personnel Board shall be guided by the rule that the area of specialization required by the unit applies to both staff development and recruitment.
7. Faculty members may be permitted to shift/change his/her major field of specialization Provided, That such a shift is within the department's sphere of responsibility.
8. The pursuit of advanced degrees in the different major fields of specialization required by the University should be earned from reputable institutions recognized for their strong programs in the needed fields.
9. Permission to enroll in courses offered by the University is not a guarantee that such courses will be credited to the faculty for PASUC evaluation purposes if the degree being pursued is not in line with the approved Staff Development Plan of the department/unit.
10. Departments that were split, created or modified on account of the organizational restructuring from College to University shall allow its faculty who have applied for and/or started their graduate studies duly approved by the authorized university officials, to complete their respective degrees and have it credited for PASUC evaluation.

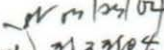
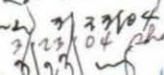


BOARD ACTION: **APPROVED**

Date : 2 December 2003

ATTACHMENT: F

Certified True and Correct:


DANIEL M. TUDTUD JR.
Board Secretary

cc: OVPAA 
OVPAF 
OVPRE 
HRMO 
CIMDO 