



EXCERPT FROM THE APPROVED MINUTES OF THE
110th VSU Board of Regents Meeting
~~Virtual Meeting~~ via Zoom
2 JUNE 2023

**PROPOSED GUIDELINES FOR THE AVAILMENT
OF POST-DOCTORAL LEAVE**

The Board passed

BOR Resolution No. 22, s. 2023

A Resolution Approving the Proposed Guidelines for the Availment of Post-Doctoral Leave, as presented.

** see attached BOR approved proposal*

BOARD ACTION : **APPROVED**
Date : 02 June 2023

Certified True and Correct:


GUIRALDO C. FERNANDEZ, JR.
Board & University Secretary

Cc: OVPAA
HRMO
RSPPRO

PROPOSED GUIDELINES FOR THE AVAILMENT OF POST-DOCTORAL LEAVE

(As Approved by the Board of Regents Per BOR Resolution No. 22, s. 2023 dated June 2, 2023)

At present, there is no established policy on the availment of post-doctoral leave by the VSU faculty members. In practice, a faculty member who obtains a post-doctoral fellowship grant may go under a short-term training grant, or apply for Sabbatical Leave. However, to qualify for Sabbatical Leave in VSU, a faculty member needs to hold an Associate Professor position for at least two years prior to the effectivity of the grant. Incidentally, post-doctoral fellowships, especially those granted by universities/organizations abroad, are usually awarded to young PhD holders who finished their doctoral degrees within the last 2-5 years. In VSU and in other state universities in the Philippines, some of these young faculty members may still be occupying instructor or assistant professor positions and could not qualify for sabbatical leave.

Thus, the following policy on availment of Post-doctoral Leave, is hereby proposed. Some of its provisions are patterned after those of the University of the Philippines' (UP System Manual Series 4, 2004; UP Diliman Faculty manual, 2003):

1. Qualifications

- a. The faculty has an earned doctoral degree in his/her discipline or field of specialization, and has completed the degree within the last 5 years.
- b. The postdoctoral assignment shall be used by the faculty to do research in a foreign institution/organization in his/her field of specialization. The grant must be awarded by a reputable university or institution abroad. The faculty must be able to present a proof of acceptance by the foreign institution where he/she intends to carry out the post-doctoral assignment, indicating the research to be conducted and expected publication outputs.
- c. Has served the university for at least two (2) years as a regular faculty member, and has complied with the prescribed faculty workload every semester.
- d. Has obtained at least Very Satisfactory ratings in supervisor and student evaluations in the last two (2) rating periods.
- e. Has not been convicted nor has pending administrative case in the university.

1. Duration and Frequency

- a. The postdoctoral leave shall be for 6-12 months, but may be extended for a few months to one year for justifiable reason as determined by the Department Personnel Committee, endorsed by the VSU Scholarship Committee and the UADCO, and approved by the BOR.
- b. The privilege can be availed only once by a faculty. In case the faculty is able to avail of another post-doctoral grant, he/she can utilize other privileges like sabbatical leave.

2. Obligations of the Grantee

- a. Sign a contract with the university after BOR approval of the grant.

- b. Submit a midterm and final report of accomplishments to the VSU Scholarship and Fellowship Committee thru the Department Head and College Dean, and any publications derived from the postdoctoral assignment should be attached. The Visayas State University must be recognized in all these publications.
- c. Return to VSU immediately after the end of the contracted period of the leave.
- d. Render return service to the university. For every year of the grant, or a fraction thereof, the return service is one year.

3. Benefits

- a. Salaries and other standard employee benefits/entitlements allowed under the law.