



LEYTE STATE UNIVERSITY
Visca, Baybay, Leyte 6521 A
Philippines

Office of the Board Secretary

EXCERPTS OF APPROVED MINUTES OF THE
9th LSU Board of Regents Meeting
21 February 2003 * LNU, Tacloban City

Proposal to Upgrade Workload Units of
LSU Faculty in Specific Instructional Activities

Board Resolution No. 13, s. 2003

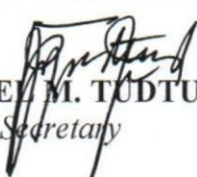
Approving the proposal to Upgrade the Workload
Units of LSU Faculty in Specific Instructional Activities.

Approved Specific Instructional Activities

5. If there are less than 5 students in a class, the workload unit equivalent shall be reduced to one third (0.11 per credit unit) only for honorarium purposes.
6. If two or more instructors co-teach a subject, the workload unit equivalent for the class shall be divided proportionately among them.
7. A maximum of 3 workload units shall be credited for advising students officially enrolled in a thesis/dissertation or its equivalent courses based on the following credit per student advisee:

Adviser – Undergraduate student	- 0.50 per advisee
Adviser – Masteral student	- 0.60 per advisee
Adviser – Doctoral student	- 0.75 per advisee
Guidance Committee Membership	- 0.25 per student
8. English technical critics, statisticians, and head of department where the thesis is conducted shall receive 0.2 workload unit per student with a maximum of 3 workload units.
9. A credit of 0.20 per student advisee shall be given to a faculty adviser assigned to supervise students on farm/field practice, special problem, internship, student teaching, and other similar activities needing the close supervision of an adviser. Provided, that the total workload units for student advisorship shall not exceed 5.

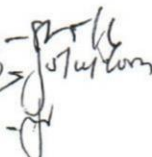
Certified True and Correct


DANIEL M. TUDTUD JR.
Board Secretary

Board Action : APPROVED
Date : 21 February 2003
Attachment : L

cc:

OVPAA
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LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521
Philippines

Office of the President

21 February 2003

The Honorable Chairman and
Members of the LSU Board of Regents

Ladies/Gentlemen:

I am hereby endorsing the "Proposal to Upgrade Workload Units of LSU Faculty in Specific Instructional Activities" which has been deliberated and approved by the University Administrative Council during one of its meetings.

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

Very truly yours,

PACIENCIA P. MILAN
President

BOARD ACTION: _____
DATE : 21 February 2003

Proposal To Upgrade Workload Units of LSU Faculty in Specific Instructional Activities

Rationale

Faculty members are hired in consonance with particular work assignment. Specifically, department-based faculty members are primarily hired to teach while those in research centers/institutes are mainly engaged in research and extension activities. In addition, some faculty members are designated as administrators with teaching and research responsibilities. In the performance of these academic responsibilities, each faculty is given corresponding workload points to rationalize his/her continued services in a unit.

Under the existing guidelines for determining workload, it is necessary, however, to amend specific instructional activities that would grant the faculty member a more reasonable credit units/points considering the nature and increasing volume of tasks and responsibilities relative to his/her academic work. Specific for considerations are tasks wherein a faculty who is assigned to supervise student-teachers and another faculty who oversee and supervise the field/farm practice of students who are assigned all over the archipelago. With the increasing number of students fulfilling this requirement, however, the number of faculty is on status quo and therefore the faculty is inevitably forced to take more advisees than he/she can conveniently manage because circumstances so dictate.

To recognize these factors in determining faculty workload will not only be granting due consideration to the faculty's selfless and unwavering efforts but more importantly this would inspire one to work more diligently as a mentor. Hence, this proposal.

(Existing)

5. If there are less than 5 students in a class, the workload unit equivalent shall be reduced to one third (**0.11** per credit unit) only for honorarium purposes.
 6. If two or more instructors co-teach a subject, the workload unit equivalent for the class shall be divided proportionately among them.
 7. A maximum of **3** workload units shall be credited for advising students officially enrolled in a thesis/dissertation, or its equivalent courses based on the following credit per student advisee:

Adviser - Undergraduate student	=	0.50 /advisee
Adviser - Masteral students	=	0.60 /advisee
Adviser - Doctoral student	=	0.75 /advisee
Guidance Committee Membership	=	0.25 /student
 8. English technical critics, statisticians and head of department where thesis is conducted shall receive **0.2** workload unit per student with a maximum of **3** workload units.
 9. A credit unit of **0.15** per student advisee shall be given to a faculty adviser assigned to supervise students on farm practice, special problems, internship, student teaching, and other similar activities needing the close supervision of an adviser. Provided, that the total workload units for student advisorship shall not exceed **3**.
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(Proposed)

5. If there are less than **5** students in a class, the workload unit equivalent shall be reduced to one third (**0.11 per credit unit**) only for honorarium purposes.
 6. If two or more instructors co-teach a subject, the workload unit equivalent for the class shall be divided proportionately among them.
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Guidance Committee Membership	=	0.25 per student
 8. English technical critics, statisticians, and head of department where the thesis is conducted shall receive **0.2** workload unit per student with a maximum of **3** workload units.
 9. A credit unit of **0.20** per student advisee shall be given to a faculty adviser assigned to supervise students on farm/field practice, practicum, special problem, internship, student teaching, and other similar activities needing the close supervision of an adviser. Provided, that the total workload units for student advisorship shall not exceed **5**.
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