



# 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  
14<sup>th</sup> LSU Board of Regents Meeting  
2 December 2003 \* CHED Central Office, Pasig City

Guidelines in the Selection and Benefits of  
Professor Emeritus in the Leyte State University

BOR RESOLUTION NO. 103, s. 2003

Approving the Guidelines in the Selection and Benefits  
of Professor Emeritus in the Leyte State University, as  
presented.


*(Attached is the approved guidelines)*

BOARD ACTION: **APPROVED**

Date : 2 December 2003

ATTACHMENT: EE

Certified True and Correct:

  
DANIEL M. TUDTUD JR.  
Board Secretary

cc: OP 4a 1/23/04  
OVPA - 11/23/04  
HRMO - 3/23/04

## GUIDELINES IN THE SELECTION AND THE BENEFITS OF PROFESSOR EMERITUS IN THE LEYTE STATE UNIVERSITY

### I. Rationale

A number of highly qualified faculty members have retired and have shown interest to be designated as *Emeritus Professor*. The same enthusiasm has been expressed by the unit where the faculty comes from because of the wealth of experience in teaching or research that the retired professor can share with students and colleagues. In the absence of specific rules and regulations promulgated by ViSCA, the Board of Trustees (BOT) requested Dr. Perla M. Tan, President of the ViSCA Faculty Association (VFA), to propose guidelines in the designation of *Emeritus Professor* for the guidance of everyone concerned. The proposal was coursed through proper channels for final approval by the BOT after its recommendation by the VFA General Assembly and endorsement by the Administrative Council (March 2, 2000) and the Academic Council (March 8, 2000). The Board of Trustees deferred its approval on January 4, 2001 pending inclusion of the benefits to be given to an *Emeritus Professor*.

### II. Qualifications

1. The award shall be given to one who has done outstanding research or teaching.
2. He/She must have a doctoral degree in his/her field specialization. Master's degree holders may be considered provided they have done exceptional work in their field of specialization.
3. He/She must have the position of at least full Professor.

### III. Criteria

The recommendee must excel in the following categories:

1. Instruction
  - a. Instructional materials/monographs/books/syllabi/study guides made for use in the improvement of teaching
  - b. Publications related to teaching in refereed journals
  - c. Awards of recognition in teaching
2. Research
  - a. Completed researches
  - b. Publication in refereed journals, books, monographs, etc.
  - c. Awards of recognition in research

Note: Each item in every category is worth 30 points. In case the recommendee would be considered in both categories, each item is worth 15 points. The

recommendee must obtain at least 80 points to be considered for the award. Specific guidelines for point allocated shall be made by the APB.

#### **IV. Selection Procedure**

1. The APB shall obtain a list of qualified candidates from the Personnel Office based on PASUC evaluation who are 63 years old and up. Those who will opt for early retirement may also request to be included in that list.
2. Qualified candidates will be required to submit three (3) copies of their curriculum vitae in the category they wish to be evaluated. The APB may request the submission of pertinent documents as the need arises. The candidate must signify his/her intention to be considered for the Professor Emeritus award.
3. At least one year before the retirement of the candidate, the APB shall endorse to the BOR the names of the professors to be given the title of Professor Emeritus. The awardee has to render services in research or instruction in his/her department or center or in any unit deemed appropriate by the administration.

#### **V. Benefits of an Emeritus Professor**

1. Free use of university facilities such as the library, office space, etc.; housing is excluded in this privilege.
2. Free use of supplies needed for teaching and making of proposals.
3. Gasoline allowance of not more than P2,000.00 per semester.
4. Attendance in conferences, workshops, meetings, etc. may be supported based on budget and justification.



**GUIDELINES IN THE SELECTION AND THE BENEFITS OF  
PROFESSOR EMERITUS IN THE LEYTE STATE UNIVERSITY**

*(As approved by the Board of Regents per  
BOR Resolution No. 103, s. 2003, dated December 2, 2003)*

**I. Qualifications**

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2. He/She must have a doctoral degree in his/her field of specialization. Master's degree holders may be considered provided they have done exceptional work in their field of specialization.
3. He/She must have the position of at least full Professor.

**II. Criteria**

The recommendee must excel in the following categories:

1. Instruction:
  - a. Instructional materials/monographs/books/syllabi/study guides made for use in the improvement of teaching
  - b. Publications related to teaching in refereed journals
  - c. Awards of recognition in teaching
2. Research
  - a. Completed researches
  - b. Publication in refereed journals, books, monographs, etc.
  - c. Awards of recognition in research

**III. Selection Procedure**

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#### **V. Benefits of an Emeritus Professor**

1. Free use of university facilities such as the library, office space, etc.; housing is excluded in this privilege.
2. Free use of supplies needed for teaching and making of proposals.
3. Gasoline allowance of not more than P2,000.00 per semester.
4. Attendance in conferences, workshops, meetings, related to instruction may be supported based on budget and justification.

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**Note:** Each item in every category is worth 30 points. In case the recommendee would be considered in both categories, each item is worth 15 points. The recommendee must obtain at least 80 points to be considered for the award. Specific guidelines for point allocated shall be made by the APB.

Cc: OP  
OVPAA  
HRMO  
Budget Office