

Policy No:	ACA-POL-0032
Policy Title:	College Faculty Loading
Implementation Procedure:	
Date of Issuance:	SY 2013-2014
Effectivity:	SY 2013-2014 – Present
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Office of Origin: (Policy Expert)	Office of the Vice President for Academic Affairs
“Supersedes” Notification:	None
Purpose of Policy:	As the Colegio aim for equality in the distribution of faculty load to the academic teaching employees and to ensure that the preparation and performance of other tasks necessary in the accomplishment of the assigned courses are allotted with ample time, the following must be observed in giving teaching load assignments effective the 2 nd semester of SY 2013-2014.
Detailed Policy Statement:	<ul style="list-style-type: none"> • Teaching Load will be measured in teaching hours and not in teaching units. • For full time Faculty Members, the following conditions shall apply <ul style="list-style-type: none"> • Must have a minimum teaching load of 18 teaching hours a week • Overload for must be limited to 6 teaching hours a week • Maximum teaching load in a week must be 24 hours and not 24 units. • Approved teaching assignments in Letran – Abucay must be within the maximum teaching hours • Approved teaching assignments outside the Colegio must be within the maximum teaching hours • Approved non-teaching assignments with teaching units equivalent like research must be within the maximum teaching hours • For part time Faculty Members, teaching load must be from 3 to 12 hours a week
Applicability:	Full Time and Part Time College Faculty Members
Policy Approval Authority:	Office of the Vice President for Academic Affairs
Related Policies or References	
Definition:	
Prepared by:	Planning and Development Office
Approved by:	
	<hr style="width: 20%; margin-left: 0;"/> Rev. Fr. Juan V. Ponce, O.P.
Date Approved:	

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