

Policy No:	ACA-POL-0038
Policy Title:	Summer Teaching Load – Collegiate Level
Implementation Procedure:	
Date of Issuance:	March 25, 2015
Effectivity:	AY 2015 to present
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Office of Origin: (Policy Expert)	Office of the Vice President for Academic Affairs
“Supersedes” Notification:	None
Purpose of Policy:	The policy details the collegiate department’s policy on the distribution of teaching load during the summer term.
Detailed Policy Statement:	<p>As a policy, summer teaching loads shall be given to faculty members in accordance with the following priorities:</p> <ol style="list-style-type: none"> 1. Summer teaching loads shall only be given to Faculty Members who can meet the following conditions: <ol style="list-style-type: none"> 1.1 Must be a full-time (FT) faculty member; 1.2 Must have at least a general performance evaluation rating of Superior (S) or Very Satisfactory (VS)—rating includes ASIS and evaluation of peers, area chair, and Dean; and 1.3 Professional qualification and/or field of expertise of the faculty must be vertically aligned with the courses to be handled. 2. Assignment of teaching loads shall observe this specific order of priorities: <ol style="list-style-type: none"> 2.1 FT Probationary Faculty 2.2 FT Contractual Faculty 2.3 FT Permanent Faculty 2.4 Part-Time Faculty 3. In the event of equal or the same general performance evaluation rating, seniority of tenure among faculty equals shall be used. 4. Teaching load assignments shall be based on contact-hours and not course units. 5. Maximum teaching load assignment shall be six (6) contact hours. 6. Remuneration of summer teaching loads shall be based on a per-hour basis, according to faculty rank or level.
Applicability:	Dean, Program / Area Chair, Faculty Members, Students
Policy Approval Authority:	<p>_____</p> <p>Fr. Juan Ponce, O.P. Vice President for Academic Affairs</p>
Related Policies or References	None
Definition:	None

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