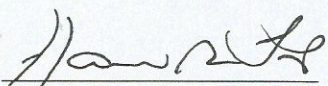


Policy No:	ADM-POL-0054
Policy Title:	Assignment of Teaching Load to Administrators
Implementation Procedure:	
Date of Issuance:	S.Y. 2009 to 2010
Effectivity:	S.Y. 2009 to present
Page Number:	One (1)
Office of Origin: (Policy Expert)	Human Resources Department
"Supersedes" Notification:	
Purpose of Policy:	This policy aims to establish the terms and conditions in the assignment of teaching load to administrators.
Detailed Policy Statement:	<ul style="list-style-type: none"> • The Academic Department shall be responsible in the preparation of the teaching loads of the administrators. The dean/principal shall recommend these teaching loads to the Vice President for Academic Affairs for his approval. • Administrators with teaching component are allowed of a maximum of 12 units (only); 6 units as part of their package can be taught within their declared regular office hours while the other 6 units must be taught after office hours either early in the morning or late in the afternoon. Teaching load within the regular office hours must be approved first by the division head. • Administrators without teaching component are allowed of a maximum of 6 units (only) which must be taught after their regular office hours. • Academic qualification, specialization and professional experiences shall be the primary consideration in the distribution of the teaching loads. • The administrator shall be given teaching loads only if they received a rating of Very Satisfactory (VS) or its equivalent in the ASIS during the most recent evaluation period. • An administrator with a rating lower than VD shall be given teaching loads only upon approval of the Vice President for Academic Affairs.
Applicability:	All administrators
Policy Approval Authority:	Office of the Rector and President
Related Policies or References	
Definition:	
Prepared by	Planning, Funding and Development Office
Approved by	 Rev. Fr. Tamerlane Lana, O.P.
Date of Approval	2-16-2012

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