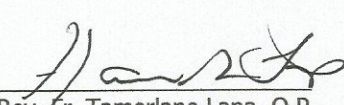


Policy No:	ADM-POL-ORP-0005
Policy Title:	Vertical Alignment Policy
Implementation Procedure:	
Date of Issuance:	S.Y. 2010 to 2011
Effectivity:	S.Y. 2010 to present
Page Number:	One (1)
Office of Origin: (Policy Expert)	Office of the Rector and President
"Supersedes" Notification:	
Purpose of Policy:	Vertical Alignment is one of the means implemented by the Colegio in order to upgrade the academic standards to meet the requirements of a university and the demands of the industry. The Vertical Alignment policy also aims to make sure that only qualified faculty members are assigned to handle general education and professional courses in the collegiate department.
Detailed Policy Statement:	<ul style="list-style-type: none"> <li>• Vertical Alignment refers to the applicability of faculty member's graduate and post-graduate degrees in the subjects or courses he handles.</li> <li>• Relevant or related course refers to academic programs or degrees obtained by a faculty member according to the clustering specified by the Commission on Higher Education.</li> <li>• A Faculty Member should be assigned to teach courses according to his field of specialization or any related or relevant course as determined by his master's or doctoral degree.</li> <li>• As part of the hiring standards, only vertically aligned applicants shall be considered.</li> <li>• For probationary faculty members, permanency will only be granted if vertically aligned.</li> <li>• In the case of non-vertically aligned probationary faculty members, the Dean/Principal can             <ul style="list-style-type: none"> <li>• Transfer the faculty member to the area where he should be handling courses based on the aforementioned definition of vertical alignment</li> <li>• Instruct the faculty to shift or re-enroll in a degree which is considered vertically aligned to the course he has long been handling. Expenses shall be shouldered by the faculty.</li> </ul> </li> <li>• For permanent non-vertically aligned faculty members, the Dean/Principal can             <ul style="list-style-type: none"> <li>• Transfer the faculty member to the area where he should be handling courses based on the aforementioned definition of vertical alignment</li> <li>• Instruct the faculty member to shift or re-enroll in a degree which is considered vertically aligned to the courses/ subjects he has long been handling. The Management shall give appropriate financial support including the three year period for the said faculty to finish the said degree.</li> </ul> </li> </ul>
Applicability:	All Academic Heads and Faculty Members
Policy Approval Authority:	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	2.16.12

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