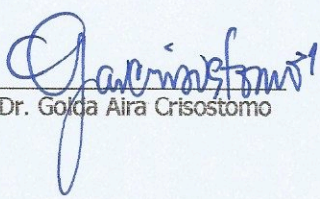


Policy No:	ADM-POL-LRC-0011
Policy Title:	Research Deloading Policy
Implementation Procedure:	ACA-PROC-LRC-0001 Research Deloading Procedure
Date of Issuance:	S.Y. 2009 to 2010
Effectivity:	S.Y. 2009 to present
Page Number:	One (1)
Office of Origin: (Policy Expert)	Letran Research Center
"Supersedes" Notification:	
Purpose of Policy:	The Research Deloading Policy was conceived in order to encourage and provide opportunities for Faculty Members to pursue researches within their respective field of discipline.
Detailed Policy Statement:	<ul style="list-style-type: none"> <li>• Only full time faculty members who have served the Colegio for at least 1 year are qualified for the research deloading.</li> <li>• The faculty applicant should submit his research proposal, proposed budget, timetable of the study and letter of request upon application for the faculty deloading to the Director of the Research Center.</li> <li>• Faculty Members applying for the research deloading should also be endorsed by their respective Deans.</li> <li>• The Research Center, in consultation with the Vice Rector for Academic Affairs, shall determine whether the faculty applicant will be granted a research deload.</li> <li>• The equivalent number of deloaded units for the approved research shall be determined by the Research Center on the basis of                         <ul style="list-style-type: none"> <li>➢ Scope of the research</li> <li>➢ Coverage of data gathering</li> </ul>                         and shall be approved by the Vice Rector for Academic Affairs.                     </li> <li>• The Rector and President have the final approval of whether a Faculty applicant is qualified for the research deloading.</li> <li>• A faculty Member who is granted with a research deload shall sign a memorandum of agreement with the Research Director and Rector and President.</li> <li>• The memorandum of agreement will compel the Faculty Member to finish the research within the agreed time of completion.</li> <li>• In case the faculty member fails to complete the research within the prescribed period, his clearance shall not be processed. Other penalties for non-completion of the research could be stipulated in the memorandum of agreement.</li> </ul>
Applicability:	All employees
Policy Approval Authority:	Director of the Research Center
Related Policies or References	
Definition:	
Prepared by:	Planning, Funding and Development Office
Approved by:	 Dr. Golda Aira Crisostomo
Date of Approval:	

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