



JOSÉ RIZAL UNIVERSITY

FACULTY HANDBOOK SY 2024-2025

College

FOREWORD

While it is true that the students in the classroom constitute the reason for the existence of the faculty, it is only the faculty himself in that very classroom who is competent in his field, who strives for further academic growth and personal development, who contributes his share to the University community, who can ensure the meaningful and satisfactory presentation and completion of the subject to the student, to the institution and, certainly, to himself. It is only when the faculty provides mental stimulation and makes the students aware of their existing competence and intellectual potential that the students are in turn motivated to improve upon their academic progress.

This handbook covers a variety of subjects relevant to both the organization and administrative aspects of faculty life at the University. While this handbook attempted to answer the questions that faculty often ask, experience has shown that the "actual doing" is a very different proposition from reading about it. Faculty are therefore encouraged to maintain frequent contact with the academic officers of the division as we are certainly most interested in "how you are getting along."

While every effort has been made to insure the accuracy, consistency, and completeness of materials available at the time copy is made of this handbook, the University reserves the right to make changes at the time during the school year without prior notice. Such changes take effect whenever the University deems them necessary.

VICENTE K. FABELLA
President

TABLE OF CONTENTS

	Page
FOREWORD	1
OFFICERS OF THE ADMINISTRATION	6
THE COLLEGE DIVISION	7
HISTORY OF THE UNIVERSITY	8
VISION OF THE UNIVERSITY	8
MISSION OF THE UNIVERSITY	8
EDUCATIONAL ORGANIZATION POLICY	9
QUALITY/EDUCATIONAL ORGANIZATION OBJECTIVES	9
JRU CORE VALUES	9
INSTITUTIONAL OUTCOMES	9
DATA PRIVACY	9
SCHOOL FACILITIES AND SOURCES OF INFORMATION	10
1. INTRODUCTION	12
1.1 Purpose and Scope	12
1.2 Objectives	12
1.3 Definition	12
2. ORGANIZATION AND ADMINISTRATION OF THE UNIVERSITY	12
2.1 The Board of Trustees	13
2.2 The President	13
2.3 The Academic Affairs Group	13
2.4 The Financial Affairs Group	13
2.5 The Administrative Affairs Group	13
2.6 The Information Systems Group	13
2.7 The Vice President Office	13
3. THE COLLEGE DIVISION	14
3.1 Dean	14
3.2 The Department Chair	14
3.3 Committees	15
4. PROFESSIONAL RESPONSIBILITIES	15
4.1 General Responsibilities	15
4.2 Academic Freedom	15
4.3 Academic Guidance of Students	16
4.4 Professional Improvement	16

4.4.1	Faculty Development Plans	16
4.5	Research and Publications	17
4.6	Curriculum Development, Review and Validation	18
4.7	School Functions	19
4.7.1	Convocations	19
4.7.2	Divisional Events/Activities	19
4.7.3	University Week	19
4.7.4	Commencement Exercises	19
4.7.5	NCAA Athletic Events	20
4.8	Public Relations	20
5.	INSTRUCTIONAL PROCEDURES	20
5.1	Teaching Assignments	20
5.1.1	Teaching Assignments and Working Hours	20
5.2	Consultation Hours	20
5.3	Class Schedule	21
5.4	Course Syllabi	21
5.5	Textbooks	21
5.6	Classroom Management	22
5.6.1	Admission in Class	22
5.6.2	Student Attendance and Absences	22
5.6.3	Medium of Instruction	22
5.6.4	Classroom Discipline	22
5.6.5	Substitution and Replacement	23
5.7	Examination	23
5.7.1	Schedule of Examination	23
5.7.2	Preparation of Examination	23
5.7.3	Exception List	23
5.7.4	Supervision of Examination	23
5.7.5	Exemptions	24
5.8	Grades	24
5.8.1	General Principles of Grading	24
5.8.2	Grading System	24
5.8.3	Deadlines for Grade Reports	25
5.9	Educational Tour/Field Trips/ Off-Campus Activities	25
6.	CO-CURRICULAR ACTIVITIES	26
6.1	Adviserships	26
6.1.1	Objectives	26
6.1.2	Appointment of Adviser	26
6.1.3	Duties of Adviser	26
6.1.4	Scheduling of Activities	27
6.1.5	Use of Facilities	27
6.1.6	Financial Report	27
7.	RECRUITMENT, SELECTION AND PLACEMENT AND TENURE	27
7.1	Recruitment	27
7.2	Selection	27

7.3	Placement	28
7.3.1	Employee Number	29
7.3.2	Faculty Records	29
7.3.3	End of Appointment	29
7.4	Tenure	30
7.4.1	Loss of Tenure	30
8.	COMPENSATION, BENEFITS AND PRIVILEGES	30
8.1	Compensation	30
8.1.1	Salary Payment Procedures	30
8.2	Overload Pay	31
8.3	Leaves and Absences	31
8.3.1	Sick Leave	31
8.3.2	Vacation Leave	32
8.3.3	Maternity Leave	32
8.3.4	Paternity Leave	32
8.3.5	Bereavement Leave	32
8.3.6	Birthday Leave	33
8.3.7	Study Leave	33
8.3.8	Solo Parent Leave	33
8.3.9	Travel Leave	33
8.3.10	Business Leave	34
8.3.11	Union Leave	34
8.4	Other Faculty Benefits	34
8.4.1	Tuition Privileges	34
8.4.2	Faculty Scholarships	35
8.4.3	Medical and Dental care	35
8.4.4	Group Insurance	35
8.4.5	Financial Assistance	35
8.4.6	Retirement and Pensions	35
8.4.7	Funeral Assistance	36
9.	FACULTY CLASSIFICATION, EVALUATION AND PROMOTION	36
9.1	Classification	36
9.2	Faculty Performance Evaluation	37
9.3	Merit Increases	38
9.4	Promotion	38
10.	DEPARTMENT	38
10.1	Identification Cards	39
10.2	Care of School Property	39
10.3	Dress Requirements	39
11.	FACULTY DISCIPLINE	39
11.1	Faculty Outside Activity	40
11.1.1	Private Tutoring	40
11.1.2	Outside Employment	40
11.2	Prohibited Activities	41

11.2.1	Collection of Monies	41
11.2.2	Sales to Students	41
11.2.3	Ghost Writing	41
11.2.4	Use of Textbooks Other Than Those Officially Adopted	41
11.2.5	Tutorial Services	41
11.2.6	Sexual Harassment	42
11.2.7	Other Prohibited Activities While on Campus	42
12.	OTHER SUPPORT SERVICES	42
12.1	The Registrar	42
12.2	Library	42
12.2.1	The Library System	42
12.2.2	Services to Faculty	43
	12.2.2.1 Books	43
	12.2.2.2 Mobile Resources	43
	12.2.2.3 Non-Print Materials	43
12.3	Student Development Office	43
12.4	Guidance and Testing Office	44
12.5	Community Development Office	44
12.6	Marketing and Communication Office	44
12.7	Miscellaneous	44
12.7.1	Duplicating and Reproduction Services	44
12.7.2	Faculty Room	44
12.7.3	Bulletin Boards	45
12.7.4	Transportation and Communication Facilities	45
	12.7.4.1 School Vehicles	45
	12.7.4.2 Parking Facilities	45
12.7.5	Telephone Services	45
12.6.6	Athletic Facilities	46
12.6.7	University Bookstore	46
12.6.8	JRU Cooperative Credit Union	46

OFFICERS OF THE ADMINISTRATION

VICENTE K. FABELLA

President

MIGUEL M. CARPIO

Vice President - Academic Affairs

AUGUSTO K. FABELLA

Vice President

EDNA C. CRUZ

Vice President - Information Systems

SOPHIA D. DETERALA

Dean, Graduate School Division

LILIA R. BAUTISTA

Dean, Law School Division

ALLAN F. GALVEZ

Dean, Business Administration & Accountancy

MA. DULCE B. MANGIBIN

Dean, Criminal Justice Education

LIZA R. REYES

Dean, Computer Studies and Engineering

DON VICENTE C. REAL

Dean, Education, Arts, and Sciences

KATHLEEN G. APILADO

Dean, Hospitality & Tourism Management

TESSIE R. DA JOSE

Dean, Nursing & Health Sciences

ROMEL C. NAVARRO

Principal, Senior High School Division

GRACE MARIE B. MARTIN

Principal, Junior High School Division

JOSEPHINE B. CULALA

Principal, Elementary School Division

LORRAINE R. PARANGUE

Director, Guidance & Testing Office

AUXENCIA A. LIMJAP

Director, Research Office

HIROMI M. LASCANO

Director, Student Development Office &

Community Development Office

BILLY JAY B. ANGELES

Director, Institute of Technology-Based Learning

ELENITA G. SABA

University Registrar

THEODORE U. CALAGUAS

Vice President - Financial Affairs

JEFFERSON S. AQUINO

Vice President - Administrative Affairs

RENANTE G. FERNANDEZ

Director, Accounting Office

MARYBELL B. MATERUM

Director, Administrative &

Human Resource Office

EFREN JOSE Y. SUPAN

Director, Athletics Office

CAROLINA A. FERNANDEZ

Director, Budget & Payroll Office

ADENALD M. COMIA

Director, Customer Advocacy Office

BONIFACIO C. TALENS

Director, Engineering & Maintenance Office

CEZAR C. CABALLES

Director, Information Technology Office

ROSELA D. DEL MUNDO

University Librarian

IVORY JOY C. MALINAO

Director, Marketing & Communications Office

MARIA KARENINA S. GUILLERMO

Director, Quality and Linkages Office

EDITHA A. SANTOS

Assistant Dean, Law School Division

JOSEPH S. DELA CRUZ

Assistant Director, Engineering &

Maintenance Office

REA S. ALBUNA

Assistant Director, Treasury Office

BENJIE A. EVANGELIO

Assistant University Registrar

THE COLLEGIATE DIVISION

Allan F. Galvez

Dean, Business Administration and Accountancy

Ma. Dulce B. Mangibin

Dean, Criminal Justice Education

Liza R. Reyes

Dean, Computer Studies and Engineering

Don Vicente C. Real

Dean, Education, Arts and Sciences

Kathleen G. Apilado

Dean, Hospitality and Tourism Management

Tessie R. Da Jose

Dean, Nursing and Health Sciences

DEPARTMENT CHAIRPERSONS AND COORDINATORS

Daisy A. Dela Cruz	Accountancy and Legal Management
Rosalina R. Estacio	Computer Engineering
Joel A. Agtarap	Criminology
Honeylette D. Villanueva	Economics, Finance, and Marketing
Lorenza A. De Guzman	Education
Paul Gilbert Maglaya	Entertainment & Multimedia Computing
Raymond Joseph R. Meimban	Electronics Engineering
Gina E. Agus	History and Social Sciences
Irene Rossele D. Swing	Hospitality Management
Sharmaine Justyne R. Maglapuz	Information Technology
Eleanor R. Robles	Languages
Warlon P. Lamsen	Management and Supply Management
Marcelo C. Mendoza	Mathematics
Cheryl C. Mislant	Natural Science
Lotis Melinda V. Bernarte	Nursing
Melfi M. Caranto (Officer-In-Charge)	Psychology
Evelyn O. Velasco-Dula	Tourism Management
Jose Andres C. Serrano III	PE/NSTP

HISTORY OF THE UNIVERSITY

Jose Rizal University was originally founded as the Far Eastern College School of Accounts, Commerce, and Finance in 1919 as a non-stock, non-profit non-sectarian private educational institution to blaze the trail in the field of commercial education. Its founder was the late Vicente Fabella; the first Filipino certified public accountant. The name was subsequently changed to Jose Rizal College in 1922, in honor of the great Filipino patriot and martyr who tried to awaken his countrymen in his writings to the need for economic self-sufficiency and independence.

The University was first located at R. Hidalgo Street in Quiapo, Manila. It offered the four-year bachelor's degree course in Commerce as well as the high school course. It had continued to provide educational services since 1919 except during the Japanese occupation of the Philippines in World War II when it remained closed as a gesture of protest in spite of repeated attempts by the occupation authorities at the time to have it opened.

The University reopened after the end of the war in 1945 and, faced with the need for expanded facilities, transferred in 1950 to its present site in Mandaluyong City, then part of the province of Rizal and subsequently Metro Manila.

The University is a founding member of the Philippine Association of Colleges and Universities (PACU) in 1932, of the Philippine Association of Collegiate Schools of Business (PACSB) in 1962, of the Private Education Retirement Annuity Association (PERAA) in 1974.

In its more than 100 years of existence, the University has achieved the singular distinction of having produced a remarkable number of successful graduates who have enjoyed the respect of the nation. Among them are included a President of the Philippines, a justice of the Supreme Court, several members of the legislature and of the Cabinet, some ambassadors, heads of banks and financial corporations, several heads of educational institutions, acknowledged leaders in the various fields of industry, commerce, agriculture and trade, and armed forces officers of general rank. It can rightfully claim that it has contributed its share in the molding of character and training of the successful graduates.

The careful combination of proven competence in instruction plus valuable experience in the practice of the profession has been the guide of the University in the selection of faculty. This policy, combined with carefully planned programs in the various disciplines and adequate facilities, has formed the basis for the impressive educational record of the University.

VISION OF THE UNIVERSITY

JRU will be a market leader in the use of technology for innovation in teaching and learning to produce graduates of social importance.

MISSION OF THE UNIVERSITY

The University aims to develop its students to become useful and responsible citizens through the effective transfer of relevant knowledge and desirable values.

EDUCATIONAL ORGANIZATION POLICY

Jose Rizal University is committed to provide quality education, research and extension programs through compliance with stakeholder requirements, promotion of social responsibility, respect to intellectual property, continuous improvement of its organizational system, and the development of competent and professional teaching and non-teaching personnel, all to ensure efficient transfer of relevant knowledge and desirable values

QUALITY/EDUCATIONAL ORGANIZATION OBJECTIVES

- 1) Continuously provide academic intervention to its students;
- 2) Continuously provide feedback loops in satisfying its client through metrics;
- 3) Demonstrate a keen sense of social responsibility.
- 4) Demonstrate knowledge in producing research outputs while adhering to intellectual property.
- 5) Maintain and continuously develop a competent workforce through effective performance management systems; and
- 6) Maintain effective financial, technological, academic, and administrative planning and control systems to implement its goals and objectives.

JRU CORE VALUES

Our core values define how we behave individually and collectively, as inspired by the ideals of the founder. A Rizalian is:

- Responsible. A team player who is focused, attentive, gives one's best, and is committed to the goals of the University.
- Considerate and Courteous. A fair and caring person fully aware of others' rights, feelings, and ideals.
- With Integrity. A person who acts truthfully, morally, and ethically.

INSTITUTIONAL OUTCOMES

A JRU graduate has the competencies and values in the disciplinary area completed such that he/she is a useful and responsible citizen of the country.

DATA PRIVACY

The university is committed to protect the privacy rights of its students (also known as data subjects) on personal information pursuant to the provisions of the Data Privacy Act of 2012. Students are urged to read and understand the privacy notice posted on the University website, which explains how the university collects, uses, retains, and discloses personal information of its data subjects. Questions about policy or any complaint regarding the treatment of privacy by the university may be communicated to the Data Privacy Officer.

SCHOOL FACILITIES AND SOURCES OF INFORMATION

Jose Rizal University

Telephone: 8531-80-31 to 35

Private Exchange Connecting to All Departments

(The switchboard is open from 7:00 a.m. to 7:00 p.m., Mondays to Fridays)

Fax No.: 8531-6087

E-mail: support@jru.edu

Website: www.jru.edu

Accounting Office	For school fees assessment and student accounts clearances. Located on the ground floor of Building A (Room A-13).
Administrative and Human Resource Office	For employees continuing professional development, medical benefits, request of office supplies, materials and equipment, and services. Located on the 2 nd floor of Building A (Room A-22).
Athletics Office	For the use of athletic equipment and facilities. Located on the 3 rd floor of the East Tower Building (Room G-37).
Auditorium	For varied events and formal assembly. Located at Building H, Phase 3, ground floor.
Budget and Payroll Office	For budget clearance and payroll processing. Located on the ground floor of Building A (Room A-12).
Cashier	For payment of accounts. Located on the ground floor of Building A (Room A-16).
Centennial Auditorium	For varied events and formal assemblies. It is located at the Centennial Building, 9 th floor.
Computer Laboratories	For computer-assisted instruction and hands-on activities in relation to their technological and curricular requirements. Located at the 4 th floor of Building M (Rooms M-405, M-406, M-407, and M-408), and at the 2 nd , 3 rd , 4 th , and 5 th floors of Building H (Rooms H-201, H-310, H-311, H-411, H-412, and H-506).
Customer Advocacy Office	For customer service assistance and inquiries. Located on the 2 nd floor of Building H, (Room- 202)
Community Development Office	For community extension and outreach programs. Located on the ground floor of Building C (Room C-17).
Deans' Office	For study programs, academic matters, and communication to faculty and parents/ guardians. Located on the ground floor of Building A (Room A-12)
Engineering and Maintenance Office	For maintenance and security location of buildings and offices within the campus and request to use of school facilities. Located on the ground floor of the JRU Gymnasium.
Guidance and Testing Office	For counseling (educational, social, career, or personal),

	testing (IQ, Personality), request of Good Moral Character, and application for scholarships. Located on the 2 nd floor of Building H (Room H-212)
Institute of Technology-Based Learning Office	For blended learning courses (Canvas). Located on the 2 nd floor of Building H (Room H-202).
Information Technology Office (Technical)	For technical support, ID, and email concerns. Located on the 2 nd floor of Building H (Room H-211).
Library	For books, newspapers, magazines and other reading materials support, ID, and email concerns. Located at the ground floor of Building H.
Management Information System (MIS)	For request of ID, creation of accounts, data encoding. Located on the 3 rd floor of Building H, Room H 309
Marketing and Communications Office	For student recruitment and brand management. Located on the 6 th floor of Tower Building (Room T-61).
Medical and Dental Clinic	For first aid medical and dental services and benefits. Located on the ground floor of Building C (Room C-18).
Prayer Room	Located on the ground floor of Building C (Room C-14).
Quality and Linkages Office	For maintaining University's quality initiatives and overseeing Linkages that support CHED typology. Located at the 7 th floor or Tower Building.
Registrar's Office	For scholastic records, evaluation, diplomas, certificates, transfer credentials. Located on the ground floor of Building A (Room A-18).
Student Accounts Office	For student accounts, assessment, examination permits, periodical, and final grades. Located on the ground floor of Building A (Room A-15).
The Office of President	Located on the 3 rd floor of the Building H(Room H-309)
Treasurer's Office	For tuition fee adjustments and refunds. Located on the ground floor of Building A (Room A-13).
University Bookstore	Located on the ground floor of Building C.
Vice President for Academic Affairs	Located on the 2 nd floor of Building B (Room B-29)
Vice President for Administrative Affairs	Handles University's support services. Located on the 2 nd floor of Building A (Room A-22).
Vice President for Financial Affairs	Located on the ground floor of Building A (Room A-12).
Vice President for Information Systems	For class schedule and classroom requests. Located on the 3 rd floor of Building H (Room H-307).
Vice President Office	Located on the 2 nd floor of Building H (Room H-213)

1. INTRODUCTION

1.1 PURPOSE AND SCOPE

The purpose of this handbook is to inform all college faculty of their duties, responsibilities, norms of conduct, and benefits so as to enable them to discharge their functions with greater efficiency and understanding.

This Handbook contains primarily excerpts from the General Manual and is applicable to all faculty of the College Division and so written that while it forms part of the General Manual, it can also stand alone as the College Faculty Handbook.

The provisions of this Handbook are not exclusive as memoranda and circulars are issued by the University, from time to time, for the information and guidance of the faculty.

1.2 OBJECTIVES

The University recognizes that an educational institution is only as good as the quality of its faculty. It is, therefore, an objective of the University to formulate, adopt, and apply such policies, rules and regulations, and procedures as will foster the development of an intellectually strong, professionally competent, and economically secure faculty in all of its disciplines and academic divisions.

1.3 DEFINITION

A college faculty is defined as one who has been extended a written appointment to teach or lecture for a period of not less than one semester or summer session within the current school year. The person ceases to be considered as a member of the faculty if no appointment is extended beyond the specified period of appointment.

Under certain circumstances, a person not currently teaching may still be considered a faculty, such as one on a faculty scholarship. For the purpose of the succeeding sections, however, only those currently teaching are covered. There may, in addition, be inactive faculty not currently teaching; these are not covered by the provisions of this Handbook.

2. ORGANIZATION AND ADMINISTRATION OF THE UNIVERSITY

The ultimate authority of the University is vested in a Board of Trustees, whose general policies are administered by the President. The units of the University are classified into five main groups. A brief description of some of the more important offices follows.

2.1. THE BOARD OF TRUSTEES

The Board of Trustees, consisting of a chairman and four (4) other members, bears full responsibility for the University as a corporate entity. It formulates and determines such general policies as may be deemed necessary for the administration and development of the University.

2.2 THE PRESIDENT

The President is the chief executive of the University and is ultimately responsible for all its activities. In this task, he is assisted by the Vice Presidents, who exercise all the authority and bear the responsibility of the President in the absence of the President. The Office of the President also supervises the Alumni Office, Athletics Office, Customer Advocacy Office, Institute of Technology-Based Learning, Marketing, and Communications Office, and the Quality and Linkages Office.

2.3 THE ACADEMIC AFFAIRS GROUP

The Academic Affairs Group is composed of the Graduate School, Law School, six (6) Colleges, the Senior High School, the Junior High School, the Elementary School, Research Office, the Guidance and Testing Office, the Student Development Office, and the Community Development Office. The group is headed by the Vice President for Academic Affairs (VPAC).

2.4 THE FINANCIAL AFFAIRS GROUP

The Financial Affairs Group is composed of the Treasury Office, the Budget and Payroll Office, and the Accounting Office. The Vice President supervises the group for Financial Affairs.

2.5 THE ADMINISTRATIVE AFFAIRS GROUP

The Administrative Affairs Group is composed of the Administrative and Human Resource Office, Engineering and Maintenance Office, and the Medical and Dental Clinic. The Vice President for Administrative Affairs leads the group.

2.6 THE INFORMATION SYSTEMS GROUP

The Information Systems Group is composed of the Information Technology Office, Registrar's Office, and the University Library. The group is managed by the Vice President for Information Systems.

2.7 THE VICE PRESIDENT OFFICE

The Vice President heads the University initiated projects. He is responsible for leading, managing, and overseeing projects and strategic initiatives that align with the University's mission, vision, and aspirations. The Office of the President ensures the successful completion of all University initiate projects.

3. THE COLLEGE DIVISION

The College Division is an independent academic unit, under the supervision and control of the Deans, who are responsible to the Vice President for Academic Affairs (VPAC) and ultimately to the President of the University. The Deans are assisted by the Department Chairs and Coordinators, who, in turn, supervise the major areas of learning in the division.

3.1 DEAN

The Deans are the chief academic officers of the College division and are directly responsible to the VPAC and act as his chief advisers on academic matters.

The Deans' main function is organizing, implementing, evaluating, and controlling the programs, projects, and activities of the academic affairs of the College Division. He/She shall be responsible for the strategic positioning and attainment of strategic goals of the College Division on student quality measures, employability, board performance, faculty research, faculty quality initiatives, and the process of program accreditation/quality assurance.

At present, the following positions exist:

- 1) Dean, Business Administration and Accountancy
- 2) Dean, Computer Studies and Engineering
- 3) Dean, Criminal Justice Education
- 4) Dean, Education, Arts, and Sciences
- 5) Dean, Hospitality and Tourism Management
- 6) Dean, Nursing and Health Sciences

An important element is to ensure that there is a college academic official on duty on specific days and hours, known to the students in advance and while undergraduate classes are in session. This shall hold true for the Deans and Department Chairs.

3.2. DEPARTMENT CHAIR

The University policy is to have a separate department for each major field offered, with a faculty appointed as Department Chair. Faculty are grouped into academic departments. A department is a grouping of faculty in one or more disciplines or subject-matter areas for both administrative and curriculum purposes. It is headed by a Department Chair who is recommended by the Dean through the VPAC for approval of the President.

The Department Chair is primarily responsible for the planning, organizing, administration, and supervision of the department. His/Her main duties and responsibilities shall be as follows:

1. Assisting the Dean in initiating and developing holistic and dynamic programs on in-service training and development of new academic programs;
2. Assisting in the implementation of school rules and regulations;
3. Enforcing discipline among his/her faculty;

4. Reviewing and checking course syllabi and periodic examinations submitted by faculty in terms of accuracy, adequacy, and conformity with the objectives of the course;
5. Preparing the teaching load and schedule of faculty;
6. Arranging substitute faculty in case of absences;
7. Evaluating faculty through observation of classes, review of submitted class records and/or grading sheets, and supervision in terms of attendance, performance and participation in co-curricular and extra-curricular activities, etc. ;
8. Assessing the need to hire/rehire faculty;
9. Assisting in the hiring process of new faculty;
10. Submitting to the Dean the following periodic reports: attainment of department's goals and objectives, faculty development programs, supervision of classes, community extension services involvement, etc.

Department Chairs shall be compensated for these administrative duties.

At present, there are 17 undergraduate academic departments of the University, as follows: (1) Accountancy and Legal Management, (2) Computer Engineering, (3) Criminology, (4) Economics, Finance, and Marketing, (5) Education, (6) Entertainment and Multimedia Computing (7) Electronics Engineering, (8) History and Social Sciences, (9) Hospitality Management, (10) Information Technology, (11) Languages (12) Management and Supply Management, (13) Mathematics, (14) Natural Sciences, (15) Nursing, (16) Psychology, and (17) Tourism Management.

3.3 COMMITTEES

In addition to the line relationships presented, committees may be organized on an ad hoc or permanent basis by the Dean, at his/her discretion, and as the need arises.

4. PROFESSIONAL RESPONSIBILITIES

4.1 GENERAL RESPONSIBILITIES

The faculty shall always keep in mind his/her duties and responsibilities to (a) students and their parents, (b) to the honored teaching profession of which he/she is part, and (c) the general community, which is the ultimate beneficiary of the teaching-learning process.

4.2 ACADEMIC FREEDOM

Faculty are entitled to full freedom to research and the publication of the results, subject to adequate performance of their academic duties; but research for pecuniary return should be based upon an understanding with the University. It is understood that publication does not mean the right to demand publication in any periodical or journal of the University, but elsewhere outside the University.

Faculty are entitled to freedom in the classroom in discussing and teaching their subject, but they should be careful not to introduce into their teaching any controversial matter which has no relation to the subject, and they should consider the general necessity of adapting all instruction to the needs of immature students. No

faculty may claim as his/her right the privilege of discussing in his/her classroom controversial topics outside of his/her own field of study.

The University recognizes that the faculty, in speaking or writing outside of the University on subjects beyond the scope of his/her own field of study, is entitled to precisely the same freedom and is subject to the same responsibility as attached to all other citizens. It should be clearly understood, however, that the University assumes no responsibility for views expressed by its faculty, and the latter should in turn take pains when necessary to make it clear that they are expressing their personal opinions.

While the University recognizes and upholds academic freedom of faculty, such freedom shall not be used by faculty to channel the thoughts of students to such policies, beliefs, opinions and teachings which are contrary to public good and moral or violative of duly constituted authorities. Academic freedom does not mean academic license.

4.3 ACADEMIC GUIDANCE OF STUDENTS

Every faculty is expected to guide students in a wholesome environment and in the adoption of habits that would improve their character and personality. While he/she should be sympathetic to the needs and deficiencies of students nevertheless, he/she should seek to instill discipline and respect for authority.

4.4 PROFESSIONAL IMPROVEMENT

Faculty are encouraged to broaden their cultural outlook, deepen their professional interest, keep up-to-date on modern techniques in teaching, pursue such studies and endeavor to attend conferences, conventions, seminars, webinars, meetings, forums, and workshops which will tend to improve their efficiency and mastery of their disciplines.

In particular, interest is acquiring proficiency in the use of the official Learning Management System (LMS). This online education system allows efficiency in the delivery of an alternative mode of teaching and learning when in-person or face-to-face classes are not possible or when a blended mode of learning delivery is necessary.

They should at all times be imbued with the spirit of professional loyalty, confidence, and faith in one another, self-sacrifice for the common good and cheerful cooperation.

They are encouraged to seek membership in desirable professional and technical societies or associations which may have a direct relation to their teaching progression and to actively participate and contribute their knowledge thereto.

4.4.1 Faculty Development Plan (FDP)

The Dean shall come up with FDP based on the developmental needs of his/her faculty as identified in their Performance Appraisals (PA) instruments from the previous school year, as well as new skills and competencies that may be required of new program offerings. All FDP's shall be prepared using the approved FDP instrument template. All FDP's for the ensuing school year shall be

submitted to AHR, preferably before the start of the school year, for presentation to and approval by the University President.

Membership in Professional Organization Faculty shall engage extensively in professional activities aimed at personal improvement, efficiency, and competence in their respective fields of specialization. They shall be encouraged to seek membership in all such desirable professional and technical societies or associations as may have a direct relation to their teaching profession and to actively participate and contribute their knowledge thereto.

In-service Training. From time to time, especially during the summer break, the division arranges intensive seminars that involve both pedagogical techniques and latest developments in specific disciplines that may be facilitated by department chairs, faculty, or invited recognized experts in those areas of knowledge which would be useful to the faculty. These training, seminars and webinars shall involve both pedagogical techniques and the latest developments in specific disciplines, and all expenses involved in such trainings, seminars and webinars shall be borne by the University. In certain cases, limitations in the number of participants may be imposed. A mentoring program is conducted in which department chairs share their expertise with their faculty as part of these in-house training programs.

Attendance in Seminars, Webinars, Conferences, and Similar Training Programs. Faculty shall be encouraged to attend technical conferences, meetings, seminars, and the like. Depending upon the subject matter involved, the university may decide if it is sufficiently important to underwrite the participation of selected faculty in such affairs. An echo seminar shall be conducted within the semester. This echo seminar shall form part of the semestral clearance requirements. The expenses incurred by the faculty appointed to represent the University to such training programs and conferences shall be shouldered by the University. A written report of the proceedings is subsequently required for submission to AHR as a minimum requirement for liquidation or reimbursement of expenses.

No requests for attendance to seminars, webinars, workshops, conferences, and/or conventions shall be endorsed by AHR for approval by the President without an approved FDP. Exemptions shall only be allowed on meritorious and on a case-to-case basis

The faculty who desires to attend a specific conference may apply for University assistance, which shall then be decided on a case-by-case basis. In any case, faculty shall obtain the written authorization of the Dean prior to the affair if they expect University assistance; such authorization shall not be given after the affair.

Concurrent Enrolment in Other Institutions. The faculty may wish to enroll in graduate studies in any HEI at the same time that he/she is teaching at the University. In such cases, every effort shall be made by the faculty to schedule their graduate studies outside of teaching hours. Faculty shall also be encouraged to do graduate work during the summer vacation periods.

4.5 RESEARCH AND PUBLICATIONS

Faculty shall undertake research as part of their function.

Research covers all disciplines and continuously evolves. It is both a systematic and scientific extension, as well as a practical application of knowledge through careful and appropriate investigation. It involves basic, applied, and operational studies. Faculty shall adhere to the standards of the JRU Code of Research Ethics.

Research in the University shall be overseen by the Research Office (RSH) Director, assisted by the Research Committee and the University Ethics Committee. The RSH shall serve as the depository and monitoring office of all research contracts, research outputs, and other relevant research databases, documents, and other properties of the University.

In close coordination with the Dean, Research Director shall monitor compliance of all research contracts by parties concerned, as well as the submission of research outputs.

Subject to the availability of funds, the faculty may be entitled to incentives for their research. The Research Director shall recommend the classification and type of incentives and endorsed by the Vice President for Academic Affairs (VPAC) for the approval of the University President. An honorarium shall be given to researchers for approved research. Payments are released upon the completion of the research. Research projects that have been accepted for presentation at local, national, and international conferences, seminars, and webinars may be given financial support.

Faculty are encouraged to submit scholarly work for publications in national and international indexed journals. These serve as a mark of distinction and a gauge of their professional competence. The University may assist in the publication of scholarly work upon the nature and quality of its contents. The University shall also consider proposals for the preparation of textbooks, workbooks, and other instructional materials.

The Journal of Business, Education, and Law (BEL Journal) is a professional ASEAN publication dedicated to the active application and dissemination of scholarly research in the fields of business, education, and law as well as other disciplines in Higher Education Institutions (HEIs). It shall be published by Research regularly and accepts contributions from researchers from the ASEAN region and beyond.

The Research Office shall oversee publications in the University.

4.6 CURRICULUM DEVELOPMENT, REVIEW AND VALIDATION

Faculty shall participate in curriculum development, review, and validation in their respective areas as part of their function. To ensure the competitiveness of potential graduates of new programs, the University shall enrich the curriculum of academic programs through benchmarking with other HEIs and consultation with industry partners, alumni, and other stakeholders.

Review of existing programs shall be undertaken yearly with the participation of the faculty to determine if the courses offered per year level contribute to the attainment of the competencies students are expected to acquire and develop prior to the completion of their programs of study. Curriculum review shall consist of a series of sequential events beginning with internal and external stakeholders' consultations in the form of a curriculum advisory board; members of which may comprise of heads of other schools offering the same program, representative/s of professional organizations, industry practitioners, and representative/s of CHED technical panel, and alumni. The formation of a curriculum advisory board facilitates benchmarking with curricula of other schools, comparative analysis of relevant CHED or government requirements, competencies

identification, crafting of the new curriculum, review and presentation, revisions, before the final approval of the University President through the Academic Council for subsequent implementation.

The CHED shall be duly informed of the approved curriculum changes/revision through the Registrar's Office.

Once adopted, the faculty shall follow the new or latest curriculum. Use of this curriculum shall be continued if there are no new developments in the program or the absence of new directives or curricular prescriptions from CHED.

4.7 SCHOOL FUNCTIONS

Faculty shall attend official University affairs or functions where attendance is needed. These include, but are not limited to, the following:

4.7.1 Convocations/Lecture Series

From time to time, distinguished persons are invited to speak before the student body on some topics of current interest; in such cases, classes are usually suspended, but faculty handling the affected classes are given credit just the same. Faculty affected by such class dismissals are expected to attend the convocations held.

4.7.2 Divisional Events/Activities

Faculty should endeavor to exert special effort to attend all school affairs and student activities, especially when there are extended invitations, as their presence indicates their concern for student welfare, the betterment of the University, and their acceptance of social obligations.

They are advised to attend concerts and dramatic productions sponsored or produced by the University or the different student organizations so as to enrich and appreciate their cultural heritage.

4.7.3 University Week

The founding of the University is celebrated annually, which has become traditionally known as the "University Week." The celebrations are held in February, a day for each division, and the last day is reserved for the Alumni Homecoming.

All faculty are encouraged to be present during the University Week festivities.

4.7.4 Commencement Exercises

The academic divisions hold separate commencement exercises during a selected date. All faculty are required to be present during the commencement exercises. Academic gowns are provided to faculty without charge if reservations are placed ahead of time with the Dean's Office.

4.7.5 NCAA Athletic Events

The University is a member of the National Collegiate Athletic Association (NCAA). Faculty are encouraged to support the JRU team. Within reasonable limits, faculty may secure tickets for all NCAA events. Faculty may be admitted free of charge to any, and all athletic events authorized by the University and held on the campus unless specified otherwise.

4.8 PUBLIC RELATIONS

Parents are welcome at school and should be treated with the utmost consideration. Faculty and school officials shall maintain cordial relations with parents of students, and conduct should be such as to merit the confidence and respect of the parents. They shall exercise the proper combination of candor and tact in pointing out to parents the students' deficiencies, which may be unknown or overlooked by parents, and to seek their cooperation for the proper guidance and improvement of the students.

5. INSTRUCTIONAL PROCEDURES

5.1 TEACHING ASSIGNMENTS

The teaching assignment shall be prepared by the Department Chair and must be approved by the Dean. It shall state the number of hours, courses, and other information necessary for the faculty loading. The faculty must receive and sign the teaching assignment before the start of classes be submitted to the AHR and to the Dean.

5.1.1 Teaching Assignments and Working Hours

A distinction should be made between teaching assignments and working hours. Teaching assignments refer to the time spent in classes engaged in instructing students (sometimes mentioned and measured as "contact hours").

Working hours, on the other hand, refer to the daily amount of time that the faculty may be expected to be present, where total time should not exceed eight (8) hours of the working day. Considering that some of the work which a faculty is expected to undertake could be done in a location other than the school itself, the University is not insistent on a strict observance of eight hours a day; nevertheless, will remain the sole arbiter of what could be considered acceptable work for the school done elsewhere.

5.2 CONSULTATION HOURS

A full-time faculty shall allot two (2) hours per week for student consultation, while part-time faculty shall allot one (1) hour per week for student consultation.

Consultation hours shall be posted in Canvas.

The faculty in the College Division shall submit Consultation Hours Report at the end of each semester to the Department Chair.

5.3 CLASS SCHEDULES

Class schedule setting timetables shall follow the standard class hours for courses. Generally, one (1) lecture unit is equivalent to one (1) lecture hour. For laboratory courses and courses with laboratory components, one (1) laboratory unit is equivalent to three (3) hours of laboratory activities.

On-the-job/practicum/internship classes shall be conducted either on-site or online in case the prevailing general health conditions in the country warrant or as directed by LGUs and other relevant government regulatory offices and/or agencies) at least one (1) hour per week, regardless of the academic units. The assigned faculty shall monitor the student in their respective training. Classes may begin at 7:30 a.m. and end at 9:30 p.m.

5.4 COURSE SYLLABI

In the broadest sense, the University has an overview of the entire program of studies for all levels and all options as a continuum. The syllabus aligned with the Outcomes-Based Education (OBE) approach shall be prepared before the start of the school year and needs to be updated and revised, and shall require the approval of the Dean. The syllabus shall contain a brief description of the course, including a list of topics that should be taken up in a class. It shall include the following components: mission, vision, program educational objectives, student outcomes, course code, the course title, credit units, course description, course objectives, prerequisites, course outline, textbook and references, course requirements, grading components, faculty who prepared the syllabus, the Dean's approval, and the date of effectivity. Syllabi for all courses offered in a division shall be on file with the Dean.

The syllabus becomes the roadmap for the entire term.

5.5 TEXTBOOKS

It is the policy of the University for all academic divisions that a textbook should be assigned and correlated with each course to be used by the students and the faculty. Preferably, all mandatory courses in the undergraduate levels for a bachelor's degree shall have officially adopted textbooks prior to the start of classes.

Textbooks selected for every course offered by the University shall be parallel with in course content. There shall be one (1) textbook committee for each college program or course area, composed of a University Librarian, Department Chair, and Faculty. They shall be responsible for reviewing new textbooks and those currently used and for recommending their adoption for revision, if any. The committee may invite an external reviewer who is an expert in the field to assess the proposed textbook. The findings of the textbook committee are sent to the President for approval endorsed by the Vice President for Academic Affairs upon the recommendation of the Deans, through the University Librarian

In the selection of textbooks, preference is given to inexpensive and/or locally printed textbooks, and content must match or parallel the course outline in the syllabus/curriculum. In the absence of an inexpensive

textbook, the textbook committee may prepare published materials like course packs and modules. Changes in textbooks shall be made at least one semester in advance.

As a general rule, no changes in the selection of textbooks may be made, except under the following conditions: (1) where the textbook has been in use for at least three school years; (2) where the textbook is no longer available in sufficient quantity or is out of print; (3) where the textbook has been supplanted due to a substantial price difference in favor of a new and equally acceptable textbook; and (4) where the textbook has been used for one (1) year and found to be grossly inadequate; or (5) copyright date does not fall within the five (5) year regency.

Faculty using the adopted textbooks shall submit their concerns on the textbooks like inconsistencies, poor concept presentations, inadequacies, obsolete data, wrong spelling, and other concerns to their respective Department Chair.

5.6 CLASSROOM MANAGEMENT

5.6.1 Admission in Class

On the first day of class the faculty shall check the Enrolment Permit of the students against the Class List. No student shall be admitted if not included in the class list.

5.6.2 Student Attendance and Absences

The regularity of attendance is required in all classes. However, attendance and punctuality should be treated as matters of discipline and not as factors affecting scholarship ratings. A student who has been absent from class is required to present an admission slip from the Student Development Office (SDO) to be signed by the faculty; in the absence of an excuse slip, the student is marked with an "Unexcused" absence

A student who incurs absences more than 20% of the prescribed number of classes or laboratory period during the term shall be given a failing grade and/or NC (no credit) for the course.

5.6.3 Medium of Instruction

The medium of instruction in all classes is English. Faculty are expected to express themselves fluently in English; the argument that communication with students is facilitated by interspersing the vernacular with English is not acceptable. Outside the classroom, faculty are requested to maintain a conversation in the English language in front of students as much as possible.

5.6.4 Classroom Discipline

A faculty shall maintain discipline conducting classes online, blended, or face to face.

A faculty has the right to discipline students for any infraction committed inside the classroom by sending them out and refusing further attendance in class until they present a readmission slip from

the SDO Director. The faculty concerned must report the matter as soon as possible to his/her department chair and subsequently to the Dean.

No corporal punishment of any form shall be imposed on erring students. Students' scholastic ratings shall not be affected by acts that are not reflective of academic performance.

5.6.5 Substitution and Replacement

The University discourages the use of substitutes for the faculty except in an urgent and unavoidable situation.

A substitute teacher is one who handles a class assigned to a faculty as a result of the latter's being unable to meet his/her class, whether it be for a single class period or longer.

In case a faculty is absent, and the respective department chair was notified, a substitute shall be assigned by the department chair and approved by the Dean.

Faculty who substitute for another shall be paid according to the former's present hourly rate upon the recommendation of the Department Chair and approval of the Dean.

Replacement of assigned faculty shall be done in cases of resignation, termination, death, and other conditions that may render the concerned faculty incapable of teaching.

5.7 EXAMINATION

5.7.1 Schedule of Examinations

The College Division shall schedule three (3) examinations throughout the semester: (1) the preliminary examination, (2) the midterm examination, and (3) the final examination. These examinations are spaced at equal periods throughout the semester. The preliminary, midterm, and final examinations period shall be conducted based on the approved academic calendar. The specific day and time shall be published by ITO a week before the start of the examination period.

Examination shall be given to students as scheduled. Any advance or late examination shall be subject to prior approval from the respective College Dean.

5.7.2 Preparation of Examination

All examination questions shall be reproduced in advance. All examination questions should be submitted to the Department Chair between 5 to 10 working days before the examination date for checking, approval, and for reproduction/ uploading in Canvas.

5.7.3 Supervision of Examination

Faculty assigned shall be present to supervise the exams.

Under no circumstances can a student or a non-teaching staff of JRU be utilized as substitutes during the examinations.

No fee of any sort shall be collected by the faculty in connection with the conduct of examinations.

5.7.4 Exemptions

Faculty may exempt students from taking the final examinations. Exemptions should be announced on the day of the examination to be sure that the students meet all financial requirements. While the faculty are free to determine the lowest grade exemption, a safe policy would be the grade which is required for honors, that is, a grade higher than 2.0 earned in the midterm grading period. Not more than ten percent (10%) in each class is the limit for the exemption to take the final examinations.

5.8 GRADES

5.8.1 General Principles of Grading

The semester is divided into three grading periods, with respective weights of 30%-30%-40%, that is, the grade for the preliminary grading period shall carry the weight of 30 percent. Similarly, the midterm grading period will account for another 30 percent. The final grading period, which is inclusive of the final examination, will account for 40 percent of the final grade.

For the summer term, a weight of 50% for the first half and 50% for the second half shall be observed.

Each periodic grade shall be based on class standing (60%), which includes recitation, quizzes, seatwork, projects, performance tasks, term papers, and other similar requirements. Periodical examinations shall have a weight of (40%).

For Bachelor of Science in Nursing, the periodic grades for the following professional subjects are as follows:

1. Professional subjects with Related Learning Experience (RLE) except Nursing Care Management (NCM 102) shall carry the weight of 60% lecture (which may include attendance, attitude, periodical exam, recitation, quizzes, unit exam, and other similar requirements) and 40% RLE (which includes the components under the skills lab or clinical areas such as performance evaluation, examination, attendance/attitude, case presentation, nursing process, learning feedback diary, peer evaluation and other similar requirements).
2. NCM 102 shall carry the weight of 50% lecture (which includes attendance, attitude, periodical exam, recitation, quizzes, unit exams, and other similar requirements) and 50% RLE.

5.8.2 Grading System

The College Division uses the decimal system of grading. That is, 1.0, 1.1, 1.2, etc. For the

convenience of the students, a table of conversions follows:

1.0	100%	2.5	85
1.1	99	2.6	84
1.2	98	2.7	83
1.3	97	2.8	82
1.4	96	2.9	81
1.5	95	3.0	80
1.6	94	3.1	79
1.7	93	3.2	78
1.8	92	3.3	77
1.9	91	3.4	76
2.0	90	3.5	75
2.1	89	5.0	Failure
2.2	88	NC	No Credit
2.3	87	WD	Withdrawn (student officially drops after the start of classes)
2.4	86		

The final grade of 4.0 (conditioned) is not granted. A grade of NC is equivalent to 5.0.

5. 8.3 Deadlines for Grade Reports

All periodic grades must be encoded and finalized not later than six days from the date the examinations were given.

The prompt submission of grades shall be taken into account in the periodic evaluation of faculty performance and in determining subsequent teaching assignments.

5.9 EDUCATIONAL TOURS/FIELD TRIPS/ OFF-CAMPUS ACTIVITIES

The University shall encourage and stimulate participation of students in co-curricular activities that will help enrich and supplement their academic performance. Field Trip is defined as an educational activity involving the travel of students and supervising faculty outside the school campus which is of shorter duration lasting only for one day. Educational tour shall be defined as an extended activity involving the travel of students and supervising faculty outside the school campus, which is of longer duration for more than one day. The University shall encourage and stimulate participation of students in co-curricular activities that will help enrich and supplement their academic performance

Itinerary of the educational tours/field trips shall be designed based on the curricular requirements.

Applicable provisions of CMO 63, Series of 2016 shall govern.

Students joining an educational tour/field trip shall be required to submit a waiver signed by the parent/guardian and submitted to the class adviser Department Chair in-charge of the activity. Students unable to join the educational field trip shall be given a parallel school activity aimed at providing similar acquisition of knowledge of the required practical exposures.

Students with special needs such as Persons with Disabilities (PWD) shall be given due consideration in the requirement of joining the educational tours field trips.

Students shall submit an evaluation report after each tour/trip.

6. CO-CURRICULAR ACTIVITIES

The Student Development Director shall prepare a Student Development Plan (SDP) that focuses on developing programs that address and improve students' abilities based on their individual potentials, skills, interests, and needs. All SDPs for the ensuing school year shall be submitted to the Office of the Vice President for Academic Affairs for approval.

6.1 ADVISERSHIPS

6.1.1 OBJECTIVES

It is the policy of the University to foster properly organized and supervised co-curricular student activities, to develop leadership qualities, a sense of responsibility, and the social sense among students. For these reasons, faculty adviserships are considered to be significant functions.

6.1.2 Appointment of Adviser

The appointment of a faculty as adviser of a Non-Academic Organization is made through the recommendation of the Executive Committee of the particular non-academic organization. On the other hand, the appointment of faculty as advisers of an Academic Organization shall be made by the Executive Committee of the particular Academic Organization to the College Dean where the Academic Organization belongs but must be first cleared by the Department Chair under which the same organization belongs. There shall be no remuneration or deloading for advisership in both Non-Academic and Academic Organizations. However, such additional tasks performed by the faculty as advisers of the organizations shall be taken into account in the annual faculty performance review.

Meanwhile, the appointment of a faculty as adviser of the Central Student Council (CSC) is made through the recommendation of the Executive Committee of the CSC to the Director of the Student Development Office (SDO).

The appointment of a faculty as adviser of The Journal is based upon the decision of the SDO Director.

Both CSC and The Journal advisers will be deloaded based on AHR's guidelines.

6.1.3 Duties of Adviser

The duties of the adviser include the guidance of the student organization, as well as approving the schedule of activities. As a faculty adviser, the faculty are expected to attend all meetings and activities of the student organization, especially the organizational meeting during which elections are usually held and the induction affair if there will be one.

6.1.4 Scheduling of Activities

The activities of student organizations must be scheduled only with the prior approval of the SDO Director. The meetings of the student organization should be scheduled such that they will not conflict with the class schedule of the faculty adviser; however, if such an arrangement should not be possible for any specific meeting, the faculty should seek the permission of the department chair to attend the meeting. The SDO Director should be promptly notified of the circumstances.

6.1.5 Use of Facilities

Any meeting or activity requiring the use of any University facilities such as auditorium, gym, classrooms, quadrangle, school vehicle, public address system, multi-media projectors, and other equipment or the excuse of students from classes shall be calendared with the SDO Director.

6.1.6 Financial Report

At the close of the second semester, the faculty adviser shall see to it that the financial report is submitted to the Student Development Office Director forty five (45) days after the end of the second semester.

7. RECRUITMENT, SELECTION, PLACEMENT, AND TENURE

The recruitment, selection, placement, and appointment of faculty are undertaken based on the standards and procedures established by the University, as hereinafter indicated.

7.1 RECRUITMENT

The Dean shall accomplish and submit the Employee Requisition Form to the Administrative and Human Resource Office (AHR). AHR shall be responsible for posting the list of vacancies on the University bulletin boards, website, social media, and other recruitment channels available. All shortlisted applicants shall fill up the Application for Employment Form with the basic pre-employment requirements attached.

7.2 SELECTION

The Dean shall recommend, and the AHR Director shall endorse the applicant who satisfactorily passed the pre-employment requirements (i.e., teaching demonstration, tests, and medical examination results), including the recommended salary to the Vice President for Academic Affairs and to be approved by the University President.

Before any applicant is given an appointment, they are required to submit a medical clearance from the Medical and Dental Clinic (MDC) of the University (when necessary). All expenses which may be incurred shall be for the account of the applicant.

7.3 PLACEMENT

Faculty shall be appointed in writing by the University President upon the recommendation of the Dean.

New hires shall immediately submit a photocopy of their SSS ID, Tax Identification, PAG-IBIG, and PHILHEALTH numbers. A photocopy of their ID Cards shall be given the soonest possible time. If the employee or the new hire has more than one (1) employer, they shall inform AHR accordingly, as needed, and for appropriate action. Those employed in the government shall be required to submit the proper teaching permits.

Every appointment of a faculty shall be made by a formal agreement signed by him and by the University President and shall state the position title, salary, length of appointment, and other conditions of appointment.

All proposed salaries must be within the approved rates. Any exemptions must have a recommending approval by the Vice President for Administrative Affairs (VPAD).

Upon the acceptance of the position in the University, a faculty shall assume a contractual obligation. It shall be his/her duty to live up to his/her contract and shall, therefore, have full knowledge of the terms and conditions of his/her employment. He/She shall be expected to understand, support, and carry out the policies of the University.

Other employment documentation outside of the above-mentioned shall be completed within the semester. The salaries of the new hires who failed to submit the necessary documents within the semester will not be given the end-of-term clearance, which is a requirement to get the final pay.

Appointment of a faculty may be regular or contractual for the basis of tenure, full-time or part-time on the basis of teaching hours, or any combination of the above.

Regular faculty are those who successfully completed probationary period; renders service of eight (8) hours or its equivalent as determined by the University every working day, although such service need not be within the premises of the University; possess at least the minimum academic qualifications prescribed by the University as well as those prescribed by the Commission on Higher Education (CHED) for the position involved; he/she has no other remunerative occupation requiring regular hours of work outside the University, and is not teaching in any other educational institution.

A regular collegiate faculty shall have twenty-four (24) hours per week in a given semester plus six (6) teaching hours per week during summer or twenty-seven (27) teaching hours per week in a given semester with no summer load.

A part-time faculty is a contractual faculty whose assignment is temporary in nature and may be renewed on a semestral basis, depending on the need of the University.

7.3.1 Employee Number

Upon hiring, the faculty shall be issued an Identification Card (ID) bearing his/her employee number. The University uses the employee number in preparation of the payroll as well as in other employee transactions.

7.3.2 Faculty Records

The University shall maintain faculty records (201 File) composed of pre-and-post employment requirements.

The faculty shall immediately inform his/her Dean of any change affecting his/her employment records (e.g., change in civil status, address, etc.). They shall submit the pertinent documents to AHR.

Any misrepresentation of facts in any of the AHR forms filled out and signed by the faculty, especially the application for employment form shall be considered sufficient grounds for immediate termination of services.

7.3.3 End of Appointment

Faculty appointments, other than those of faculty enjoying tenure, terminate normally by the expiration of the specified length of the appointment in the case of term appointments.

Appointments may be terminated before their expiration:

- (a) By the President, upon the recommendation of the Dean, for causes such as (1) serious misconduct or willful disobedience by the employee of the lawful orders of his employer or representative in connection with his/her work; (2) gross and habitual neglect by the employee of his/her duties; (3) fraud and a willful breach by the employee of the trust reposed in him by his/her employer or duly authorized representative; (4) commission of a crime or offense by the employee against the person of his/her employer or any immediate member of his/her family or his/her duly authorized representative; and (5) other cause analogous to the foregoing after due process was observed.
- (b) By the faculty, by resignation given in writing at least one (1) month in advance.
- (c) By mutual agreement in cases not covered in (a) and (b).

Termination of appointment for the causes given in (a) above shall be recommended by the Dean before final action is taken by the President. The final decision in all cases shall rest with the President.

The continuous appointment of a regular faculty shall terminate at the close of the school term during which he/she reaches his/her sixtieth birthday. Thereafter, his/her service to the University may be extended at the option of the board of trustees, on an annual or semi-annual basis, for full or part-time work, as may suit the convenience of the University and on such terms as may be mutually agreed upon.

7.4 TENURE

Tenure means the assurance of continuous employment for regular full-time faculty until retirement-age has been reached.

Tenure shall be granted to a faculty provided he/she has complied with minimum requirements as provided by law

Because of the secondary role of the University to the part-time faculty who are gainfully employed elsewhere, the benefits of tenure shall not be available. However, part-time faculty who indicate their desire to become regular full-time faculty may be recommended for tenure by the Dean concerned, provided that all qualifications for regularizations are met.

7.4.1 Loss of Tenure

Loss of tenure can be occasioned: (1) by such causes as enumerated in Article 296 of the Labor Code, convictions in the court for a serious crime, grave moral delinquency, professional incompetence, mental or physical incapacity, or flagrant defiance of the ideals of University on the part of the faculty; (2) by financial stringency on the part of the University which is demonstrably in good faith.

8. COMPENSATION, BENEFITS, AND PRIVILEGES

8.1 COMPENSATION

Faculty rate shall be based on academic degrees and professional qualifications.

Compensation for regular faculty is provided on a monthly basis, while compensation for part-time faculty shall be provided on an hourly basis. In the case of substitute faculty, the compensation shall be based on his current rate.

Salaries of faculty in all divisions are paid on the 15th and end of the month unless these dates fall on a Sunday or a Legal or Special Holiday, in which case payment is usually made on the last working day prior to the prescribed payday.

8.1.1 Salary Payment Procedures

All employees are required to open an ATM Payroll account for payroll crediting. However, those who have not opened their ATM payroll accounts are paid by checks and therefore need to get

their payroll checks at the Budget and Payroll Office at Room A-14 on the 15th or end of each month. Faculty receiving their payroll through their ATM accounts can view the details of their payroll by accessing their individual AIMS accounts.

Faculty must check that the amounts credited to their accounts are in accordance with the employee payslip. Any questions regarding payroll calculation shall be addressed to the Budget and Payroll Office. Questions regarding attendance shall be referred to AHR or the Division concerned.

8.2 OVERLOAD PAY

Overload pay shall be considered as an honorarium and shall not be integrated with the faculty's basic salary for his/her regular teaching load. Overload shall not be included as a basis for determining faculty's 13th month pay. It shall not be part of any leave benefits and shall be treated based on "no work, no pay" principle.

8.3 LEAVES AND ABSENCES

The University policy on the number of class absences that may be incurred by a faculty is a maximum of three (3) lecture hours for any semestral course.

During summer classes, considering that classes are held for an hour and a half for each session, an equivalent maximum of two (2) absences is permitted. Absences may not be combined for several subjects.

Absences in excess of the above limits are noted on the faculty records and taken into consideration in the annual performance review of individual faculty. In addition, payroll deductions may be made.

Faculty who are absent to attend to official business for the University shall not be deducted in pay and/or be debited for such absence where he/she is on an hourly rate.

Upon request for good reason and with the prior approval of the President, a faculty may be allowed an indefinite leave of absence without pay. However, if the requested or actual leave of absence exceeds one (1) school year, the resumption of his/her teaching assignment shall depend upon the availability of positions and, all other things being equal, the faculty will be given preference if there should be any vacancy.

Days on which no classes are held but which are not legal holidays are considered working days for faculty and employees unless otherwise indicated in writing by the University.

8.3.1 Sick Leave

Sick leave is for the purpose of withdrawing from a teaching assignment due to a temporary disability caused by actual sickness as duly certified by the University physician.

Regular full-time faculty shall be entitled to ten (10) working days of absence during the school year due to a temporary disability caused by actual sickness as duly certified by the University physician.

Unused sick leave may be accumulated and converted to cash as stipulated in the existing Collective Bargaining Agreement (CBA).

To qualify for cumulative and/or extended sick leave, illnesses should be duly certified by a physician in coordination with the University Physician as requiring continuous absence from work of any kind and the need for confinement and hospitalization.

Sick leave for three (3) days or less will not require a medical certification provided that they are not taken on a Friday or Monday of any week or any day before or after a regular or special holiday. Should such illness continue beyond the third day, the faculty concerned must notify the University in writing of his/her said illness and submit a medical certificate not later than the fourth day.

8.3.2 Vacation Leave

Regular faculty are eligible for vacation leave with pay in accordance with the existing policies of the University. Vacation leave/grace period is non-cumulative and non-convertible to cash. Vacation leave for regular faculty consists of the semestral breaks between the first, second, and summer terms.

8.3.3 Maternity Leave

The University shall continue to provide maternity leave benefits according to law. Faculty on maternity leave will be paid, in addition to their SSS benefits, an amount equal to the difference, if any, between her SSS benefit and the employee's daily rate as computed in accordance with SSS computation. As an advance against SSS benefits, the University will remit to the employee two (2) weeks before the delivery an amount equivalent to ninety percent (90%) of her maternity benefit based on SSS computation and the balance of ten percent (10%) will be remitted upon presentation of the birth certificate of the child which should be within 105 calendar days from the date of birth.

8.3.4 Paternity Leave

The University shall provide paternity leave according to law. Such leave may be availed of before, during, or after the delivery, normal or otherwise, or miscarriage, as the case may be, by his wife, at the option of the faculty. Paternity Leave may be enjoyed only once a year and up to a maximum of four (4) times per covered male employee. Eligibility for this benefit is limited only to regular full-time faculty.

8.3.5 Bereavement Leave

The University shall provide bereavement leave as stipulated in the CBA. Such leave should be availed of not later than the day of the funeral of the deceased. The University shall have the sole discretion on a case-to-case basis whether to extend further any bereavement leave as may be warranted by circumstances. Eligibility for this benefit is limited only to regular faculty.

8.3.6 Birthday Leave

All regular faculty shall be entitled to a birthday leave with pay provided the leave is taken on the actual birthday of faculty. The leave is with pay if it falls on regular working days. If the birthday falls on an examination day or on a date where the faculty's services is urgently required, the leave shall be taken and enjoyed on another date to be scheduled by the University.

8.3.7 Study Leave

Eligible faculty are entitled to study leave without pay for a period not to exceed one (1) school year without any loss of seniority, provided the course is successfully completed. Applications for study leave must be made in writing at least 30 days before the beginning of the school term and recommended for approval by the Dean.

Study leave will be valid only for a period not to exceed one (1) school year in order to pursue graduate study on a full-time basis in an acceptable educational institution. However, if the course is for a period exceeding one (1) year, the University may extend such leave to cover the period for its completion. For every term of study, the faculty on leave shall provide the University a copy of their enrolment documents and a transcript of his/her grades and credits obtained.

Seniority shall be reinstated upon (a) completion of the degree program of the individual concerned and (b) return to his/her teaching assignment in the University.

The University may, at its option, grant other benefits as deemed appropriate for faculty on study leave. The University shall not make deductions from the 13th-month pay, summer pay, and other related benefits of the individual concerned, for study leave of six (6) months or less, provided such study leave is relevant for professional licensure or graduate thesis subject to the approval of the University and upon presentation of proof of such undertaking.

8.3.8 Solo Parent Leave

Parental leave shall be granted to any qualified faculty in accordance and consistent with all the provisions of the Solo Parent Act provided that such qualification standards are likewise consistent with and in accord with all other existing pertinent laws governing faculty of educational institutions.

In order to be entitled to the leave, a solo parent faculty should have rendered at least one (1) year of service, whether continuous or broken. The faculty should notify the Dean that he/she will avail of the leave within a reasonable period of time.

The solo parent faculty must present to the Dean and AHR a valid Solo Parent Identification Card. Such card may be obtained from the Department of Social Welfare and Development (DSWD), located in the city where the faculty resides.

8.3.9 Travel Leave

Request of faculty for leave without pay for a period of one (1) semester or longer, in order to travel abroad, will be considered up to one (1) semester only, and application should be made in writing

at least 30 days before the beginning of the school term. Travel combined with graduate study abroad will be considered as study leave, not travel leave.

8.3.10 Business Leave

Faculty who request for a release from teaching assignment for one (1) semester in order to attend to business matters may be allowed to go on business leave, provided that the request is made in writing, preferably 30 days before the beginning of the school term. Should business reasons require an extension beyond the semester, such extensions will be considered on a case-to-case basis.

8.3.11 Union Leave

The University agrees to grant reasonable time-off to officers of the union as stipulated in the existing CBA.

8.4 OTHER FACULTY BENEFITS

8.4.1 Tuition Privileges

The University allows a special reduction of 100% of tuition for permanent faculty and their eligible children (including stepchildren and legally adopted children). This benefit is granted to a maximum of four (4) children enrolled in any one school year. This benefit, however, shall not be enjoyed by qualified children of permanent faculty enrolling or continuing in graduate school and Law school.

A reduction of fifty percent (50%) of tuition will be granted to husbands or wives of permanent faculty.

Brothers and sisters of unmarried teaching personnel who are below 21 years old are allowed a reduction of fifty percent (50%).

Free tuition is given to regular full-time faculty who have actually enrolled in a graduate-level degree course or program in the University for as long as (a) their contact hours with students are not disrupted (b) existing classes already scheduled can accommodate them, (c) they maintain at least an 85% attendance in their classes and (d) they obtain satisfactory grades in all subjects they are enrolled in.

No reduction or scholarship will be granted to those children (students) who decide to take advantage of the privilege offered to faculty and their relatives. In addition, faculty entitled to avail of the benefits under this paragraph shall be allowed to pay their miscellaneous and other related school fees through salary deduction as prescribed by the University, provided that the minimum payment on such fees, also as prescribed by the University, is made upon enrolment

No reduction will be allowed for enrolment in the Nursing Program by a faculty, for the time being, since the Nursing Program is considered an "exit" program, that is, a course which will not be of any use within the University.

8.4.2 Faculty Scholarships

Every year the University may grant a number of full scholarships with full pay to selected faculty in the various divisions.

These faculty scholarships permit an entire year with full pay within which to pursue graduate studies leading to a degree in a field of high priority for development by the University; in return, such faculty scholars are bound to render teaching service at the University for a stipulated minimum number of years upon completion of their graduate studies.

A memorandum is issued annually around January, indicating the terms and conditions of such faculty scholarships; the scholars themselves are recommended by the division heads.

8.4.3 Medical and Dental Care

The University maintains an adequately equipped and ably staffed Medical & Dental Clinic. Primary health care for the faculty is provided through the free use of its clinic, including free emergency medicines and the services of its physician, dentist, and nurses, provided that such services are availed of only within the campus of the University during regular clinic hours.

A health and hospitalization benefit program shall be provided by the University for all regular faculty by the University with a partner HMO, effective May 15 of every year, to expire May 14 the following year.

8.4.4 Group Insurance

The University provides life insurance to qualified employees through group insurance while they are employed at the University.

8.4.5 Financial Assistance

As a policy, the University does not encourage loans and advances to be made to faculty payable against future salaries. However, in order to provide faculty financial assistance to meet unavoidable and valid emergency requirements, the University has arranged for various forms of financial accommodations.

The University reserves the right to suspend the granting of salary loans against salary deductions to be made by the University, should it seem, in the sole opinion of the University, that the remaining available salaries do not appear adequate for daily needs.

8.4.6 Retirement and Pensions

The University shall continue to implement the retirement plan presently in force with the Private Education Retirement Annuity Association (PERAA) in accordance with the existing policies of the University. Membership in PERAA shall be compulsory for all faculty, who shall be bound by the terms of the PERAA eligible retirement plan.

The normal retirement age for JRU employees is sixty (60) years old. A covered faculty of the University can apply for early retirement on the grounds of terminal illness or permanent total or partial incapacity or disability as determined by the University and certified by a physician selected by the University.

In the computation of total retirement benefits as provided above, the University further assures that retirement benefit required under RA 7641 (The Retirement Pay Law) shall be met.

Early retirement may be considered by the University on a case-to-case basis on merits if a covered faculty has rendered at least 25 years of continuous service. The Union shall have the prerogative to seek recourse through the grievance procedures should an application for early retirement be disapproved by the University based on the findings of lack of merit.

Any employee retiring under the early retirement plan shall be entitled to such benefits as may have been accumulated under the PERAA plan.

8.4.7 Funeral Assistance

The University shall assist the immediate family of a deceased faculty as stipulated in the existing CBA.

9. FACULTY CLASSIFICATION, EVALUATION, AND PROMOTION

9.1 CLASSIFICATION

All regular faculty shall be classified according to academic rank based on approved guidelines. The academic rank of a faculty is a professional standing in relation to other University faculty. It is not the title of their teaching position. It is a permanent status until promoted to another rank.

Regular faculty who wish to be reclassified shall submit a written request for reclassification (including pertinent documents) addressed to the Dean on or before July 31 of every year. All approved promotions to the next rank shall take effect on August 1 of the same year. There shall be no diminution of salary or demotion of the rank of any employee, either non-teaching or faculty, as a result of the implementation of the Classification Plan. However, the result of the evaluation shall be made of record in the employees' Personnel Folder. The results of the classification and the assignment of points may be shown to the employee upon his/ her request within (30) days after classification. Request for re-evaluation or reconsideration will be entertained within 30 calendar days after the results of the classification, or the assignment of points is shown to the faculty concerned. The results of the evaluation for reclassification applied by the applicant shall be communicated to the latter in writing.

Before the implementation, results of the classification will be subject to review by authorized representatives of the Union and the Management to make sure that the correct number of points have been correspondingly applied to each factor or category of criteria.

Any review of the job classification is recommendatory in nature and that the final approval of any changes shall be strictly a prerogative of management.

The criteria for evaluation of faculty are summarized as follows:

Criteria	Weight	Maximum Points
I. Academic Preparation	30%	120%
II. Professional Growth	25%	140%
III. Competence	35%	140%
IV. College/Community Service	10%	40%

Regular college faculty shall be ranked as one of the following:

- Instructor A, B, and C
- Assistant Professor A, B, and C
- Associate Professor A, B, and C
- Full Professor A, B, and C

Promotion from one (1) rank to another shall not be automatic.

An earned doctorate shall be a prerequisite for a full professorship, except in exceptional circumstances, as determined by the University President. The rank of full professor shall be a privilege granted by the University, through the recommendation of the University President and approval by the Board of Trustees. The applicant's research work and authorship/co-authorship of the book(s) shall be considered heavily in determining the granting of this rank.

9.2 FACULTY PERFORMANCE EVALUATION

Performance of each faculty shall be evaluated at least once a year by his/her immediate supervisors subject to review by the Principal. This shall be done using the University's Performance Appraisal (PA) instrument. The PA instrument contains two distinct parts. Part I is a comprehensive enumeration of the functional skills consisting of key results areas (KRAs) and key performance indicators (KPIs), which are their primary job responsibilities. Foremost among these is the instructional competencies, which include classroom visits.

Part II contains rubrics of universal competencies that define acceptable behaviors inside and outside of the classroom.

Overall and individual skill and competency performance ratings shall be based on the following five (5) descriptors:

Outstanding (4.75-5.00). This rating is awarded when the employee's performance is exceptional and deserves special commendation.

Exceeds Job Expectations (3.75-4.74). This rating is awarded when the employee's performance is excellent but short of being outstanding.

Meets Job Expectations (2.75-3.74). This rating is awarded when the employee meets the standard or the ordinary requirements of the duties of his/her position.

Needs Improvement (1.75-2.74). This rating is awarded when the employee fails to meet the requirements of the duties of his/her position.

Unsatisfactory (0.00-1.74). This rating is awarded when the performance of the employee is beyond remediation.

These findings and recommendations shall be reviewed and signed by the Principal, as applicable.

The results of the individual evaluations are submitted in time for implementation of merit increases preferably by September 15, or the payroll period beginning September 1.

9.3 MERIT INCREASES

Merit increases may be given to faculty who have shown exemplary performance during the period under review.

As a general rule, one-third of the total faculty who garnered the highest rating shall be recommended for a merit increase. Faculty who have received three years of consecutive merit increases shall be disqualified from receiving such on the fourth consecutive year. However, he may be subsequently considered in the following year, if qualified.

A separate evaluation of the Department Chairs is undertaken by the Dean.

The President reserves the right to review, and where necessary, revise the recommendations submitted to him/her for his/her approval.

9.4 PROMOTION

Promotion is based on qualification, expertise, and performance as determined by and is the prerogative of Management. Recommendations for promotion shall include a written evaluation of the faculty's work, together with reasons for favoring promotion, as prepared by the Dean and endorsed by the Vice President for Academic Affairs. Final approval rests with the President.

10. DEPARTMENT

Faculty shall strive to maintain harmonious relations and avoid personal conflicts, as these are indicative of poor character.

To merit reasonable social recognition, it shall be the duty of a faculty to keep himself socially accepted and morally upright by avoiding sloppy dress, drunkenness, and other undesirable, visually manifested practices.

10.1 IDENTIFICATION CARDS

All faculty will be required to wear Identification Cards (ID) cards at all times around their necks while within the school premises. These ID cards will be replaced, preferably every three (3) school years.

10.2 CARE OF SCHOOL PROPERTY

Faculty will readily appreciate the importance of maintaining school property in good operational condition. For this reason, they shall endeavor to exercise due diligence in this respect and to encourage others under their supervision, whether University staff or students, to do likewise. Thus, there shall be two dimensions involved. The first is the need for ensuring that school property, particularly specialized equipment used by them, shall be carefully handled and stored. The second is the obverse, namely, that school equipment under their acknowledged responsibility shall be treated with similar care and security and that they shall be responsible for any damage or loss for such property.

10.3 DRESS REQUIREMENTS

To maintain the social distance necessary between faculty and their students, faculty shall not be allowed to wear jeans, t-shirts, and tennis shirts while on University premises and handling classes. For male faculty, the barong Tagalog or long-sleeved shirt shall be preferred, with the polo barong as the minimum acceptable attire. For female faculty, tailored long trousers shall be considered acceptable.

11. FACULTY DISCIPLINE

It is the policy of the University to maintain a formal system of discipline applicable to the faculty. This policy will ensure that the rules of the University and accepted standards of faculty conduct are adhered to, and discipline, when deemed necessary, is equitably and uniformly administered.

Complaints and charges against a faculty of the University, ranging from simple misbehaviors to much more serious allegations, such as financial abuse, grading or other academic irregularities, or sexual misconduct, are taken very seriously by the University, be it an accusation brought up by some person whether on the University staff or otherwise, or discovered by the University authorities themselves, and makes every effort to determine if there has been in fact a breach of University regulations by faculty.

AHR shall be the administrative unit of the University that shall be involved. However, the initiation of any formal investigation, the determination of the extent of guilt, and the nature of the penalties shall always require the concurrence of the University President.

In all cases, the fact-finding investigation shall be undertaken promptly, with a view to establishing whether further administrative action against the person accused appears in order, without prejudice to possible

civil or criminal action being undertaken in addition. Where the investigating group requires the participation of certain persons in accordance with appropriate law, then the law on such matter shall, be followed.

Three (3) days after receipt of the complaint, AHR shall inform the concerned faculty of the complaint lodged against him/her through a letter. The receipt of a registered mail shall serve as proof of transmittal of such complaint.

In case the letter was served personally, and the employee refuses to acknowledge receipt of the letter, the immediate Supervisor shall attest that the letter has been served but refused by the employee.

A hearing shall be scheduled by the AHR Director preferably within five (5) days upon receipt of the written reply from the faculty, where necessary.

11.1 FACULTY OUTSIDE ACTIVITY

As a general rule, faculty are not prohibited from engaging in any outside activity provided such activity is not incompatible with their teaching commitments in the University, nor does it interfere with their teaching activities and is approved by the University President.

11.1.1 Private Tutoring

No faculty shall accept, directly or indirectly, remuneration for tutorial service to any of the universities. A faculty is prohibited from asking or accepting, directly or indirectly, personal service, gifts, or other favors from any of his/her students or their parents that would tend to influence his/her professional relations with them.

11.1.2 Outside Employment

Regular full-time faculty of the University may engage in part-time outside activities provided such business activities do not interfere with their University duties. They must inform the University of such activity in writing, and consent of the University President is required. Full-time employment in outside enterprises is not permitted, nor is teaching in other educational institutions.

Those on a part-time basis should inform the University of their other employment and shall endeavor to faithfully and conscientiously devote so much of their time to the accomplishment of their school work.

Those employed by the government are requested to present the proper teaching permits from their respective employer before any assignment can be given to them.

11.2 PROHIBITED ACTIVITIES

11.2.1 Collection of Monies.

Faculty shall be prohibited from collecting money from students at any time for any purpose whatsoever including for services that will improve the grades or class performance of students. This prohibition shall be all the more binding if the students involved are students of the faculty member. The only exceptions shall be the instances when the University, through the Dean, gives written instructions to collect for such purposes and under such conditions as may be specified in written communications and are consistent with university policies. Also strictly prohibited is soliciting money from students by faculty members appointed as thesis or dissertation advisers in the course of their review of the research paper submitted by their advisees in exchange for improving or re-writing the research paper.

11.2.2 Sales to Students

No classroom sales of any kind shall be permitted faculty. Such a prohibition shall cover the classroom sales of such instructional materials as workbooks, textbooks, their reproduction or portions thereof, paper, equipment, and the like. All such materials as may be required for any class shall be referred to the Principal for approval and the latter shall notify the University Bookstore to obtain the needed materials. The prohibition shall hold true as well for the distribution or sales of tickets to affairs, including raffle tickets, in the classroom or on campus.

11.2.3 Ghost writing

Ghost writing is when someone else writes any work, whether paid or unpaid, that is submitted by another person as the latter's own work for assessment or publication. The University strictly prohibits faculty and non-teaching personnel from ghost-writing essays, research, thesis or dissertation of JRU students as it considers this a fraudulent behavior and a serious misconduct because it erodes academic integrity and goes against University's core values.

11.2.4 Use of Textbooks Other Than Those Officially Adopted

It is the policy of the University that, as much as possible, a textbook shall be adopted for every subject offered, which textbook shall conform as closely as possible to the syllabus for the subject. The choice of an appropriate textbook cannot be overemphasized and shall be considered second only in importance to classroom instruction. The adopted textbook shall be followed, and no substitution shall be allowed. Any criticism concerning the approved textbook shall be addressed to the Dean. The official list of adopted textbooks shall be posted in the Office of the Dean and at the University Bookstore.

11.2.5 Tutorial Services

Faculty shall not provide tutorial services to their students, nor shall they require their students to attend tutorial classes elsewhere, especially if money consideration is involved. Remedial classes, as differentiated from tutorial services, may be conducted by faculty provided

that: a) prior approval of the Dean is obtained; b) it is voluntary on the part of the students with parental consent through a waiver; c) no monetary consideration is involved; and d) it is held inside the campus during school hours only.

11.2.6 Sexual Harassment

The University is committed to establishing and maintaining an intellectual and moral environment that will guarantee the dignity and worth of all members of the University community. It is committed to provide a secure and conducive learning and working environments for students, faculty, and administrative personnel, free from sexual harassment and all forms of sexual intimidation and exploitation. This principle shall be implemented in accordance with the provisions of Republic Act No. 7877, otherwise known as the Anti-Sexual Harassment Act of 1995.

11.2.7 Other Prohibited Activities While on Campus

Gambling, drinking, soliciting, smoking on school premises, and carrying of deadly weapons are among the activities forbidden faculty members while on campus. Social distance should be maintained with students, especially those in their classes.

11.2.8 Any violation of these policies will be considered as a serious matter, and will be subject to severe disciplinary action, including dismissal.

12. OTHER SUPPORT SERVICES

12.1 THE REGISTRAR

The Registrar fulfills a number of duties which are of direct concern to students and faculty. He/She has charge of all arrangements for admission requirements, registration and enrolment, change of subject/section/load, full-withdrawal of students, overload and simultaneous enrolment of subject and subject prerequisite, change of course/major, request of school credentials for Form 137 and official Transcript of Records, facilitates request for JRU school credentials, management of student records and graduation requirements.

12.2 LIBRARY

The University considers the library as an important repository and source of knowledge and encourages its faculty at all levels to utilize the resource as fully as possible. It also stimulates their students to make use of the library facilities as well. The University has taken special consideration to ensure that its collections and its offerings are as broad as possible and include the more recent forms of storing and accessing information, such as computers and the internet, and multi-media storage.

At present, the total book collection of the University is in excess of 100,000 different titles. As a general policy, at the post-secondary level, the University Library does not stock multiple copies of books, relying upon the University policy that textbooks should be assigned in all subjects.

12.2.1 The Library System

Because of the rapidly increasing number of books contained in the library collections, the formerly single library has been divided into four separate branches. These are the main library located in Building H and which is designed to cater primarily to collegiate students, the high school library in Building M, the elementary school library in Building K, and the Graduate and Law School branch located in the Learning Common Tower Building.

12.2.2 Services to Faculty

Faculty may avail of the University Library for the purposes of borrowing books and other instructional resources. The Library has also provided computers and net books for internet access/instructional purposes. They may avail of these resources using the following guidelines:

12.2.2.1 Books

A faculty may borrow a maximum of five (5) books for a period not exceeding one (1) month per book, but which may be extended for a similar period of time upon presentation of the book, and provided that it is not being sought by someone else. The number of books that may be borrowed at any one time may be increased upon the approval by the Dean.

Faculty scholars under contracts may also purchase (or the library may purchase it for them) the required textbooks for their various subjects, provided the books are accessioned immediately after acquisition and turned over to the library at the end of the semester or trimester, as the case may be, or at least revalidated.

12.2.2.2 Mobile Resources

There are mobile resources available for faculty use within the day before the library closes.

12.2.2.3 Non-Print Materials

Non-print materials may be borrowed at one time for a maximum of three (3) hours. However, the special requests shall be made by the faculty if needed that can be borrowed at least three (3) materials and can be used for one (1) week.

12.3 STUDENT DEVELOPMENT OFFICE

The Student Development Office (SDO) manages school-based programs aligned with the University's vision, mission, and core values that engage the participation of students complementing the academic aspect of their development. SDO initiates and develops a holistic and dynamic program on the planning and supervision of recognized student organizations, developing new programs that respond to the needs and interests of students, and conducting in-service training for students like leadership, efficiency, etc.

12.4 GUIDANCE AND TESTING OFFICE

The Guidance and Testing Office provides the following services: counseling, testing, customer surveys, scholarships and student financial assistance, exit interviews, issuance of a certificate of good moral character, and career placement services.

12.5 COMMUNITY DEVELOPMENT OFFICE

The University shall encourage wide participation in outreach programs by its constituencies and stakeholders through the utilization of their expertise that shall benefit the disadvantaged members of the community.

The Social Orientation and Community Involvement (SOCI) Committee shall be the implementing body of Jose Rizal University in its outreach programs, which relate to the educational, social, civic, and cultural needs of the community.

Student organizations in the College Division shall support in the implementation of the SOCI programs under the direction of the Community Development Office (CDO) Director.

12.6 MARKETING AND COMMUNICATION OFFICE

Communication from the various University Divisions/Offices intended for public consumption utilizing various media channels (such as but not limited to television, print, radio, social media, SMS, and the worldwide web) shall be submitted to Marketing and Communication Office (MCO) for clearance and processing. Internal communications in the form of banners, posters and the like that use the University seals/logo/colors should be in conformity with the JRU standards and guidelines. The JRU standards and guidelines shall emanate from MCO.

12.7 MISCELLANEOUS

12.7.1 Duplicating and Reproduction Services

Risographing may be done once the Request for Reproduction form has been filled and approved by the concerned division/office head. The requesting party shall submit two (2) copies of the approved form to AHR.

It is preferred all examination papers be reproduced using the risograph machines located in the AHR office. All other duplications/reproductions may be done at the Service Bureau.

12.7.2 Faculty Room

A faculty room is available on the third floor of Building A.

12.7.3 Bulletin Boards

Bulletin boards are located in various strategic locations in the University. These may be used for posting communications from the University or may contain messages from other groups for faculty and student information.

Faculty may post notices in the bulletin boards with prior authorization from the Dean, and if necessary, forwarded to MCO for approval and posting.

12.7.4 Transportation and Communication Facilities

12.7.4.1 School Vehicles

A fleet of passenger vehicles shall be provided for the transportation needs of the University. The use of the vehicles is based on a first-come, first-serve basis except in cases of emergency.

Requests for the use of a vehicle/driver should be coursed through and signed by the Dean through a request form available for this purpose. The application for the use of the School Vehicle shall be submitted to the Engineering & Maintenance Office (EMO), who will determine the availability of the vehicle/driver. Reservations are made, preferably forty-eight (48) hours ahead of time.

12.7.4.2 Parking Facilities

Parking inside the campus is available on a first-come, first-served basis.

12.7.5 Telephone Services

The University has its own automatic telephone system, which obviates the need for coursing telephone calls through the telephone operator. As a general rule, local phone calls may be made at any office where extensions are located. Thus, with the proper prefix number "9" outside calls may be made directly through the extension phones of the trunk lines. However, outgoing telephone calls outside the Metro Manila area cannot be done automatically through regular telephone dialing. Long-distance calls will have to be initiated by the telephone operator with the prior written approval of the Dean.

Incoming telephone calls for faculty will not be held, except in cases of emergency. However, incoming telephone messages of an emergency nature will be taken and relayed to faculty for returning such calls.

12.7.6 Athletic Facilities

Faculty may avail of the athletic facilities of the University, provided that such facilities are not being used for scheduled student activities.

12.7.7 University Bookstore

The University Bookstore is located on the ground floor of Building C. The facilities of the University Bookstore are available to faculty who desire to secure educational supplies for their classes. For convenience, it is preferred that requests be coursed through the Dean for him/her to make the necessary arrangements on their behalf.

Faculty may not engage in any sale of books, papers, or their school supplies to the students. Students may purchase whatever materials they may need from the University Bookstore.

12.7.8 JRU Cooperative Credit Union

There is established in the University a cooperative credit union whose membership, among others, is open to all faculty as a mechanism to encourage thrift through savings and, at the same time, provide an immediate source of funds to cover emergency situations.