



UNIVERSITY of the ASSUMPTION

Unisite Subdivision, Del Pilar, City of San Fernando, 2000 Pampanga, Philippines

RESEARCH AND PLANNING OFFICE

INCENTIVE PROGRAM FOR FACULTY RESEARCH MANUAL

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UA INCENTIVE PROGRAM FOR FACULTY RESEARCH

Rationale

Anchored on its Vision and three-fold Mission of Christian Formation, Academic Excellence, and Community Service, and its three pillars, instruction, research and extension, the University of the Assumption seeks to be a community engaging in research endeavors and generating outputs for the transformation of individuals and communities in their spiritual journey and psycho-social undertakings. Specifically, the University hopes to contribute significantly to the existing stock of knowledge through theoretical or pure research, and to the development of God-centered, human-centered and innovative social, educational and management systems through applied research.

The University believes in the dedication, commitment, competence, and the further unraveling and honing of many untapped potentials of its faculty members. Hence, they are rightfully placed in the forefront of research endeavors. And with the inherent inseparability of research and reflective thinking, teachers are further developed from mere teachers to reflective teachers, from ordinary teachers to expert teachers.

Coupled with the faculty members' intrinsic motivation to engage in research, the University provides external support through the human resource and physical expansion of the Research Office in order to extend necessary research expertise, assistance and management towards the realization of its vision. Research productivity among faculty members is further advanced through the **UA Incentive Program for Faculty Research (UA-IPFR)**. Primarily designed to propel the University towards becoming a researching University, IPFR takes into consideration both research authorship and research dissemination, and provides various forms of incentives or grants. These incentives include faculty ranking, support for research publication and presentation, reduction in load and monetary incentive for scholarly/theoretical/pure full-blown research, and professorial chairs.

Brief History of the UA Incentive Program for Faculty Research (UA-IPFR)

The UA Research Agenda for 2004 - 2010 was formulated and completed by the Academic Research Office (ARO) in 2004 and was published in a special issue of the Assumption Journal in February 2005. On September 15, 2004, a joint meeting between ARO and PAASCU Re-accreditation Faculty Area, attended by one (1) college dean, two (2) program chairs, and four (4) faculty members, was held to study the implications of the reduction in teaching loads of college faculty members from 24 to 21 units as per 2003 PAASCU recommendations. Given the financial and the other constraints of the University,



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the meeting concluded with the consensus “to find a better alternative measure than the general faculty deloading” towards stimulating teachers to actively engage in research.

On July 8, 2005, a follow-up meeting, attended by four (4) college deans, and thirteen (13) academic chairs and faculty members, was held to study remuneration and deloading schemes for faculty researchers, and to develop specific guidelines and time table for departmental/faculty research undertakings. Results of said meeting were respectfully brought to the attention of the then Vice President for Academic Affairs (VPAA) on August 5, 2005. However, no subsequent tangible action was taken in regard to said proposals.

In November 2007, the new Vice President called for the formulation of a faculty research incentive program as an addendum to the UA Research Agenda (2004-2010) that will supersede all previous proposals on research incentives. The proposal was named “UA Incentive Program for Faculty Research”. The proposed IPFR underwent several stages of development before achieving its current form.

The initial draft in January 2008 offered incentives in the form of reduction in teaching loads and/or monetary support for relevant full-blown research projects.

In May 2008, a new ranking scheme for college faculty was drafted, and subsequently approved by the UA Executive Council in June 2008. Similarly, a new ranking scheme for Grade School and High School faculty was drafted and approved in July 2008. The design is based on the UA Vision-Mission and its three pillars. The said new ranking schemes allotted significant ranking points for faculty research outputs. Thus, the ranking scheme also partly serves as a research incentive.

Benchmarking from best practices in prestigious schools has unlocked ideas for the granting of professorial chairs in research as part of the IPFR, subject to external sponsorship and approval of the President.

The pinnacle of the approval of the IPFR was in December 18, 2013 (AY 2013- 2014), when the new President finally signed the IPFR based on the thorough review and articulation of the Research and Planning Office with the deans and heads of the departments.

In AY 2016-2017, another intensive review of the IPFR was considered by the Research and Planning Office after three years of its implementation. After consultation and articulation, increases in incentives and other improvements were incorporated in the program.

IPFR is an eclectic program composed of various types of incentives.



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Faculty Research Incentives

A. Faculty Ranking Incentive

New ranking schemes for College, High School and Grade School faculty were recently drafted and approved. All completed research outputs meeting minimum standards for research conduct and writing, and/or those disseminated through journal publication or presentation in a forum get corresponding ranking points in the faculty ranking schemes. In particular, research is weighted 15% in college faculty ranking. Similarly, in the new ranking scheme for both grade school and high school faculty, research is assigned 10 points under productive scholarship.

B. Support for Research Publication and Research Presentation

The following are the University's support for research publication and presentation.

Table 1
Incentive for Research Publication

<i>Publication in</i>	<i>Incentive</i>
1. Local Faculty Research Journal and other prestigious school's journal	Incentive: P 3,000 / article
2. Regional Journal	Certificate of appreciation Incentive: P6,000 / article Plus P2,000 if journal is refereed
3. National Journal	Plaque of appreciation Incentive: P9,000 / article Plus P3,000 if journal is refereed
4. International Journal	Plaque of appreciation and a posterity pen Incentive: P25,000 / article Plus P15,000 if journal is ISI* listed (*ISI-Institute for Scientific Information)



Table 2
Support for Research Presentations

<i>Presentation in</i>	<i>Incentive</i>
1. Local Research Forum	Token
2. Regional Research Forum	Corresponding registration fees/full transportation & personal allowances
3. National Research Forum	Corresponding registration fees/full transportation & personal allowances
4. International Research Forum	Corresponding registration fees/full transportation & personal allowances

Note: The limits of monetary support are found in the present Policy Governing Conference Paper Presentations

In case of multiple-authorship, monetary incentive for published research is equitably divided among authors. Together with the authors' names, the University may require, when warranted, the appearance of its name in the published research especially in a journal of national or international scope.

The following warrant the appearance of the University's name in the publication:

- When the published research is commissioned and funded by the University;
- When the assistance of the Research Office was sought in the preparation of the report, even if research is non-commissioned; and
- Other circumstances similar to the above.

Research presentations in forums outside the University are endorsed by the Research Office, and are subject to budgetary constraints, existing policy and the approval of the President. But prior to endorsement, proponents must submit all necessary documents as required by the present school policy governing conference paper presentations.

C. Funding of Departmental and Institutional Research

All departmental research expenses shall be budgeted and supported by the proponent – department or office. Institutional research projects, on the other hand, shall be supported by the Research Office budget, or by an action of the University Research Council based on



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the merits of the project. Except for researcher-funded research, all institutionally funded research proposals must be presented and approved by the University Research Council.

Approved faculty research proposals with minimal anticipated expenses not exceeding Php 10,000.00 may be allocated by the Research and Planning Office based on the existing terms and conditions and support framework approved by the Vice President for Finance.

D. Reduction in Teaching Loads and/or Monetary Incentive

Subject to availability of funds, a faculty member or group of faculty members may apply for reduction in teaching loads or monetary incentive or both for the conduct of a research project. Depending on the merits of the research project, a faculty member may be granted reduction in teaching loads from 2 loads to 8 loads, or monetary incentives, not to exceed P100,000, or a linear combination thereof. In case of group research, grant will be divided among the members accordingly.

A research committee composed of the Vice President for Academic Affairs, Research Director, Graduate School/College Dean, Research Professor and another member to be endorsed by the Research Director shall review/deliberate/evaluate the concept paper and/or research proposal. The recommendation of the committee is subject to the final approval of University President

Approval of application for these incentives shall be based, partly, on the following criteria:

Criteria:

- Scholarship / sophistication of research project
- Uniqueness of research topic
- Rigor of research method
- Contribution to theory or existing stock of knowledge
- Ability of the researcher to conduct research and write the research report

Each criterion is weighted 20 points. A research project must get an average rating of at least 90 points to be initially accepted.

Aside from ability to conduct research and write the research report, applicants must also meet the following qualifications:



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Qualifications of Faculty Researcher/s

- Since MA is not a requirement for regularization in basic education, faculty members of the department engaged in action research are fully entitled to the monetary incentives for publication in the local and regional setting. But in order to avail of the publication incentives in the national and international level, they must be holders of at least a master's degree.
- Full-time permanent college faculty members must be at least holders of master's degree before they can fully enjoy the incentives of the program. In the case of newly hired or non-tenured college faculty members, they must also be at least holders of relevant master's degree aligned with their bachelors' degree.
- Despite enjoying part-time status, Graduate School professors are entitled to research incentives provided at the onset, their proposal was submitted to the Research Office for review and approved by the UA Research Council.

The procedure for application follows:

1. Faculty members meeting the minimum qualifications may apply for the faculty research incentive (D) by filling out the application form: Research Form IPFR - 001.
2. Together with the filled out application form, a 5 – 10 page concept paper must be submitted by the proponent/s to the Research Office for review by the research committee. The concept paper may pass initial screening or may be rejected outright.
3. For an initially accepted concept paper, a research proposal is developed satisfying minimum content and format requirements as provided in the UA Manual of Standards for Research. This must be submitted to the Research Office on or before August 30 of any year in time for the first semester deliberations, or on or before January 30 for the second semester deliberations. In addition, a GAANT chart of projected completion times of research activities and budgetary requirements must be attached to the research proposal.
4. The applicant shall wait for a notice from the Research Office as regards the results of the deliberation of the research committee, in coordination with the Office of the Vice President for Finance.



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5. If application is approved, research commences on the first or second semester, where applicable, and the applicant obtains either a cash incentive or load credit or both.
6. Load credit is applicable for a maximum of one (1) year; the same period is allotted for the completion of the research undertaking. In meritorious cases, the completion of the research may be extended up to a maximum of one semester without the load credit. The applicant pays back the University in case of non-completion of the research.
7. For multidisciplinary, collaborative or group research, a maximum of 5 faculty members may pursue a research undertaking. Approved cash incentive or load credit shall be equally divided among them.
8. Other requirements germane to the foregoing may be requested if deemed necessary.

E. Acquisition of Valid and Reliable Instruments

Full or partial financial assistance in the acquisition of valid and reliable instruments may be granted, provided that the criteria of a quality research proposal are fully met.

F. Commissioned or Externally Funded Research

Faculty members shall also engage in research projects that are commissioned and fully funded by external agencies to which the University has established linkage with. Faculty members may be assigned to participate in such projects based on their availability and qualifications relative to the area of study.

G. Aborted Research

In case that the research project is aborted or not completed due to some reasons for any matter, allocated funds must be returned to the University in full. Payroll deduction will follow upon the explicit endorsement of the Research Office with the approval of the Vice President for Finance.

H. Professorial Chairs

The University of the Assumption establishes Professorial Chairs in humanities and social sciences, health services, education, engineering, computer technology, management, community development, and environmental studies. These research awards are means of recognizing excellence and expertise among the faculty, allowing them to engage in funded research and extension services.



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More formally, “professorial chairs are positions supported by special endowments and awarded to members of the faculty at the tertiary level who have distinguished themselves in the fields they represent” (Professorial Chairs, n.d.). Decisions on appointments are vested on the University President based on recommendations of the Vice President for Academic Affairs.

A candidate for a professorial chair should be a tenured faculty member with the rank of Assistant Professor or higher, and should have served the University as a faculty member for at least ten (10) years. In addition, the candidate should have shown outstanding performance in the following:

- **“Teaching.** Master of the subject, conscientious in preparation for teaching, explains well and clearly, earns respect of students on account of intellectual superiority;
- **Intellectual Productivity.** Active in scholarship, publishes in academic venues or in visual and performing arts, exhibits or performs artistic work, contributes to the body of knowledge;
- **Service to the University and the Larger Community.** Participates in University Committees and activities, helps strengthen the institution, engages in public service” (Adopted from Professorial Chairs, n.d.).

Additional guidelines:

1. A faculty can hold only one professorial chair at any given time.
2. Appointment to professorial chair has a term of one year which means that corresponding research undertaking must be completed within one year.
3. Appointment is renewable unless otherwise stipulated in the donation establishing the chair.
4. A professorial chair awardee is given an honorarium of P50,000.00 per annum. Actual honorarium varies according to rigor and merits of research undertaking.
5. New appointments or renewals shall be based strictly on merit and compliance with the faculty obligations.
6. An appointment is co-terminus with end of faculty appointment, leave of absence beyond one semester, or failure to meet obligations as chair.

Other Matters

A. Copyright or Patent Ownership



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The University of the Assumption shall have exclusive ownership of copyright or patent in any of the following circumstances:

1. The research project is commissioned, fully funded by the University and obtained technical support from the Research Office.
2. The research project was completed in the exercise of official function.
3. The faculty-author voluntarily waives right to copyright or patent ownership.

Thus, the author/s or developer/s of the funded project must waive copyright or patent ownership with proper legal documentation. The reproduction and transmittal of the research output may be allowed only with written permission from the University.

The university and the author/s shall share copyright or patent ownership in any of the following circumstances:

1. The research project is not commissioned but was funded in part or in whole by the University;
2. The non-commissioned research project obtained technical support from the Research Office;
3. The non-commissioned research project made use of University facilities.

Copyright or patent of completed research projects from professorial chair appointments shall be shared by the University of the Assumption, donor and the faculty awardee.

Copyright or patent for research that are commissioned and fully funded by external agencies is usually owned by the funding agency except for the government organizations and unless said agencies waive their right to exclusive ownership.

Research publication, dissemination and commercialization are subject to pertinent laws on Intellectual Property Rights. Accepted norms on publication ethics also apply.

B. Research Dissemination and Utilization

The University, through the Research Office, shall organize and schedule research colloquia and forums for effective dissemination and utilization of research outputs. The Research Office shall invite researchers in the academe and in the industry whose researches are aligned with the research theme of the forum, as well as members of research organizations and consortia engaged in distinct but similar research projects and undertakings. It shall also promote, monitor and lobby research projects vis-a-vis the university plans, and the 21st century research priorities toward effective research dissemination and utilization.



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Reference:

Professorial Chair (n.d). Retrieved on August 15, 2008 from
www.uplb.edu.ph/faculty/guide/privileges/prof-chairs



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