



Title: FACULTY RANKING SYSTEM	Reference No.	MNL-EVP-FSO-D-PO-004
	Department	Faculty Services Office
	Copies To	All concerned units
<i>This is a controlled document. Photocopying or printing of this document without the controlled mark, shall make this document an uncontrolled copy.</i>		

**FACULTY RANKING SYSTEM
(Higher Education)**

The proposed Faculty Ranking System shall have two (2) tracks:

- A. **Academic Track** – A faculty is assigned to this track under the following conditions:
 - o A faculty is employed full-time at NU.
 - o A part-time (PT) faculty with previous and/or current full- or part-time work on teaching.
 - o A part-time (PT) faculty without teaching, industry work experience, or licensure eligibility.
- B. **Industry Practitioner Track** – A faculty may be assigned to this track if he or she is a full-time industry practitioner and is employed as a part-time faculty of NU to teach course/s aligned with his or her industry experience.

Each track has assigned academic ranks with defined criteria for qualification. Failing to satisfy any requirement for a given rank shall disqualify a faculty from being assigned to it.

A. ACADEMIC TRACK

Guidelines:

1. Faculty should possess the relevant undergraduate degree for the assigned discipline.
2. Faculty handling courses under programs with licensure examinations should possess a valid PRC license.
3. Teaching experience should be at least Senior High School (SHS) Level for programs under CHED.
4. Relevant industry experience refers to a work assignment in the program or the discipline the faculty is expected to teach.
5. The earned degree in an allied or aligned program shall be the one specified in the program's CHED Policies, Standards and Guidelines (PSG).
6. The following academic degrees with licensure eligibility are classified as “**Special Degrees.**”
Graduates of these programs take at least six (6) years before they are eligible to take the licensure or board examination:
 - BS Architecture
 - Bachelor of Laws with corresponding Bar Eligibility
 - Doctor of Dental Medicine
 - Doctor of Medicine
 - Doctor of Optometry
7. Degrees bestowed by another educational institution, such as honorary degrees, are not considered completed degrees and are excluded from academic qualification.
8. The Faculty Services Office (FSO) shall evaluate if an earned 2-year post-baccalaureate degree or a postgraduate diploma or certificate can be a substitute for a master’s degree for the Assistant Professor 1 rank.
9. The OTE rating for on-board faculty shall be the average of the three (3) most recent evaluations, while the most recent one shall be considered for the SPES rating. Only the Final OTE rating shall be considered in getting the average.
10. The Faculty Services Office (FSO) shall coordinate with the concerned offices in certifying the submitted documents to support the ranking application:
 - Campus HRO for academic and employment credentials
 - Campus COMEX for community extension
 - OAVPRD for research publications
 - Center for Innovation for Technical Innovation and Commercialization



Title: FACULTY RANKING SYSTEM	Reference No.	MNL-EVP-FSO-D-PO-004
	Department	Faculty Services Office
	Copies To	All concerned units

This is a controlled document. Photocopying or printing of this document without the controlled mark, shall make this document an uncontrolled copy.

Academic Track Faculty Ranking Matrix:

MINIMUM QUALIFICATIONS	ADDITIONAL QUALIFICATIONS			
	INSTRUCTOR 1	INSTRUCTOR 2	INSTRUCTOR 3	INSTRUCTOR 4
<p>Instructor Rank</p> <ul style="list-style-type: none"> o College Degree in an aligned/allied program o New faculty: Dean’s evaluation of at least 80 points o On-board faculty <ul style="list-style-type: none"> ▪ OTE rating of at least 5.00 ▪ SPES rating of at least 4.00 <p>For those with TESDA qualifications teaching only in TESDA programs: graduate of the relevant TESDA program with certification or valid PRC license in the case of Dental Hygienist and Dental Technologist</p>	<ul style="list-style-type: none"> o Minimum requirements for the level 	<ul style="list-style-type: none"> o Completed at least nine (9) units in an aligned/allied Master’s program or Bachelor of Laws (LLB) program <p>For faculty handling only TESDA courses:</p> <ul style="list-style-type: none"> o At least one (1) year of teaching experience in the program. 	<ul style="list-style-type: none"> o Completed at least 15 units in an aligned/allied Master’s program or or Bachelor of Laws (LLB) program o At least two (2) years of teaching/relevant industry experience <p>For faculty handling only TESDA courses:</p> <ul style="list-style-type: none"> o At least three (3) years of teaching experience in the program. 	<ul style="list-style-type: none"> o Completed the academic requirements in an aligned/allied Master’s program or or Bachelor of Laws (LLB) program o At least three (3) years of teaching/relevant industry experience <p>For faculty handling only TESDA courses:</p> <ul style="list-style-type: none"> o At least five (5) years of teaching experience in the program.
MINIMUM QUALIFICATIONS	ASSISTANT PROFESSOR 1	ASSISTANT PROFESSOR 2	ASSISTANT PROFESSOR 3	ASSISTANT PROFESSOR 4
<p>Assistant Professor Rank</p> <ul style="list-style-type: none"> o Any of the following: <ul style="list-style-type: none"> ▪ Master’s degree aligned or allied to the program ▪ Special Degrees classification with licensure eligibility o New faculty: Dean’s evaluation of at least 85 points o On-board faculty <ul style="list-style-type: none"> ▪ OTE rating of at least 5.00 ▪ SPES rating of at least 5.00 o Attendance in at least one (1) relevant seminar/training/conf erence within a year of application o Active membership in a professional organization 	<p>Minimum requirements for the level</p> <p>*A 2-year post-baccalaureate degree or postgraduate diploma or certificate in the relevant discipline may be considered in lieu of a master’s degree for Assistant Professor 1</p>	<ul style="list-style-type: none"> o At least three (3) years of teaching and/or relevant industry experience o At least one (1) certified community service or institutional/college/p rofessional committee work within the last five (5) years 	<ul style="list-style-type: none"> o At least four (4) years of teaching and/or relevant industry experience o At least one (1) certified community service or institutional/college/p rofessional committee work within the last five (5) years o At least one (1) scientific^a or creative^b work for the past five (5) years 	<ul style="list-style-type: none"> o At least five (5) years of teaching and/or relevant industry experience o At least one (1) certified community service or institutional/college/p rofessional committee work within the last five (5) years o At least two (2) scientific^a or creative^b works for the past five (5) years



Title: FACULTY RANKING SYSTEM	Reference No.	MNL-EVP-FSO-D-PO-004
	Department	Faculty Services Office
	Copies To	All concerned units

This is a controlled document. Photocopying or printing of this document without the controlled mark, shall make this document an uncontrolled copy.

MINIMUM QUALIFICATIONS	ASSOCIATE PROFESSOR 1	ASSOCIATE PROFESSOR 2	ASSOCIATE PROFESSOR 3	ASSOCIATE PROFESSOR 4
<p>Associate Professor Rank</p> <ul style="list-style-type: none"> ○ New faculty: Dean's evaluation of at least 85 points ○ On-board faculty <ul style="list-style-type: none"> ▪ OTE rating of at least 6.00 ▪ SPES rating of at least 5.00 ○ Active membership in a professional organization ○ At least one (1) certified community service or institutional/college/professional committee work within a year of application ○ At least one (1) relevant external seminar/workshop speakership or paper presentation within a year of application 	<ul style="list-style-type: none"> ○ Any of the following <ul style="list-style-type: none"> ▪ Completed the academic requirements in an aligned or allied doctoral program ▪ Doctoral degree in a program not aligned or allied to the discipline assignment ▪ For Special Degrees, any of the following: <ul style="list-style-type: none"> - Master's degree in a related field - Fellow of a PRC-accredited, Dental, or Optometry specialty - Diplomat of a PRC-accredited Medical specialty ○ At least six (6) years of teaching and/or relevant industry experience 	<ul style="list-style-type: none"> ○ Any of the following: <ul style="list-style-type: none"> ▪ Doctoral degree in an aligned or allied program ▪ For Special Degrees, any of the following: <ul style="list-style-type: none"> - Master's degree in a related field - Fellow of a PRC-accredited, Dental, or Optometry specialty - Diplomat of a PRC-accredited Medical specialty ○ At least six (6) years of teaching and/or relevant industry experience; ○ Any of the following for the past five (5) years: <ul style="list-style-type: none"> ▪ At least one (1) scientific or creative work published in Scopus/ISI venue ▪ Technical innovation^c ▪ Ongoing Commercialization/Start-up project <p>Requirements if the doctoral degree is not in an allied or aligned program of the assigned discipline:</p> <ul style="list-style-type: none"> ○ At least eight (8) years of relevant teaching and/or relevant industry experience in the discipline ○ Any of the following outputs aligned to the discipline for the past five (5) years: 	<ul style="list-style-type: none"> ○ Any of the following: <ul style="list-style-type: none"> ▪ Doctoral degree in an aligned or allied program ▪ For Special Degrees, any of the following: <ul style="list-style-type: none"> - Master's degree in a related field - Fellow of a PRC-accredited, Dental, or Optometry specialty - Diplomat of a PRC-accredited Medical specialty ○ At least eight (8) years of teaching and/or relevant industry experience; ○ Any of the following for the past five (5) years: <ul style="list-style-type: none"> ▪ At least two (2) scientific or creative works published in Scopus/ISI venue ▪ Technical innovation^c equivalent to two (2) Scopus/ISI publications ▪ Ongoing Commercialization/Start-up project <p>Requirements if the doctoral degree is not in an allied or aligned program of the assigned discipline:</p> <ul style="list-style-type: none"> ○ At least ten (10) years of relevant teaching and/or relevant industry experience in the discipline ○ Any of the following outputs aligned to the discipline for the past five (5) years: 	<ul style="list-style-type: none"> ○ Any of the following: <ul style="list-style-type: none"> ▪ Doctoral degree in an aligned or allied program ▪ For Special Degrees, any of the following: <ul style="list-style-type: none"> - Master's degree in a related field - Fellow of a PRC-accredited, Dental, or Optometry specialty - Diplomat of a PRC-accredited Medical specialty ○ At least ten (10) years of teaching and/or relevant industry experience; ○ Any of the following for the past five (5) years: <ul style="list-style-type: none"> ▪ At least three (3) scientific or creative works published in Scopus/ISI venue ▪ Technical innovation^c equivalent to three (3) Scopus/ISI publications ▪ Ongoing Commercialization/Start-up project <p>Requirements if the doctoral degree is not in an allied or aligned program of the assigned discipline:</p> <ul style="list-style-type: none"> ○ At least 12 years of relevant teaching and/or relevant industry experience in the discipline ○ Any of the following outputs aligned to the discipline for the past five (5) years:



Title: FACULTY RANKING SYSTEM	Reference No.	MNL-EVP-FSO-D-PO-004
	Department	Faculty Services Office
	Copies To	All concerned units

This is a controlled document. Photocopying or printing of this document without the controlled mark, shall make this document an uncontrolled copy.

MINIMUM QUALIFICATIONS	FULL PROFESSOR 1	FULL PROFESSOR 2	FULL PROFESSOR 3	FULL PROFESSOR 4
<p>Full Professor Rank</p> <ul style="list-style-type: none"> o Doctoral degree in an aligned or allied program or Diplomat of a PRC- accredited Dental or Optometry specialty, or Fellow in a Medical Specialty o At least 12 years of teaching and/or relevant industry experience o New faculty: Dean’s evaluation of at least 90 points o On-board faculty <ul style="list-style-type: none"> ▪ OTE rating of at least 6.00 ▪ SPES rating of at least 6.00 o Active membership in a professional organization o At least one (1) certified community service or institutional/college/professional committee work within a year of application o At least one (1) relevant external seminar/workshop speakership or paper presentation within a year of application 	<ul style="list-style-type: none"> o Any of the following for the past five (5) years: <ul style="list-style-type: none"> ▪ At least four (4) scientific or creative works published in Scopus/ISI venue ▪ Technical innovation^c equivalent to 4 (4) Scopus/ISI publications ▪ Ongoing Commercialization/Start-up project 	<ul style="list-style-type: none"> o Any of the following for the past five (5) years: <ul style="list-style-type: none"> ▪ At least six (6) scientific or creative works published in Scopus/ISI venue ▪ Technical innovation^d equivalent to six (6) Scopus/ISI publications ▪ Ongoing Commercialization/Start-up project o Involvement in at least one (1) completed externally funded project 	<ul style="list-style-type: none"> o Any of the following for the past five (5) years: <ul style="list-style-type: none"> ▪ At least eight (8) scientific or creative works published in Scopus/ISI venue ▪ At least two (2) Q1 publications ▪ Technical innovation^c equivalent to eight (8) Scopus/ISI publications ▪ Ongoing Commercialization/Start-up project o Involvement in at least two (2) externally funded projects within the last 10 years o Holds a leadership^d position in an external organization 	<ul style="list-style-type: none"> o Any of the following for the past five (5) years: <ul style="list-style-type: none"> ▪ At least ten (10) scientific or creative works published in Scopus/ISI venue ▪ Technical innovation^c equivalent to 10 Scopus/ISI publications ▪ Ongoing Commercialization/Start-up project o At least three (3) Q1 publications within the last five (5) years o Involvement in at least three (3) externally funded projects within the last 15 years o Holds a leadership^d position in an external organization

Notes:

^a Scientific output includes published research, paper presentation, completed IFRPP, and research project reports. Unless specified, published research does not necessarily have to be indexed in Scopus or ISI.



Title: FACULTY RANKING SYSTEM	Reference No.	MNL-EVP-FSO-D-PO-004
	Department	Faculty Services Office
	Copies To	All concerned units

This is a controlled document. Photocopying or printing of this document without the controlled mark, shall make this document an uncontrolled copy.

^b Creative work includes literary, visual artwork, design, architectural work, software, and other manifestation of creative effort that has been published, acknowledged, presented, copyrighted, or registered.

^c Technical Innovation includes patents, utility models, and trade secrets with the following equivalences:

- 1 utility model = 2 Scopus/ISI publications
- 1 patent or trade secret = 3 Q1 publications
- 1 patent or trade secret = 2 utility models or 4 Scopus/ISI publications
- 3 patents = 1 start-up or licensing (commercialization)

^d Leadership position includes any of the following: officer/board member of professional or national organizations, editorial board of reputable journals, member of CHED RQAT or CHED / DOST Technical Panel, or accreditor of recognized accrediting agencies.

Definition of Copyright, Patent, Utility Model, Trade Secret, Commercialization and Start-up:

- **Copyright** are original *literary and artistic works* such as Books & other writings; periodicals; Lectures, addresses; letters; Dramatico-musical compositions; Musical compositions; Drawing, painting, architecture, sculpture; Ornamental designs, applied art; Illustrations, maps; drawings; plastic works; Photographs; Audiovisual works; Illustrations & advertisements; Computer programs; and Other literary/scholarly/scientific/artistic works (Part 4, Sec. 172.1, R.A. 8293).
- **Patent** - Any technical solution of a (technical) problem in any field of human activity which is *new, involves an inventive step and is industrially applicable* shall be patentable. It may be, or may relate to, a product, or process, or an improvement of any of the foregoing. (Sec. 7, R.A. No.165a and Chap. 2, Section 21, R.A. 8293).
- **Utility Model** - Special Provisions Relating to Utility Models (Chapter XII, Section 109.1, R.A. 8293)
 - An invention qualifies for registration as a utility model if it is *new and industrially applicable*.
 - Section 21, "Patentable Inventions", shall apply except the reference to inventive step as a condition of protection.
- **Trade Secret** - Protection of Undisclosed Information (n, TRIPS), (Part 1, Section 4, R.A. 8293).
 - Undisclosed information or Trade Secret shall be any form or type of financial, business, scientific, technical, economic or engineering information, including the whole or any portion or phase of any process, procedure, formula, improvement, pattern, plan, design, prototype, code, compilation, program, method, technique, or listing of names, addresses or telephone numbers, whether tangible or intangible, stored, compiled, or memorialized physically, electronically, graphically, photographically, or in writing (Chapter 2, Article 3, WTO, TRIPS Agreement).
 - The Agreement on Trade-Related Aspects of Intellectual Property Rights (TRIPS) is an international legal agreement between all the member nations of the World Trade Organization (WTO). It establishes minimum standards for the regulation by national governments of different forms of intellectual property (IP) as applied to nationals of other WTO member nations.
- **Commercialization** - the process of bringing new goods, products and services, or a combination thereof, to market for economic gain (Rule 2, Section 1, R.A. 11337)
- **Startup** – any *person or entity* registered in the Philippines which aims to develop an innovative product, process, or business model (Rule 2, Section 1, R.A. 11337).

B. INDUSTRY PRACTITIONER TRACK

Guidelines:

1. The Industry Practitioner Track is exclusive to NU's part-time (PT) faculty with relevant industry experience, i.e., in line with the academic program being handled. Applicants with experience in an educational setting will be classified under Academic Track.



Title: FACULTY RANKING SYSTEM	Reference No.	MNL-EVP-FSO-D-PO-004
	Department	Faculty Services Office
	Copies To	All concerned units
<i>This is a controlled document. Photocopying or printing of this document without the controlled mark, shall make this document an uncontrolled copy.</i>		

2. Faculty handling TESDA courses possessing only TESDA qualifications (graduate of the TESDA program with certification or valid PRC license in the case of Dental Hygienist and Dental Technologist) shall be assigned to Lecturer 1 to 3 only.
3. An industry practitioner shall be assigned the rank of Lecturer 1 to 3 or Professional Lecturer 1 to 6.
4. All faculty assigned a Lecturer or a Professional Lecturer rank should satisfy the following:
 - Possess at least a Bachelor’s degree with relevant industry experience
 - Attain the required ratings as shown:

RANK	Dean’s Evaluation (New Faculty)	OTE and SPES (On-Board Faculty)
Lecturer 1 to 3	80 points	OTE: at least 5.00 SPES: at least 4.00
Professional Lecturer 1 to 3	85 points	OTE: at least 5.00 SPES: at least 5.00
Professional Lecturer 4 to 6	85 points	OTE: at least 6.00 SPES: at least 5.00

5. A Professional Lecturer may be assigned to the next higher rank based on the evaluation under any of the following conditions:
 - industry experience in a Top 500 company, local or international setting;
 - holds two or more licensure eligibility;
 - Holds at least a master’s degree or a relevant 2-year post-baccalaureate or postgraduate diploma/certificate;
 - Internationally recognized certification, except vendor-specific certification, as endorsed by the Dean.
6. A Professional Lecturer intending to apply or transfer to a full-time position shall be evaluated based on the Academic Track Faculty Ranking Matrix.
7. The following academic degrees with licensure eligibility are classified as “**Special Degrees.**”
Graduates of these programs take at least six (6) years before they are eligible to take the licensure or board examination:
 - BS Architecture
 - Bachelor of Laws with corresponding Bar Eligibility
 - Doctor of Dental Medicine
 - Doctor of Medicine
 - Doctor of Optometry

Industry Practitioner Track Faculty Ranking Matrix:

RANK	QUALIFICATIONS
Lecturer 1	At least one (1) year of relevant industry experience
Lecturer 2	At least two (2) years of relevant industry experience
Lecturer 3	Any of the following: <ul style="list-style-type: none"> - At least three (3) years of relevant industry experience - A graduate of a 4-year degree program with no industry experience but with a valid PRC License for the profession
Professional Lecturer 1	Any of the following: <ul style="list-style-type: none"> - At least four (4) years of relevant industry experience



Title: FACULTY RANKING SYSTEM	Reference No.	MNL-EVP-FSO-D-PO-004
	Department	Faculty Services Office
	Copies To	All concerned units

This is a controlled document. Photocopying or printing of this document without the controlled mark, shall make this document an uncontrolled copy.

RANK	QUALIFICATIONS
	<ul style="list-style-type: none"> - At least two (2) years of work experience in a middle management position in the industry - Special Degrees with licensure eligibility but without industry experience
Professional Lecturer 2	<p>Any of the following:</p> <ul style="list-style-type: none"> - At least six (6) years of relevant industry experience - At least three (3) years of work experience in a middle management position in the industry <p>For Special Degrees with licensure eligibility: at least two (2) years of relevant industry experience</p>
Professional Lecturer 3	<p>Any of the following:</p> <ul style="list-style-type: none"> - At least eight (8) years of relevant industry experience - At least four (4) years of work experience in a middle management position in the industry <p>For Special Degrees with licensure eligibility: at least four (4) years of relevant industry experience</p>
Professional Lecturer 4	<p>Any of the following:</p> <ul style="list-style-type: none"> - At least ten (10) years of relevant industry experience - At least five (5) years of work experience in a top management position in the industry <p>For Special Degrees with licensure eligibility, any of the following:</p> <ul style="list-style-type: none"> - at least six (6) years of relevant industry experience - holds a middle management position in the industry
Professional Lecturer 5	<p>Any of the following:</p> <ul style="list-style-type: none"> - At least 13 years of relevant industry experience - At least six (6) years of work experience in a top management position in the industry <p>For Special Degrees with licensure eligibility, any of the following:</p> <ul style="list-style-type: none"> - at least nine (9) years of relevant industry experience - holds a top management position in the industry
Professional Lecturer 6	<p>Any of the following:</p> <ul style="list-style-type: none"> - At least 16 years of relevant industry experience - More than six (6) years of work experience in a top management position in the industry, plus professional recognition at the national level <p>For Special Degrees with licensure eligibility, any of the following:</p> <ul style="list-style-type: none"> - at least 12 years of relevant industry experience - holds a top management position in the industry, plus professional recognition at the national level