

## Implementing Rules and Regulations for Research Fellows Program<sup>1</sup>

(Revised draft as of October 25, 2016)

### 1. Eligibility

- 1.1 Permanent and probationary full-time faculty members are eligible to apply for a research fellow post provided that they meet the minimum entry requirements.
- 1.2 Eligibility for entry into the research fellow tiers is based on research productivity, as evidenced by prior published outputs, and research impact, as demonstrated by h-index. The Scopus database will be used as the default basis for both productivity and impact measures. The minimum entry requirement for each tier is a composite score of 1, as given by the formulas specified below:

Tier	Formula
Research Fellow A	Composite Score = $0.5(N/30) + 0.5(h/10)$
Research Fellow B	Composite Score = $0.5(N/10) + 0.5(h/3)$
Research Fellow C and S	Composite Score = $0.5(N/3) + 0.5(h)$

\*Where N is the number of Scopus-indexed publications (including book chapters and conference papers), and h is the Scopus h-index

- 1.3 For disciplines in the Humanities that are not adequately measured by Scopus, the following parallel metrics will be used:

Tier	Formula
Research Fellow A	Composite Score = $0.5(c/30) + 0.5(a/10)$
Research Fellow B	Composite Score = $0.5(c/10) + 0.5(a/5)$
Research Fellow C and S	Composite Score = $0.5(c/3) + 0.5(a)$

\*Where c is the number of published creative works (with 5 poems being counted as one creative work), and a is the number of awards received (with international awards being counted as equivalent to two national/local awards).

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<sup>1</sup> Details of the IRR will be subject to periodic review and possible revision.

- 1.4 Additional criteria to be considered, based on the discretion of the committee described in Section 2.5, and subject to unique norms in various disciplines, are given below:

Criterion	Rationale
Track record in securing external research funding at a scale commensurate to the requirements in a given field	Research leaders must demonstrate the ability to secure funding to support a substantial part of the university's research costs. However, the scale of funding clearly depends on the nature of the research activities.
Research leadership as demonstrated by corresponding authorship of some publications	Corresponding authorship of joint papers is a widely accepted measure of research leadership; in addition, coauthorship of published work and a track record in guiding graduate students to successful completion of studies are also strong evidence of mentoring skills.
Academic citizenship	In addition to formal research activities, some consideration may also be given to the ability of the candidate to establish his/her presence in national and international professional circles, and in effect act as an "academic ambassador" of DLSU.

## 2. Entry procedure

- 2.1 A research fellow appointment may begin at the start of any trimester.
- 2.2 Interested and qualified faculty members may apply in writing to the VCA, through the department chair and dean, on or before the 8<sup>th</sup> week of the trimester prior to the commencement of the appointment. In the case of new faculty members, the expression of interest to apply for the research fellow appointment must be made concurrently with the hiring.
- 2.3 Research fellows may apply for elevation to a higher tier in the same manner as new candidates.
- 2.4 A candidate must submit the following documents: a cover letter signifying interest and specifying the desired research faculty tier; his/her updated CV; and a one-page account outlining his/her research plans for the next three years.
- 2.5 Applicants for the research fellow post will be assessed on or before the end of the term prior to the commencement of the appointment. The assessment will be done by a committee comprised of the department chair, dean, the VCA, the VCRI and a research director to be appointed by the latter. The committee will evaluate the candidate based primarily on the documents submitted, but may elect to invite him/her for a brief interview. The committee's main task is to approve or disapprove an application, depending on the candidate's qualifications and potential for success, and likewise to take into account the number of research faculty slots currently available in the university. At the same time, the committees are supposed to exercise discretion

in evaluating applications, and in particular, to take into account unique characteristics of different research disciplines.

2.6 The committee may also recommend the candidates entry into a higher or lower tier. In such cases, the faculty member has the option to accept or decline the resulting modified offer.

2.7 The committee can also take into account qualitative aspects such as research leadership (i.e., “academic citizenship” and ability to represent DLSU as an intellectual leader in his/her discipline), capability to secure research funding, willingness to mentor other researchers, etc., as described in Section 1.3

### 3. Institutional Support

3.1 Research fellows will have a fixed number of annual research units as indicated in the table below. The research load may be allocated to different trimesters within the period of appointment, depending on such considerations as academic/administrative load and the timing of research-related tasks or projects (e.g., extended off-campus work, research or writing fellowships, hosting of major research events, industry immersion, etc.).

Tier	Research Load (Annual Units/Weekly Hours)
Research Fellow A	27 units per year/30 hours per week
Research Faculty B	18 units per year/20 hours per week
Research Faculty C and S	9 units per year/10 hours per week

3.2 Upon initial appointment, research fellows in Tier C will be allocated a seed grant of up to P200,000. This grant may be used for various research expenses, such as acquisition of research supplies, travel expenses for data collection or dissemination, etc. It may also be used as DLSU counterpart funding if the research fellow applies for external funding that requires institutional matching.

3.3 Research fellows in all tiers are entitled to double the number of usual slots for all institutional support for research-related travel for networking and conference presentations (e.g., he/she may avail of Science Foundation support for conference registration twice per year, instead of the normal allocation of once per year).

3.4 Research fellows in all tiers will also be given priority slots as participants in DLSU’s advanced research-oriented training programs and modules.

### 4. Performance review

4.1 Research fellow posts are initially made based on a two-year appointment, followed by subsequent renewal on an annual basis. Appointments may be renewed indefinitely subject to

regular performance reviews. The performance of research fellows is evaluated by a committee of the same composition as specified in Section 2.4. The review should be completed on or before the 10<sup>th</sup> week of the last trimester of each term of appointment.

- 4.2 Research fellow performance is evaluated based on a two-year moving average (except in the first year of appointment) relative to quantitative performance targets as specified below.

Tier	Minimum Annual Performance
Research Faculty A	6 journal articles* in a Scopus-indexed journal or 6 creative works**
Research Faculty B	2 journal articles* in a Scopus-indexed journal or 2 creative works**
Research Faculty C and S	1 journal article* in a Scopus-indexed journal or 1 creative work**

\*Published, accepted for publication or subject to minor revision at the time of assessment

\*\*Document on fair evaluation of creative works must be used as a guide for assessment

- 4.3 Research output to satisfy the minimum performance targets cannot be used for monetary incentive (e.g., Research Incentive or Science Foundation publication incentive) purposes. However, they may be used to meet promotion, reclassification, renewal and permanency requirements, subject to all relevant provisions of the current Faculty Manual.

- 4.4 Alternative research outputs will be given credit as listed below:

Alternative Outputs	Equivalency
Scopus-indexed conference papers	3:1
Articles in high-impact journals*	1:2
Published patent application	1:1
Scopus-indexed book chapters	3:1
Books by reputable publishers, vis-à-vis journal articles and other creative works	1:2
Poems, vis-à-vis other creative works	5:1

\*Journals with SCImago Journal Rank (SJR) indicator in the top 25% of their Scopus subject categories

For example, one book by a reputable publisher, or one article in a high impact journal as defined here, will be sufficient to meet the annual output requirement for Research Fellow B.

- 4.5 In disciplines where research funding is essential, successful grant application during the research fellow's appointment period will also be considered during the performance review.
- 4.6 For purposes of performance review, research fellows must submit a summary report of major research outputs with a brief description of the contributions of all coauthors<sup>2</sup>. Research fellows are expected to demonstrate research leadership via coauthorship with other DLSU faculty, students and external collaborators. They will be given full credit for papers published with coauthors that are not in the research fellow track. On the other hand, if multiple research fellows from any of the tiers have a joint paper, credit will be divided evenly among them.
- 4.7 The review committee can also take into account qualitative aspects listed in Sec. 1.3.
- 4.8 A research fellow who does not meet the required minimum performance target at the time of review will be recommended for entry into a lower tier in the subsequent term of appointment. In such cases, the research fellow has the option to accept or decline the resulting modified offer. For Tier C, non-performance will result in removal from the research fellow track.
- 4.9 Faculty members who have been relegated to lower tiers, or removed from the research fellow track, may subsequently reapply for re-entry in the same manner as new candidates. In such cases, the evaluation committee can factor previous non-performance in the decision-making process.
- 4.10 Research fellows may still avail of normal mechanisms for funding or deloading (e.g., via URCO). However, requests for incremental deloading will have to be assessed through the usual processes, taking into account workload (including teaching duties) and expected incremental output.
- 4.11 Research fellow appointments may be deferred or interrupted if a faculty member is due for sabbatical or service leave. The same principle applies for the case of illness or maternity leave. The appointment resumes once the faculty member returns to active duty.
- 4.12 Research fellow appointments may also be deferred or interrupted if a faculty member assumes a high-level administrative position; in this case, the appointment resumes once the administrative term ends. Alternatively, the research fellow may instead opt to relinquish the appointment.

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<sup>2</sup> Format of author contribution declaration in the journal *Proceedings of the National Academy of Science* ([www.pnas.org](http://www.pnas.org)) may be used.