

## Policies and Guidelines for Faculty Deloading for Research

De la Salle University Manila aspires to be a leading learner-centered and research University in the country<sup>1</sup>. To achieve this goal, members of the University community are called upon “to produce research that will integrate learning and community engagement for holistic human development.” The policies and guidelines for deloading for research are outlined below to provide the support necessary for faculty to actively engage in research, so that through their research activities, 1) they will be able to significantly contribute to the local and global production of knowledge, and 2) they are able to situate their students’ learning within process of the production and dissemination of knowledge.

1. Deloading may be availed of by faculty members for their research activities, which are carried out along with their teaching and community engagement responsibilities.
2. When fulltime faculty members need time off from their teaching duties to pursue approved research activities, the University may provide them with deloading from their regular 12-unit workload. Since deloading is meant to give time for faculty members to pursue research, faculty members availing of deloading are not allowed to carry a teaching overload.
3. Deloading may be availed of for the conduct of University funded research, which may be commissioned to the faculty member(s), or applied for by the faculty and approved by the College Research Council (CRC). Likewise, faculty members may apply for an honorarium for internally-funded research projects undertaken beyond their regular teaching load.
4. All faculty research activities are monitored and coordinated by the Research and Grants Management Office (RGMO).
5. Faculty members, in their application for University Grants submitted to RGMO, shall indicate the number of requested deloading units for the research project in consultation with the Department Chair. With the endorsement of the department chair, a faculty member may avail of a maximum of 9 units of deloading within one academic year. Endorsement by the department chair should be based on the projected deloading needed by all faculty members of the department for their research activities within an academic year.
6. All units of deloading shall be used within the duration of the research project or within a CRC-approved extension period for the project.

---

<sup>1</sup> De La Salle University Vision-Mission, October 17, 2011

7. In the event that a faculty member completes the University-supported research project without being able to avail of all units of deloading for the project, the faculty member can apply for a conversion of unused deloading to research honorarium. The faculty researcher shall submit a letter to the RGMO detailing the justification for the conversion. The letter shall be endorsed by the Department Chair and the College Research and Advanced Studies Director. The request shall then be submitted to the RGMO for CRC approval.
8. Faculty members may apply for a research honorarium for the conduct of their projects through RGMO and approved by the CRC. Proponents should be able to align the proposed project with the research priority themes of the University. A faculty member may only have two (2) honorarium-based projects at any one time. Research honoraria are not to be applied for the completion of a thesis or dissertation. Research honoraria will be paid according to the guidelines set by the URCO. *(Please refer to Appendix A for the Research Honoraria Scale and Guidelines of Honoraria Payments through RGMO)*
9. The RGMO shall provide the Office of the Provost with a term-end report on the deloading status of faculty members undertaking research through internal and external grants. *(Please refer to Appendix B for the Report Format)*

**Appendix A: Research Honoraria Scale and Guidelines for Honoraria Release by RGMO**

**Honoraria Scale for Individual Researchers  
AY2023-2024**

Faculty Rank	Research Honorarium		
	Monthly Rate	Weekly Rate	3 units/Per Term (14 weeks)
FT Full Professor/ Distinguished Full Professor PTF Professorial Lecturer	18,600.00	4,650.00	65,100.00
PTF  Senior Professional Lecturer	39,200.00	9,800.00	137,200.00
Professional Lecturer	20,100.00	5,025.00	70,350.00
FT Associate Professor PTF Associate Professorial Lecturer	14,100.00	3,525.00	49,350.00
FT Assistant Professor PTF Assistant Professorial Lecturer	10,700.00	2,675.00	37,450.00
FT Teaching Associate	7,000.00	1,750.00	24,500.00
FT Instructor PTF Lecturer	6,700.00	1,675.00	23,450.00
FT Academic Service Faculty (ASF)			
ASF III	13,700.00	3,425.00	47,950.00
ASF II	10,200.00	2,550.00	35,700.00
ASF I	5,300.00	1,325.00	18,550.00

## **Guidelines for Research Honoraria Release**

### For Full-time Faculty Members:

1. Upon approval of research proposal by the College Research Council, the faculty researcher(s) shall sign the RGMO project contract and submit a workplan with a schedule of deliverables.

2. The research honorarium shall be released as follows:

30% upon approval of the grant, the signing of the RGMO project contract, and the submission of a project work plan.

30% upon submission of the mid-term report; in case progress reports, ten percent (10%) for each progress at the end of each Academic term.

40% the remaining forty percent (40%) of the research honorarium shall be released upon completion of the project evidenced by the submission of any of the following output according to the program to which the project belongs:

- a. submission of a research paper/manuscript to a peer-reviewed journal/s (ex. Listed in ISI, Scopus or ACI, and AGPCI-listed journals). The faculty shall provide a copy of the submitted paper/manuscript and the acknowledgement of submission and acceptance for its publication from the journal editor and submission of other pertinent RGMO requirements.

or

submission of a published peer-reviewed paper/manuscript in a journal (ex. Listed in ISI, Scopus or ACI, and AGPCI-listed journals), conference proceedings, chapter in an edited volume or a book, and submission of other pertinent RGMO requirements.

- b. acceptance of the final output e.g. manuals, textbooks, workbooks, online materials, and instructional materials (e.g. software and audio-visual materials), with or without revisions by the evaluator/Funding Agency and submission of other pertinent RGMO requirements.

### For Part-Time Faculty Members:

1. Upon approval of the research proposal by the College Research Council, the faculty researcher(s) shall sign the RGMO project contract and submit a workplan with a schedule of deliverables.

2. The full honorarium shall be paid to the proponent upon completion of the project evidenced by the submission of any of the following output according to the program to which the project belongs:

a. submission of a research paper/manuscript to a peer-reviewed journal/s (ex. Listed in ISI, Scopus or ACI, and AGPCI-listed journals). The faculty shall provide a copy of the submitted paper/manuscript and the acknowledgement of submission and acceptance for its publication from the journal editor and submission of other pertinent RGMO requirements.

or

submission of a published peer-reviewed paper/manuscript in a journal (ex. Listed in ISI, Scopus or ACI, and AGPCI-listed journals), conference proceedings, chapter in an edited volume or a book, and submission of other pertinent RGMO requirements.

b. acceptance of the final output e.g. manuals, textbooks, workbooks, online materials, and instructional materials (e.g. software and audio-visual materials), with or without revisions by the evaluator/Funding Agency and submission of other pertinent RGMO requirements.

## Appendix B: Report Format

College Department						
Project Title/ Project no.	Proponent/ Department	Project Duration (Term)	Total Units Awarded	Availed Deloading		Units Remaining
				Units	Term/AY	
				<u>Faculty Research Program</u>		
Project Code:						
<u>New Ph.D. Grant</u>						
Project Code:						