Title of Policy	**: Implementing Rules and Regulations for Research Fellows Program**
Classification	**: Policy**
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Implementation Authority	**: Vice-Chancellor for Research and Innovation**
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1. **Preamble**

   The Research Fellows (RF) program is intended to provide qualified faculty members with an appointment-based, research-intensive work track, in support of the institutional vision-mission of being a learner-centered and research university. This merit-based program is intended to develop capacity across a broad range of disciplines, including fields that are at a disadvantage in the Philippine funding ecosystem. The RF program also targets faculty members at different stages of career maturity in order to ensure the robustness and sustainability of DLSU's research talent pool.

2. **Eligibility**

   2.1 Permanent and probationary full-time faculty members are eligible to apply for the RF post provided that they meet the minimum entry requirements.The appointments are competitive, and there will be a fixed number of university-wide slots in any given academic year.

   2.2 Eligibility for entry into the RFtiers 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 in Tables 1a and 1b:

Table 1a. Composite score formulas for STEM disciplines

Tier	Formula
RF-A	Composite Score = 0.5(N/60) + 0.5(h/15) 1
RF-B	Composite Score = 0.5(N/40) + 0.5(h/10)
RF-C and S	Composite Score = 0.5(N/20) + 0.5(h/5)

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

Table 1b. Composite score formulas for non-STEM disciplines

Tier	Formula
RF-A	Composite Score = 0.5(N/30) + 0.5(h/10) 1
RF-B	Composite Score = 0.5(N/20) + 0.5(h/5)
RF-C and S	Composite Score = 0.5(N/10) + 0.5(h/3)

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

2.3   For disciplines in the Humanities that are not adequately measured by Scopus, the metricsin Table 1cwill be used. The average of the composite scores in Tables 1b and 1c can be used in cases where applicants have eligible outputs for both categories.

Table 1c. Composite score formulas for the Humanities

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

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

2.4   Additional performance criteria are given in Table 2:

Table 2. Additional Criteria for RFs

Criterion	Rationale
Track record in securing external research funding at a scale commensurate to the	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

requirements in a given field	depends on the nature of the research activities, and may not be necessary in some disciplines.
Research leadership as demonstrated by corresponding authorship of some publications (in appropriate disciplines)	Corresponding authorship of joint papers is a widely accepted measure of research leadership, especially in collaborative papers with non-DLSU coauthors.
Academic citizenship	In addition to formal research activities, 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.
Track record of successful mentoring of students and junior colleagues	Coauthorship of published work with students and colleagues (especially those in need of research mentoring), coupled with and a track record in guiding graduate students to successful completion of studies are also strong evidence of mentoring skills. Awards and other forms of recognition of former mentees are also strong evidence of this.
Thought leadership as publicintellectuals	Expertise-based influence outside of academic circles is an important pathway for research impact.

3. Entry procedure

3.1 A RF appointment begins at the start of each academic year. A call for applications is issued by the VCRI at the start of the 3rd term of each trimester, along with the number of available slots for each tier. The VCRI, has the option to adjust the number of slots by transfer research load across tiers.At any given time, a percentage of the available slots may be reserved to support current strategic interests (e.g., development in specific fields, diversification of research talent pool).

3.2 Interested and qualified faculty members may apply in writing to the VCRI, through the department chair and dean, on or before the 3rd week of the 3rdtrimester prior to the year of appointment. In the case of new faculty members, the expression of interest to apply for the RF appointment must be made concurrently with the hiring.

3.3 RFs may apply for elevation to higher tiers in the same manner as new candidates.

3.4 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 document outlining his/her research plans for the next two years.An applicant for reappointment should also submit a brief report, no more than 3 pages in length, listing published outputs and accomplishments (relative to Table 2) arising from the current appointment.

3.5 As a general rule, RFs are to be affiliated with Research Centers, with his/her work being defined by interests mutually agreed upon with the host unit's Director. This agreement will constitute theterms of reference (TOR) on the expected contributions to the host Research Center (e.g., participation in team projects, development of research-based publicity or instructional materials, etc.). In exceptional cases where no appropriate Research Center fits the RF's portfolio, an alternative scholarly community of peersand student menteescan be proposed. Such

situations will be considered on a case-to-case basis.Documentation of such ad hoc research groups should be included in the RF's final report.

3.6   Applicants for the RF post will be assessed before the end of the term prior tothe commencement of the appointment. The candidates for each tier are ranked based on the composite scores computed using Tables 1a–c (rounded off to the first decimal place), and the successful candidates are selected based on the ranking. In the event of ties, the VCRI may exercise discretion upon consultation with the VCA to select the successful candidates using the criteria in Table 2.

3.7   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.

3.8   The committee can also take into accountother intangible contributions as described in Table 2.

4. Institutional Support and Working Conditions

4.1   RFs will have a fixed number of annual research units as indicated in the Table 3 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.).RFs will still be subject to residency requirements, with such activities being included in their trimestral residency declarations.

Table 3. Research Loads

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

4.2   Upon initial appointment, RFs in Tier C will be allocated a seed grant of up toP100,000. This grant may be used within the term of appointment 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 RFapplies for external funding that requires institutional matching.The grant is non-renewable.

4.3   RFs 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).

4.4   RFs in all tiers will also be given priority slots as participants in DLSU's advanced research-oriented training programs and modules.

5. Performance review

5.1   RFposts are made based on two-year appointments. Appointments may be renewed via reapplication, subject to performance reviews and availability of slots.The performance of RF is evaluated by a committee of the same composition as specified in Section 2.4. The review should be completed on or before the 11th week of the last trimester of each term of appointment.

5.2   RF performance is evaluated for each two-year appointmentrelative to quantitative performance targets as specified by the points systemin Table 4.RF-A and B must be corresponding author for publications corresponding to at least half of the accrued points.

Table 4. Research Output Requirements

Tier	Minimum Points
RF A	16 (STEM) or 8 (non-STEM)
RF B	8 (STEM) or 4 (non-STEM)
RF C and S	4 (STEM) or 2 (non-STEM)

5.3   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 to meet renewal and permanency requirements, subject to all relevant provisions of the current Faculty Manual.

5.4   Alternative research outputs will be given credit as listed below:

Table 5. Credit Points for Outputs

Outputs	Points
Articles inScimago Q1 Scopus-indexed journals*	2
Articles in Scimago Q2 and Q3 Scopus-indexed journals*	1
Articles in Scimago Q4 and unranked Scopus-indexed journals*	0.25
Scopus-indexed conference papers*	0.25
Published full patent application	0.25
Granted full patent	1
Scopus-indexed book chapters	0.5
Creative works evaluated as per VCA guidelines	1
Authored books by reputable publishers	2
Edited books by reputable publishers**	1
Edited journal special issues**	1
Research with demonstrable societal or University Mission-related impact***	2

*Computer science conference papers are given the same points as articles of comparable quartile based on Scimago rankings.
**Points for editorship are counted separately from non-editorial chapters or articles.
***Vetting mechanism to be developed separately.

5.5   Additional criteria are also considered as part of the evaluation for each appointment period. During the appointment period, the expected outputs are 3 points for RF-C/S, 6 points for RF-B and 8 points for RF-A.

Table 8. Points for Additional Criteria

Points	External research funding secured	Evidence of graduate student and peer mentoring*	Points in excess of minimum output	Assessment by Center Director of achievement of terms of reference**
0	0	0	0	Did not meet expectations
1	PhP0.5M	1	1	Partially met expectations
2	PhP1M	2	2	Met expectations
3	PhP5M	3	3	Exceeded expectations

*Minimum of 1 point required in this category. Evidence can include successful completion of degree or coauthorship of a published research output.

**Feedback to be given during deliberation for reappointment; if necessary, the RF can contest unfavorable evaluation by writing an appeal to the VCRI.

5.6   RF who are unable to meet the output requirements at the end of the appointmentwill be given a one-year grace period to make up for the shortfall in output. In the event of failure to make up for the shortfall, the research load will need to be paid back over the subsequent two-year period.

5.7   RFwho are unable to meet the output requirementsmay subsequently reapply for re-entry in the same manner as new candidates after completion of delayed outputs and obligations from the previous appointment. In such cases, the evaluation committee can factor previous non-performance in the decision-making process.

5.8   RFs 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.

5.9   RF appointments may be interrupted if a faculty member takes a service leave. The appointment continues during the term of the leave, and the RF may transfer the researchto any of the other terms within the appointment period.

5.10   RF appointments may also be interrupted for other reasons (e.g., due to administrative appointment, retirement, maternity leave, etc.); in such cases, the RF may relinquish the appointment and avail of the grace period for completion of output requirements, rounded up to the next larger integer and prorated to the number of terms completed.

5.11   As a general rule, RF appointments should not coincide with anticipated sabbatical leaves.

5.12   As a transitional provision, RFs with on-going appointments based on the original guidelines may complete their original contracts, and thereafter apply for renewal under these provisions.