

Faculty Manual

2021 Edition



Recoletos School of Theology

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"It is no advantage
to be near the light
if the eyes are closed."

-- St. Augustine



2021 Edition

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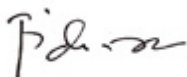
Preface to the Second Edition

This second edition of the RST Faculty Manual is produced during the Christmas season of the year 2020. This season goes down history as one of the not-so-memorable year-ending due to the pandemic.

However, the same occasioned the opportunity to revisit the manuals to realign them to the concerns of the Congregation for Catholic Education which sets the qualification standards and policies relative to theology higher learning institutions.

This second edition was precisely crafted in view of the Apostolic Constitution *Veritatis Gaudium* of Pope Francis. Highly re-evaluated were the sections on Faculty status and rank, the policies on selection and appointments, academic freedom, the duties and responsibilities and the benefits, awards and privileges of the professors of the institution among others.

It is highly desired, that these revisions enthruse the whole institution as it continues to serve the mother church, the Province of St. Ezekiel Moreno of the Order of the Augustinian Recollects and the other orders, congregation and pious unions that continue to trust in the academic standards and service of Recoletos School of Theology.



Fr. Leander V. Barrot, OAR
Rector (December 2020)



Recoletos School of Theology (RST) through the Years

The Recoletos School of Theology, located at 81 Alondras Street, Mira-Nila Homes, Congressional Avenue Extension, Quezon City, is the theological formative arm of Recoletos Formation Center. As a theological center it offers a rigorous ecclesiastical curriculum in Bachelor of Arts in Sacred Theology affiliated with the University of Santo Tomas (UST) and a civil degree of Master of Arts in Theology (MAT) recognized by the Commission on Higher Education (CHED). It is owned and operated by the friars of the Order of Augustinian Recollects, Province of St. Ezekiel Moreno.

Both RFC and RST trace their beginnings from the early eighties following an increase in the number of Augustinian Recollect vocations in the Philippines. These, after finishing college degree and novitiate were sent to Marcilla, Spain for theological studies. The desire to form Augustinian Recollect religious and priests within the cultural context in which they would exercise their apostolate increased; and this led to the erection of a theological house in the Philippines dedicated to the formation of Filipino Recollects. This was given a go signal by Most Rev. Javier Ruiz Pascual OAR the Augustinian Recollect Prior General. Initially, the theological seminary would be patterned after the experience of the Mother Province—the Province of San Nicolas de Tolentino. The seminary, which was eventually named as Recoletos Formation Center, was solemnly blessed and inaugurated by Fr. Jose Antonio Calvo, OAR on December 5, 1985. The first rector—Fr. Emeterio Buñao, OAR together with Fr. Hubert Decena, OAR as Dean of Studies and other



members of the community--administered the formation program and theological training of future Recollect religious and priests. The same seminary housed the Novitiate program from 1985-1987.

Due to an insufficient number of professors, RFC entered into partnership with St. Vincent School of Theology (SVST) an affiliate of Adamson University for the degree of Master of Arts in Theology. Two years after, in 1987, the school entered into a partnership with the Institute of Graduate Studies (IGS) of San Sebastian College Recoletos of Manila. In 1995, with the gradual increase of recollect and non-recollect theology professors, the seminary became an affiliate of the Royal and Pontifical University of Santo Tomas, Manila for the Bachelor of Arts degree in Sacred Theology program (SThB). In 2001, the academic program of RFC adopted Recoletos School of Theology (RST) as its official name; and by June of 2011, the Graduate School of Theology started processing requirements with the Commission on Higher Education (CHED) towards the establishment of the Recoletos Graduate School of Theology offering Master of Arts in Theology major in Systematic Theology and Church History.

Following the curriculum design of the Ecclesiastical Faculty of UST, to which RST is affiliated, RST shifted to a three-year curriculum program beginning school year 2011-2012 to achieve the Bachelor and Masters of Arts degrees in Theology. In May 2015, the school witnessed her first batch of graduates who underwent the three-year academic program. In 2014, the school also gained permission from CHED to admit students from other nationalities.

Today, RST is committed to be a comprehensive ecclesiastical and a civil institution of higher learning. The school continues to be the center for theological and religious formation of the Order of Augustinian Recollects of the Province of St. Ezekiel Moreno in the Philippines. The school is served by the Bulwagang Recoletos, a two-storey building, housing the St. Augustine Library, Audio Visual Room with 120 sitting capacity, Museo Recoleta, Archivo Recoleta, Conservation Laboratory and function halls. It also boasts of a pool of professors from different religious congregations and dioceses, added to its regular team of Recollect professors.

Through the years the school also accepted different Orders/ Congregations such as the, Congregation of the Sons of the Immaculate Conception (CFIC), Emmanuel Servants of the Holy Trinity (ESHT), Congregation of the Servants of Charity (SC), Order of St. Augustine, (OSA) (The Vicariate of the Orient), The Oblates of the Virgin Mary (OMV), Priests of the Sacred Heart (SCJ), the Dominican Missionaries for the Deaf Apostolate (OP Miss.) and the PACEM missionaries.

Fr. Maximillian Omen, OAR



Vision

A theological center for communion, research,
and faith experience

Mission

To foster theological dialogue,
academic excellence, and social involvement

Core Values

Caritas, Scientia, et Sapientia



Article I: Employment Classification and Responsibilities

Sec 1. Classification of Faculty Members

1. Status of Faculty Members

RST classifies its faculty according to the following status (a) Permanent (or Ordinary), (b) Resident and (c) Guest (Extraordinary). These have the following qualifications:

Permanent

- Doctoral degree holder (canonical) or suitable doctorate degree¹,
- Resident of RST i.e. has his primary appointment from the Major Superior or Local Ordinary to teach at RST,
- Conducts scientific and theological researches and publication,
- At least five (5) years of teaching.

¹ The “Norms for Application of the Congregation for Catholic Education for the Correct Implementation of the Apostolic Constitution *Veritatis Gaudium*” defines suitable doctorate as “... that corresponds to the discipline to be taught.” Sec III, art. 19, par 1.

**Resident**

- A licentiate degree holder from a recognized ecclesiastical university or faculty,
- Has his primary appoint from the Major Superior or Local Ordinary to teach at RST,
- Pursues canonical doctoral studies,
- Engages in research works and publication,
- At least five (5) years of teaching experience.

Guest

- A non-resident professor of RST,
- At least, a licentiate degree holder,
- Engages in research works and publication,
- Engages in research works and publication,
- Has administrative and pastoral exposure.

2. Faculty Rank

Based on the criteria and qualification framework of the ranking instrument (cf. Art. ---), faculty members of RST are classified according to the following ranks with the following qualifications:

Full Professor

- At least Ph.D or SThD degree holder
- At least five (10) years in any School of Theology teaching experience,
- With student evaluation of at least 4.2
- Complied with the minimum requirements based on the Faculty Ranking matrix.

Associate Professor II

At least Ph.D or SThD degree holder

- At least five (9) years in any School of Theology teaching experience,
- With student evaluation of at least 4.2
- Complied with the minimum requirements based on the Faculty Ranking matrix.

Associate Professor I

- At least Ph.D or SThD degree holder
- At least five (8) years in any School of Theology teaching experience,
- With student evaluation of at least 4.1
- Complied with the minimum requirements based on the Faculty Ranking matrix.

Assistant Professor II

- At least Master's or licentiate degree holder
- At least five (7) years in any School of Theology teaching experience,
- With student evaluation of at least 4.1
- Complied with the minimum requirements based on the Faculty Ranking matrix.

Assistant Professor

- At least Master's or licentiate degree holder
- At least five (5) years in any School of Theology teaching experience,
- With student evaluation of at least 4.0
- Complied with the minimum requirements based on the Faculty Ranking matrix.



Sec 2. Selection and Appointment

Teaching at RST is by invitation and a teaching contract is on a semestral basis. Only those with, at least, an appropriate licentiate degree or its equivalent are invited to teach at the bachelor level. Likewise, those who have manifest research outputs are given priority in the giving of teaching posts.

Invited faculty members are required to submit to the Rector, acting as the human resource officer, a *curriculum vitae* with all the necessary and pertinent attachments for ranking purposes.

An invited faculty member is ranked according to the ranking system adopted by the institution (cf. Art 2). This is to determine teaching capabilities, level of orthodoxy, and competent classroom management of the faculty member relative to the standards set by the institution.

The appropriate ranking of faculty members is also the basis for the suitable financial remuneration for the faculty member.

Every three (3) years, a faculty member may file for ranking. This is not only to step up in the ranking ladder, but more importantly to ensure the continuous development of the teaching faculty of the institution.

On the fifth year of consecutive teaching at RST, a resident or guest faculty member may be invited or offered by the institution, through the school board, to apply for a permanent status. Provided that the faculty member fulfil the requisites set up for the by statutes. (cf. sec 1.) The semestral faculty evaluation of the faculty member for the last 10 semesters, will form part of the criteria for the judgement of the school board to offer permanent status to candidate faculty members.

Sec 3. Duties and Responsibilities

The primary responsibility of the professors is the theological honing of the students enrolled at RST. Thus professors are to perform the following duties and responsibilities:

3. Academic Responsibilities

- To implement academic excellence and professionalism in the delivery of classroom responsibilities,
- To help in the development and updating of the departmental syllabi,
- To implement the course syllabi by conducting regular classes; if and when classroom presence is impossible due to pandemic, to conduct the same through online or any virtual learning platform provided by the institution or as personally desired by the professor,
- To conduct make-up classes for necessary and unavoidable absences; make up classes may be done via online or any virtual learning platform provided that the absences are not to go beyond twenty percent (20 %) of the total number of class or teaching hours, and they are to be scheduled preferably in the afternoon and in consultation with the enrolled students of the class,
- To regularly update course syllabi resources,
- To conduct assessment tests and examinations to validate learning of the theology student,
- To give necessary feedbacks to students relative to their classroom learning and academic performance,
- To submit grades on schedules as specified by the Dean or Assistant Director for Studies,
- To continuously update personally on particular field of specialization,
- To be ready for consultations as requested by the students,
- To conduct research and other studies for publication,

2. Other Responsibilities.

- To be of a panel or readers for Theology student's Terminal Paper Requirement,
- To act as adviser to Terminal Paper Writing requirements for graduating student theologians,



- To participate in institutional activities as much as possible (e.g. Graduation, curriculum review, planning, Mass to the Holy Spirit, intramurals, deliberation of Graduating students).
- To be a panelist during the comprehensive examination of theology students,
- Resident and Permanent Professors may be given some administrative and Committee Head responsibilities to facilitate smooth operations for the institution.

Sec 5. Separation

Separation of faculty members may come in any of the following forms (a) voluntary resignation – when a higher order, calling, or responsibilities is asked from the faculty member by another or higher authority; (b) retirement – when the faculty member reaches the age of 65 or when he believes or the institution, based on evaluation results, deems him unable to fulfil the requisites of the academic and other related responsibilities; (c) death and permanent disability – preventing him from his academic and classroom management responsibilities; and (d) Termination with a Cause – due to inefficiency and incompetence in fulfilling the academic and other responsibilities stipulated in this manual for faculty members, conviction of a crime against life, and property and Disgraceful and immoral acts.

This last form of separation has to go through the process headed by the grievance committee. The result of which is to be properly evaluated by the school board and communicated to the faculty member concerned.

Sec 6. Academic Freedom

Academic freedom is an inviolable right to all parties of the institution i.e., administration, teaching force, and all personnel that help cultivate the learning conditions of the institution. As a higher educational institution that promotes catholic life, faith, doctrine, learning and values, RST's academic freedom is expressed in the various aspects of its organic structures.

The administration encapsulates this freedom in a very specific desire to become a seed bed for theological dialogue, a center for academic excellence and a space for social involvement with charity, learning and wisdom as fundamental and driving values.

Research is a special space for academic freedom. The wide spectrum of engagements of the local and universal church for new evangelization on human life, governance, mother earth, medicine, social and cultural displacements and many more are vibrant arena for theology professors, students and avid researchers in the search for truth and in true academic freedom. It is in the conduct of research that the feared “divorce between theology and pastoral care, between faith and life”² can be mended and the gaps filled in.

The academic council of RST has the first and primary task of mapping out the fundamental and foundational theological knowledge, learning, and competencies necessary for future leaders of the church. Its methodology and approach to the crafting of this basic and fundamental theological program is marked by open and free discussion, honest and impartial sharing of knowledge, and reason-based but passionate seeking for the best possible program of studies for the institution.

In the conduct of classroom management, the professor who are most competent in their field of specialization, implement the program of studies crafted and approved by the institution that is aligned with the foundational theological teachings of the magisterium. Likewise, these experts explores opinions and theories by various authors and theologians but carefully distinguishing them from the teachings of the church.

The pursuit of academic freedom is putting into proper equation truth and freedom. Truth is the goal and freedom is the means toward the end. Truth likewise leads freedom to discover its proper end; and freedom enlightened buy truth achieve its true end.

² Pope Francis, *Apostolic Constitution Veritatis Gaudium on Ecclesiastical Universities and Faculties*, “Foreword,” no. 2.



Do you wish to rise?
Begin by descending
You plan a tower that will pierce the clouds?
Lay first the foudation of humility.

--St. Augustine

Article II:

Ranking and Promotion¹

All professors of RST, whether full time or part time, are ranked and promoted according to the ranking instrument and guidelines approved by the institution. The following ranking instrument will be used to classify professors according to their ranks.

Sec. 1. General Guidelines

1. Qualifications

- All professors i.e., permanent, resident and guests will go through the ranking process so as to establish the appropriate rank, qualification and financial remuneration.
- Ranking of Professors will be done every after three year of teaching at RST.
- Only the documents submitted to the Ranking Committee, not later than May 31, shall be considered for evaluation by the committee.
- Only entries reflected in the application form and duly supported with corresponding documents are considered for ranking.

¹ The following ranking instrument is sourced from the Faculty Manual of San Sebastian College-Recoletos (Manila). It is adapted and suited to the requirements of a theological institution and aligned to the requirements of *Veritatis Gaudium* and the succeeding Norm of implementation of the same encyclical of Pope Frances.



2. Procedure

- The office of the Rector, functioning as the human resource officer, notifies the faculty member concerning the submission of documents for ranking purposes and provides the Self-Assessment Form (cf. Faculty Self Assessment Form, App. 16) to be filled out by the Professors.
- The faculty member accomplishes the Self-Assessment Form and complies with all the necessary supporting documents for ranking;
- The faculty member submits the accomplished Self-Assessment Form together with the supporting documents to the rector's office.
- To facilitate the ranking committee in the evaluation of data, the faculty members applying for ranking, performs the following:
 - * Arranges the supporting documents according to their sequence of appearance in the Self-Assessment Form;
 - * Group the supporting documents according to the six (6) ranking criteria with proper notation and appropriate tabs;
 - * Compile all the documents in a long-size folder (to be provided by the office)
 - * Properly identify the folder on the upper right side of its front page.
 - * The data to be entered in the Self-Assessment Form should only be those that have not been listed in the previous ranking application.
- Evaluation by the Ranking Committee and Approval by the School Board

The ranking committee headed by the Rector as human resource officer evaluates all documents submitted and presents to the school board the results for approval. The approval of the school board signals the promotion of the professor to a higher rank. Promotion of a professor is a collegial decision.

3. Records and Evidences

- All documents for evaluation must be verifiable.
- The self-assessment form will be provided by the Rector's office. This signals the beginning of the ranking and promotion process.
- The Self-Assessment Form and documents must be submitted on or before May 31 of each year to give the Committee on Ranking sufficient time for the verification, processing and evaluation of all submitted documents.
- This Ranking Implementing Guidelines will be the instrument to be used for the evaluation of the faculty member and the same guideline will be applied only to the documents submitted to the Ranking committee.
- In processing the raw scores, the Committee will not credit any points in excess of the maximum points assigned to each criterion or in its sub-criterion.
- The minimum points or percentage intended for each rank can be met by accumulating the points or percentage in all criterion of the ranking instrument.

4. Faculty Member on Sabbatical Leave

A faculty member on sabbatical leave is working to enhance his academic qualifications for the good of his service to students. He will be ranked, therefore, the moment he submits his documents provided that the faculty's study leave privilege has been properly communicated to the office of the Rector.

5. Special Provisions

The faculty entries (or points earned in all criteria) are considered time validity free provided that it is his initial application for ranking.

Sec 2. Specific Guidelines

A faculty member may accumulate ranking points from the following areas of qualification: (a) Educational Qualifications, (b) Teaching Efficiency, (c) Professional Growth, (d) Institution and



Community Services, (e) Teaching and Professional Experience, and (f) Research, Publications, and Creative Works.

The succeeding areas of qualification identifies the criteria, the maximum points or percentage a faculty member for ranking may gain depending on submitted documents.

| 1. Educational Qualifications (total points not to exceed 150 pts or 30%) | Points | Percentage |
|--|---------------|-------------------|
| First degree | | |
| Doctorate (related) | 125 pts | 25% |
| Doctorate (not related) | 115 pts | 23% |
| Master or licentiate (related with thesis) | 80 pts | 16% |
| MD or LLB with Professional License | 80 pts | 16% |
| Master (related without thesis) | 75 pts | 15% |
| Master (not related with thesis) | 75 pts | 15% |
| Master (not related without thesis) | 70 pts | 14% |
| Bachelor | 65 pts | 13% |
| Second degree | | |
| Doctorate (related) | 25 pts | 5.0% |
| Doctorate (not related) | 20 pts | 4.0% |
| Master (related with thesis) | 15 pts | 3.0% |
| Master (related without thesis) | 13 pts | 2.6% |
| Master (not related with thesis) | 13 pts | 2.6% |
| Master (not related without thesis) | 10 pts | 2.0% |
| Bachelor | 5 pts | 1.0% |
| Additional Units (not to exceed 20 points or 4%) | | |
| Doctorate (related) per 3 units earned | 1 pt | 0.2% |
| Doctorate (not related) per 3 units earned | 0.75 pts | 0.15% |
| Master (related) per 3 units earned | 0.5 pts | 0.1% |
| Master (not related) per 3 units earned | 0.25 pts | 0.05% |
| Professional Examinations (not to exceed 15 points or 3%) | | |

| | | |
|--|---------|------|
| Government Licensure Examination (e.g. Bar Exam, CPA Exam, Teacher's Board, etc.) | 5 pts | 1.0% |
| Civil Service Eligibility (Professional Eligibility) | 2.5 pts | 0.5% |
| International Certification (e.g. MCP, Jitse Exam, etc.) | 3.5 pts | 0.7% |
| Academic Awards (not to exceed 15 points or 3%) | | |
| Academic Excellence (e.g. summa cum laude, magna cum laude, with academic distinction, etc.) | 5 pts | 1.0% |
| Top 20 in the Board Examination (e.g. Bar Exam, CPA Exam, Teacher's Board, etc.) | 5 pts | 1.0% |

Nota Bene:

- A faculty member is officially considered Master or a Doctorate degree holder upon the presentation of a Diploma and a TOR from the ecclesiastically approve institution or a Special Order (So) from PHEIs or its equivalent.
- A licentiate degree from Ecclesiastical Studies is equivalent to a Master's Degree.
- The equivalent and relevant degree earned related to the present position refers to another degree that the faculty has earned.
- Relevant degree is the applicability of the degree to teaching, or to duties and functions other than teaching the faculty performs.
- All entries in this criterion (Educational Qualification) are Time Validity Free.

| 2. Teaching Efficiency (Total points not to exceed 100 pts or 20%) | Points | Percentage |
|--|--------|------------|
| Dean Evaluation | 55 pts | 10.0% |
| Student Evaluation | 50 pts | 10.0% |

**Nota Bene:**

- Points gained in this criterion are based on the current evaluation results conducted by the Dean, Students and Peer.
- The average of the current two (2) semesters in the students' evaluation is considered for the ranking of teacher/faculty.

| 3. Professional Growth (Total points not to exceed 100 points or 20 %) | Points | Percentage |
|---|---------------|-------------------|
| Attendance in seminars, workshops, conferences and conventions (with minimum points of 15 points or 2.5% and a maximum of 50 points or 10%) | | |
| International | 5 pts | 1.0% |
| National/Regional | 3 pts | 0.6% |
| Local or Institutional | 2 pts | 0.4% |
| Chair/Co-chair/Committee Memberships in seminars, workshops, conferences and conventions (not to exceed 50 points or 10%) | | |
| International | 7 pts | 1.4% |
| National/Regional | 5 pts | 1.0% |
| Local or Institutional | 3 pts | 0.6% |
| Resource Speaker/Training Facilitator in seminars, workshops, conventions and the like (not to exceed 50 points or 10%) | | |
| International | 10 pts | 2.0% |
| National/Regional | 7 pts | 1.4% |
| Local or Institutional | 5 pts | 1.0% |
| Professional Honors and Awards | | |
| International | 20 pts | 4.0% |
| National/Regional | 15 pts | 3.0% |
| Local or Institutional | 10 pts | 2.0% |
| Learned and Professional Affiliation (not to exceed 50 points or 10%) | | |
| International Level | | |
| Officer | 20 pts | 4.0% |

| | | |
|---|------------------|------|
| Member | 10 pts | 2.0% |
| National/Regional Level | | |
| Officer | 10 pts | 2.0% |
| Member | 5 pts | 1.0% |
| Consultancy Work | | |
| International Application | 10 pts | 2.0% |
| National/Regional Application | 7 pts | 1.4% |
| Local or Institutional Application | 5 pts | 1.0% |
| Reactor/Rapporteur/Panelist/Adviser in Graduate Education Level or in Higher Education Institution Research Presentation/Congress (not to exceed 25 points or 5%) | | |
| International Level | 10 pts | 2.0% |
| National/Regional Level | 7 pts | 1.4% |
| Local or Institutional Level | 5 pts | 1.0% |
| Educational Travel in relation to one's area of specialization or administrative assignment/s at RST (not to exceed 25 points or 5%) | 5 pts/ travel | 1.0% |

Nota Bene:

- Seminars, workshops, conferences and conventions attended by the faculty member may be related or not related to the discipline one is handling. Entries under this variable are considered Time Validity Bound.
- Attendance in seminars, workshops, conferences, and conventions are given an additional one (1) point per day. (e.g. A three day Attendance in National Level Seminar = 3 points (first day) + 2 points (for the 2 additional days = 5 points)).
- Points attained in the previous applications that are within the validity period are carried over in the subsequent application plus whatever points obtained for recently attended ones.
- Professional Honors and Awards or citations given to professors will be credited for ranking only if these were indicative of the teacher's excellence and distinction in his field of specialization.
- International and National Awards (Time Validity Free)



- Local or Institutional Awards (one time application for ranking)
- Professional and Learned Organizations refer to organization indicating a specific discipline to which a faculty member is affiliated. Affiliations that indicate a specific discipline are one time application for ranking.

| 4. Institution and Community Services (total points not to exceed 75 points or 15%) | Points | Percentage |
|--|---------------|-------------------|
| Co-curricular Activities in RST (not to exceed 25 points or 5%) | | |
| Chairman/Organizer/Director/Thesis Panel/ | 6 pts | 1.2% |
| Co-chair | 5 pts | 1.0% |
| Member | 3 pts | 0.6% |
| Co-curricular Activities outside RST (not to exceed 25 points or 5%) | | |
| International Level | | |
| Chairman/Organizer/Director/Coach etc | 10 pts | 2.0% |
| Co-chairman | 8 pts | 1.6% |
| Member of Organizing Committee | 6 pts | 1.2% |
| National/Regional Level | | |
| Chairman | 8 pts | 1.6% |
| Co-chairman | 6 pts | 1.2% |
| Member of Organizing Committee | 4 pts | 0.8% |
| Local or Institutional Level | | |
| Chairman | 5 pts | 1.0% |
| Co-chairman | 4 pts | 0.8% |
| Member of Organizing Committee | 2 pts | 0.4% |
| Attendance in Co-curricular Activities (not to exceed 10 points or 2%) | | |
| International Level | 3 pts | 0.6% |
| National/Regional Level | 2 pts | 0.4% |
| Local or Institutional Level | 1 pt | 0.2% |

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| School Committee Assignments (not to exceed 10 points or 2%) | | |
| Chairman | 5 pts | 1.0% |
| Co-chairman | 4 pts | 0.8% |
| Member | 2 pts | 0.4% |
| Student Organization Adviser (not to exceed 10 points or 2%) | 5 pts /year | 1.0% |
| Participation in School and/or Community Services and Civic Affairs (not to exceed 10 points or 2%) | | |
| Chairman | 5 pts | 1.0% |
| Co-chairman | 4 pts | 0.8% |
| Member/Participant | 2 pts | 0.4% |
| Membership in Accredited NGO and Charitable Institutions (not to exceed 10 points or 2%) | 5 pts | 1.0% |
| Attendance Religious Activities (not to exceed 10 points or 2%) | | |
| Retreats | 5 pts | 1.0% |
| Recollections | 2.5 pts | 0.5% |
| Non-Academic Awards | | |
| International | 10 pts | 2% |
| National | 7 pts | 1.4% |
| Local or Institutional | 5 pts | 1% |

Nota Bene:

- Time Validity Bound
 - * Co-curricular Activities at RST
 - * Co-curricular Activities outside RST
 - * School Committee Assignments
 - * Participation in School Community Services and Civic Affairs
 - * Attendance in Religious Activity
- One time Application for Ranking
 - * Student Organization Adviser
 - * Membership in Accredited NGO and Charitable Institutions



| 5. Teaching and Professional Experience (total points not to exceed 75 pts or 15%) | Points/ year | Perce tage |
|---|-----------------|---------------|
| Teaching Experience in RST | | |
| Resident Faculty | 5.0 pts | 1.0% |
| Permanent Faculty | 5.0 pts | 1.0% |
| Guest Faculty | 2.5 pts | 0.5% |
| Teaching Experience in other Higher Educational Institutions (not to exceed 50 points or 10%) | | |
| Full Time Faculty | 2.5 pts | 0.5% |
| Part Time Faculty | 1.25 pts | 0.25% |
| Practice of Profession in Industry (not to exceed 50 points or 10%) | 2.5 pts | 0.5% |
| Academic Administrative Experience outside RST (not to exceed 50 points or 10%) | | |
| President | 4 pts | 0.8% |
| Vice President | 3 pts | 0.6% |
| Dean/Director/School Superintendent | 2 pts | 0.4% |
| Principal/Supervisor/Dept. Chairperson/ Head of a unit | 1 pts | 0.2% |
| Administrative Experience in RST (not to exceed 50 points or 10%) | | |
| Rector | 5.0 | 1.0 % |
| Dean/Director | 2 pts | 0.4% |
| Assistant/Director | 1.5 pts | 0.3% |
| Diocesan or Archdiocesan Administrative Experience | | |
| Bishop/Archbishop | 5 | 1.0 % |
| Vicar General/Episcopal Vicar | 4 | 0.8 % |
| chancellor | 3 | 0.6 % |
| Tribunal Official | 2 | 0.4 % |
| Religious Administrative Experience | | |
| Provincial or its equivalent | 5 | 1.0 % |
| Vicar Provincial or its equivalent | 4 | 0.8 % |
| Councilor | 3 | 0.6 % |

| Pastoral Administrative Function | | |
|----------------------------------|-----|-------|
| Parish Priest | 3 | 0.6 |
| Parochial Vicar | 2 | 0.4 % |
| Guest Priest | 1.5 | 0.3 % |

Nota Bene:

- Teaching or professional experience at RST regardless of levels shall be considered in determining points for this standard. Every year of service is given an equivalent of 5 points (or 1%) for permanent and resident faculty and 2.5 points (or 0.5%) for guest faculty members.
- Teaching and other professional experience in other schools shall also be considered in determining total points attainable for this criterion. Every year of teaching or professional experience outside RST is given an equivalent of 5 points in ranking or two (2) years of experience outside is given an equivalent of one (1) year in RST.
- For teaching/professional experience in other schools/colleges/universities, only those that correspond to the present level being served by the faculty or higher (e.g. Graduate School) is valid for ranking purposes. This means that college, high school, and elementary experience outside could not be considered for ranking.
- Every two (2) years of practice of profession in industry (i.e. parish, mission stations, formation, evangelization-communication centers) regardless of the level is given an equivalent of one (1) year teaching experience in RST.
- Administrative experience such as being the president or vice president of any schools/colleges/universities or in industry which are valid for ranking are those related to the specialization/discipline one is teaching.
- For other professional experiences, evaluation will have to be made by the Committee on Ranking.



| 6. Research, Publications and Creative Works (total points not to exceed 75 points or 15%) | Points | Percentage |
|--|---------|------------|
| Published Scholarly Articles/Researches in journals | | |
| International Level | 5 pts | 1.0% |
| National/Regional Level | 4 pts | 0.8% |
| Local or Institutional Level | 3 pts | 0.6% |
| Published Book, Copyrighted, etc. for the last ten (10) years | | |
| Sole Author | 10 pts | 2.0% |
| Co-Author | 8 pts | 1.6% |
| Co-author (3 or more authorship) | 6 pts | 1.2% |
| Reviewer/Translator/Content Editor/Compiler | 4 pts | 0.8% |
| Institutional-approved workbooks, skills laboratory or manuals for the last ten (10) years (not to exceed 25 points or 5%) | 6 pts | 1.2% |
| Paper presented (not to exceed 25 points or 5%) | | |
| International Level | 5 pts | 1.0% |
| National/Regional Level | 4 pts | 0.8% |
| Local or Institutional Level | 3 pts | 0.6% |
| Undertaking Scientific Research/Project Study Submitted/Recognize /Approved Institutionally | 10 pts | 2.0% |
| Published/Acknowledged Literary Work (not to exceed 25 points or 5%) | | |
| Novels | | |
| International Level | 4 pts | 0.8% |
| National/Regional Level | 2 pts | 0.4% |
| Local or Institutional Level | 1 pt | 0.2% |
| Short Stories/Poems | | |
| International Level | 2 pts | 0.4% |
| National/Regional Level | 1 pt | 0.2% |
| Local or Institutional Level | 0.5 pts | 0.1% |
| Essay | | |
| International Level | 1 pt | 0.2% |
| National/Regional Level | 0.5 pt | 0.1% |

| | | |
|---|----------|-------|
| Local or Institutional Level | 0.25 pts | 0.05% |
| Articles in Newspaper, Update, RST Web, and the like (not to exceed 5 points or 1%) | 2 pts | 0.4% |
| Research Journal (one time application for ranking) (not to exceed 10 points) | | |
| Editor-in-Chief (per issue) | | |
| International Level | 4 pts | 0.8% |
| National/Regional Level | 2 pts | 0.4% |
| Local or Institutional Level | 1 pt | 0.2% |
| Editor Staff (per issue) | | |
| International Level | 2 pts | 0.4% |
| National/Regional Level | 1 pt | 0.2% |
| Local or Institutional Level | 0.5 pts | 0.1% |
| Statistician (per issue) | | |
| International Level | 1 pt | 0.2% |
| National/Regional Level | 0.5 pt | 0.1% |
| Local or Institutional Level | 0.25 pts | 0.05% |
| Online Courseware for the last ten (10) years (not to exceed 25 points or 5%) | | |
| International Level | 10 pts | 2.0% |
| National/Regional Level | 8 pts | 1.6% |
| Local or Institutional Level | 6 pts | 1.2% |

Nota Bene:

- Thesis and dissertation cannot be used as a research under item E (Undertaking Scientific Research/Project Study Submitted/Recognize/Approved Institutionally) because it is a requirement to earn a degree in Master's or Doctorate Level. On the other hand, thesis and dissertation can earn points under A (Published Scholarly Articles/Researches in journals).
- A research undertaken can earn points in different areas in this criterion. (e.g. The complete institutional research output can



earn 5 pts under E (Undertaking Scientific Research/Project Study Submitted/Recognize/Approved Institutionally), another 3 pts for presentation of the paper in a convention or alike, and another 3 pts if the paper will be published in research journal.)

- A copy of the research/article/creative work material/s should be included in the submission of the ranking application for documentation and verification purposes.
- Researches/Articles/Creative Works publications of the same content or title can only be used once.

Time Validity Free Areas

- Published Scholarly Articles/Researches in journals
- Paper presented
- Scientific Research/Project Study Submitted/Recognize / Approved Institutionally
- Published Acknowledge Literary Work

Applicable only for the last ten (10) years

- Published Book, Copyrighted, etc.
- Institutional-approved workbooks, skills laboratory or manuals
- Online Courseware
- Articles in Newspaper, RestlessHeart, Update, and alike are considered Time Validity Bound.

Sec 3. Specific Requirements for each Rank

6. Full Professor

- At least Ph.D or SThD degree holder
- At least five (10) years in any School of Theology teaching experience,
- With student evaluation of at least 4.2

- Complied with the minimum requirements based on the Faculty Ranking matrix (sec 4.).

7. Associate Professor II

- At least Ph.D or SThD degree holder
- At least five (9) years in any School of Theology teaching experience,
- With student evaluation of at least 4.2
- Complied with the minimum requirements based on the Faculty Ranking matrix (sec 4.).

8. Associate Professor I

- At least Ph.D or SThD degree holder
- At least five (8) years in any School of Theology teaching experience,
- With student evaluation of at least 4.1
- Complied with the minimum requirements based on the Faculty Ranking matrix (sec 4.).

9. Assistant Professor II

- At least Master's or licentiate degree holder
- At least five (7) years in any School of Theology teaching experience,
- With student evaluation of at least 4.1
- Complied with the minimum requirements based on the Faculty Ranking matrix (sec 4.).

10. Assistant Professor I

- At least Master's or licentiate degree holder
- At least five (5) years in any School of Theology teaching experience,
- With student evaluation of at least 4.0
- Complied with the minimum requirements based on the Faculty Ranking matrix (sec 4.).



Sec 4. Faculty Ranking Matrix

| CRITERION (MAX: 500 PTS) | RANK | | | | | |
|---|----------------------------------|-------------------------------------|--------------------------|---------------------------|----------------------|--|
| | ASSISTANT PROFESSOR I | ASSISTANT PROFESSOR II | ASSOCIATE PROFESSOR I | ASSOCIATE PROFESSOR II | FULL PROFESSOR | |
| Minimum Points | 350 pts | 380 pts | 405 pts | 420 pts | 440 pts | |
| Percentage | 70 % | 76 % | 81 % | 84 % | 88 % | |
| Educational Qualification (150 pts – 30 % max) | Master's Degree or Licentiate | Master's Degree or Licentiate | Ph.D/SThD | Ph.D/SThD | Ph.D/SThD | |
| Teaching Efficiency (100 pts – 20 % max) | 75 pts (15 %) | 80 pts (16 %) | 85 pts (17 %) | 85 pts (17 %) | 90 pts (18 %) | |
| Professional Growth (100 pts – 20 % max) | 65 pts (13 %) | 75 pts (15 %) | 80 pts (16 %) | 85 pts (17 %) | 90 pts (18 %) | |
| Institution and Community Service (75 pts – 15 % max) | 40 pts (6 %) | 50 pts (8 %) | 60 pts (9 %) | 65 pts (10 %) | 70 pts (11 %) | |
| Research, Publication & Creative Works (75 pts – 15 % max) | 0 Research Output | 1 Research Output | 2 Research Output | 3 Research Output | 4 Research Output | |

Article III: Benefits, Privileges, and Awards

Sec 1. Schedule of Salary and Honorarium

Salaries and honorarium are paid on a monthly basis. These are given five month for every semester. And given on the last scheduled of class meeting prior to the 30th of any given month. If the professor happen to be available is would given the following week. In moments of pandemic or other unavoidable circumstances when physical presence is impossible, payments will be sent through bank transactions.

Salary is given in full. Make-up classes are to be conducted by professors using online or virtual platforms or assign topics for readings and research commensurate to the time of necessary and unavoidable absences.

Salary increases are primarily based on professorial ranks. Moving up the ladder of faulty rank means an increase in salary. Likewise, adjustment of salary scale according to established ranks by the institution commensurate to salary increase.

Sec 2. Retirement and Benefits

Permanent and Resident professors are provided with a healthcard insurance from a third party provider approved by the institution. Guest professors may avail of the said benefit; however, they are to indicate their intention through a formal application.



Faculty members are entitled to a thirteenth-month pay as provided for by law and; from the institution, especially during Christmas season, a cash gift to be given not later than the last day of classes of December.

Faculty members, on the death of any direct blood relations, are entitled at least Php 5,000.00 as a form of benefit.

Permanent professors are entitled to the retirement program provided for by the Province of St. Ezekiel Moreno of the Order of the Augustinian Recollects.

Sec 3. Privileges

The institution takes responsibility in providing the necessary instructional media facilities needed by faculty members for classroom instruction. In times of pandemic, the institution will provide a particular online learning platform. However, professors are free to use other learning platforms of their convenience. When professors teach at RST, they will be fetched from their residence or desired place and after their teaching hours, they will be provided a ride back to their residence or location of immediate appointment.

A faculty member has free access to the use and services of the library and online resources. If they so needed, they may also avail of the email address of the institution.

Publication of researches with *Quaerens* the official publication of the institution entitles the professor with a pecuniary return as stipulated by the Research and Publication Office.

Permanent and resident professors may avail of financial help relative to their membership in professional groups and their attending of seminars for professional development. A formal communication addressed to the Rector is necessary.

Sec 4. Service Awards

A faculty member who has continuously served the institution consecutively for five (5), ten (10), fifteen (15), and twenty (20), and twenty-five (25) years of professorial services (i.e. on a semestral or

yearly basis) is given recognition. Provided that he has not committed any public misdemeanor.

The recognition will be awarded in one of the public exercises of the institution (e.g. commencement exercises, meetings and conferences and the like).

Incentives, financial and non-financial, form part of the award.

Sec 5. Doctoral Degree Scholarship Program Sabbatical Leave

1. Doctoral Scholarship Program

After a maximum of five (5) years of teaching at RFC, a resident professor is to take a doctoral program aligned to his licentiate degree. It is preferred that the study be at a Pontifical university or College accredited by Vatican. If he is on full-time studies, he is to finish the studies within 3-5 years. Other details of the said program are found in the Administrative Manual (Art VI., SEC 3, no. 10.)

2. Seminars, Conferences and Membership in Professional Groups

RST professors are encouraged to continuously attend and give seminars and conferences and be members of professional groups related to their field of specialization.

3. Sabbatical Leave

After eight (8) to ten (10) years of teaching at RST or any other theology centers of the Order, after the doctoral program, a religious may avail of a sabbatical leave for any one of the following purposes: Post Doctoral Studies, Research and Publication, Mission or Pastoral work, service in the educational apostolate of the province or other recollect provinces. Other details of the said program may be consulted from Administrative Manual Art VI. Sec 3, no.11).



Sec 6. Professor Emeritus Honor

A recognition of Emeritus status is given to professors who have served the institution for at least 15 years upon his declaration of intent to discontinue his professorial services due to advanced age, sickness and the like.

4. Procedure for the giving of the Emeritus Honor

- The Human Resource nominates to the school chapter the granting of the Emeritus Status,
- The School chapter deliberates the candidate's qualification on the basis of the following:
 - * Years of dedicated service to the institution,
 - * Preservation of Moral standards both in public and private life.
 - * Dedicated service to the mother church,
- Approval by simple majority of the members of the School Chapter,
- Confirmation by the BOT.

5. Benefits of the Professor Emeritus of the institution

- Access to library use and services,
- Inclusion in the listing of the institutions academic profile as emeritus faculty member,
- Raise of rank one step higher, if possible, but without equivalent financial remuneration,
- Participation in educational, social, cultural and spiritual activities of the institution,
- Spiritual benefits stemming from the spiritual activities conducted by the RST and RFC communities.

Education is the food of youth,
the delight of old age,
the ornament of prosperity,
the refuge and comfort of adversity,
and the provocation to grace in the soul.

--St. Augustine

