



UPV FACULTY CODE OF CONDUCT

Implementing Rules and Regulations



2017

**Ad Hoc Committee to Draft the Code of Conduct
for UPV Faculty Members**

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PREFACE

As faculty members of The National University, we are expected to behave responsibly in furtherance of our profession. This Code of Conduct serves as a guide for faculty members on how to conduct themselves in a responsible and professional manner in their various capacities inside and outside the University. This Code is based on the following documents:

- Revised University Code of the University of the Philippines (1975)
- UP System Code (2006)
- UP Diliman Code of Ethics for Faculty Members (1999)
- UP Diliman Faculty Manual (2003)

It is accompanied by the Implementing Rules and Regulations of the UPV Code of Conduct for Faculty Members, which contains the operational provisions, including the constitution of the standing Committee on Ethics, which, upon confirmation by the University Council, fosters the adherence and commitment to the Code.

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University of the Philippines Visayas

THE FACULTY CODE OF CONDUCT

PREAMBLE

The University of the Philippines is the national university, a public and secular institution of higher learning and a community of scholars, established to lead in setting academic standards and initiating innovations in teaching, research and faculty development in the philosophy, the arts and humanities, the social sciences, the professions and engineering, natural sciences, mathematics, and technology; and maintain centers of excellence in such disciplines and professions. The UP Visayas as a constituent university of the UP System supported by the Filipino people, must relate to the needs and aspirations of the people even as it pursues and finds abiding universal principles. It has the responsibility to ensure high academic standards in its primary functions of instruction, research and extension, public service and other activities supportive of its functions; protect and promote the professional and economic rights and welfare of its academic and non-academic personnel; provide opportunities for training and learning in leadership, responsible citizenship, and the development of democratic values, institutions and practice; serve as a regional and global university; and provide democratic governance in the University. It has the right and responsibility to exercise both institutional and individual academic freedom; maintain its commitment to national development and social responsibility; and take affirmative steps to ensure democratic access to education.

The University of the Philippines Visayas hereby adopts this Faculty Code of Conduct.

GENERAL PRINCIPLES

- A. Uphold the honor of the University of the Philippines Visayas, first and foremost;
- B. Pursue excellence in teaching, research and public service, and work continuously towards unique and distinctive leadership in higher education and development nationally and globally;
- C. Promote a strong sense of nationalism and enduring concern for social justice, gender sensitivity, cultural values, community welfare, and protection of the environment;
- D. Keep academic freedom inviolate in the performance of our roles and responsibilities as teachers and scholars with integrity, honesty, morality, creativity, propriety, fairness and devotion;
- E. Instill in our students the passion for learning, the discipline attendant to the pursuit of excellence, intellectual honesty, and respect for human dignity and welfare;
- F. Relate with our colleagues in the spirit of mutual respect, cooperation, camaraderie, and professionalism;
- G. Participate actively in the effective governance and institutional development of the University;
- H. Promote activities that are consistent with and reject all those that are in conflict with the interests of the University and that of our responsibilities as faculty members;
- I. Maintain honesty and fairness in our dealings with colleagues, students and with entities outside of the University; and
- J. Abide by the laws of the land and provisions of the Charter of the University and the University Code, as well as the lawful rules and regulations of the duly constituted authorities of the University System.

GENERAL PROVISIONS

Art. 1 Faculty members as Teachers

- Sec. 1 Faculty members shall uphold the primacy of teaching.
- Sec. 2 Faculty members shall continuously pursue and endeavor higher learning to update knowledge & upgrade skills.
- Sec. 3 Faculty members shall provide a nurturing environment and maximize learning through effective instructional skills and efficient class management.
- Sec. 4 Faculty members shall at all times uphold the integrity and dignity of the teaching profession.
- Sec. 5 Faculty members must be imbued with the values of honesty, efficiency, punctuality and prudence in the use of time and University resources.

Art. 2 Faculty members as Researchers

- Sec. 1 Faculty members shall pursue research with excellence, integrity, intellectual honesty, commitment and prudence in the use of University resources and those of the funding agency.
- Sec. 2 Faculty members shall inhibit themselves in participating or undertaking in research that is in conflict with the interests of the University.
- Sec. 3 Faculty members engaged in research shall consider the rights and welfare of the participants/subjects of the research.

Art. 3 Faculty members in Public Service

- Sec. 1 Faculty members shall pursue public service with excellence, integrity, commitment and prudence in the use of resources.
- Sec. 2 Faculty members shall not conduct public service activities that are in conflict with the interests of the University.
- Sec. 3 Faculty members shall engage in public service with humility, open-mindedness and respect for perspectives and ideas of others.

Art. 4 Faculty members and the University Administration

- Sec.1 Faculty members shall uphold the honor of the University and avoid discrediting the University by conduct discordant with its goals and principles.
- Sec. 2 Faculty members shall abide by the provisions of the Charter of the University and the University Code as well as the lawful rules and orders of the duly constituted authorities of the University System, UP Visayas and its Colleges.
- Sec. 3 Faculty members shall take part in the governance of UP Visayas.
- Sec. 4 Faculty members who are appointed as administrators shall exercise democratic leadership, practice objectivity and fairness towards their colleagues. They shall use their office in support of the goals of the University.
- Sec. 5 Faculty members shall respect the office held by duly constituted authorities and in turn expect to be given the respect as member of the academic community.

Art. 5 Faculty Members and Colleagues and other employees

- Sec. 1 Faculty members shall deal with their colleagues and other employees with respect, fairness and professionalism.
- Sec. 2 Faculty members shall endeavor teamwork through cooperation and collaboration anchored on trust, sincerity and mutual respect.

Art. 6 Faculty members and students

- Sec. 1 Faculty members shall deal with students with respect, fairness & dignity.
- Sec. 2 Faculty members shall not use their position and authority to take advantage of the student.
- Sec. 3 Faculty members shall maintain confidentiality of all information on students provided these are not prejudicial to the interests of the University.

Art 7 Faculty members and their relationships outside the University

- Sec. 1 Faculty members shall emulate and promote a strong sense of nationalism, i.e. safeguard Filipino sovereignty, and work for people's basic human and democratic rights, social justice and societal welfare.
- Sec. 2 A faculty member shall observe proper decorum and conduct oneself in a manner that will not put the University in a bad light.
- Sec. 3 A faculty member shall exercise harmonious personal/official relations, fair & honest dealings and transactions, with the community.

IMPLEMENTING RULES AND REGULATIONS

Art. 1 Faculty members as Teachers

- 1.1 Faculty members shall be conscientious in performing their teaching responsibilities and activities including course preparation, attendance in classes, correction of examinations, submission of grades, and adherence to the concept and conduct of the course.
- 1.2 Faculty members shall provide a class atmosphere conducive to learning and stimulate and guide students to think critically and work independently.
- 1.3 Faculty members should be available for consultation at least ten (10) hours a week during regular office hours.
- 1.4 Faculty members must achieve an overall Student Evaluation of Teachers (SET) Tool score of “good” or better each semester.
- 1.5 Faculty members shall keep abreast with knowledge related to his/her field of specialization.
- 1.6 Faculty members shall observe proper decorum, dress decently and avoid using discriminatory and vulgar language and gestures.

Art. 2 Faculty members as Researchers

- 2.1 Faculty members shall not engage in any form of plagiarism.
- 2.2 Faculty members shall present findings based on complete and actual results of research project conducted.
- 2.3 Faculty members shall disseminate research results with openness and commitment to the truth.

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- 2.4 Faculty members shall treat human subjects with dignity and shall not subject them to unnecessary pain, suffering, embarrassment or intrusion into their private lives.
 - 2.5 Faculty members shall ensure informed consent and confidentiality for the participants/subjects of the research.
 - 2.6 Faculty members shall treat all other non-human subjects of study in accordance with the guidelines on research ethics of the UP Visayas.
 - 2.7 Authorship shall be determined by the extent of participation, especially in the conceptualization and analysis of the work.
 - 2.8 The contribution of other members of the research team and the funding agency shall be appropriately acknowledged.
 - 2.9 Equipment and instruments used in the research shall become the property of the academic unit conducting the research, unless otherwise provided for in a memorandum of agreement with the funding agency.

Art. 3 Faculty members in Public Service

- 3.1 Faculty members shall conduct public service activities, such as trainings, technical assistance and others to the best of their abilities regardless of compensation.
- 3.2 Faculty members shall be proactive and initiate measures to address public concerns and provide benefits for the greater good in manners that are consistent with the University's policies and rules on public service and or limited practice of profession.

Art. 4 Faculty members and the University Administration

- 4.1 Faculty members shall not engage in activities with any other agency/office without proper permission from the University.

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- 4.2 No faculty member shall publish or discuss publicly any information not authorized for release for publication by the concerned offices.
 - 4.3. Faculty administrators shall deal with fellow faculty with objectivity and utmost impartiality.
 - 4.4. Faculty members shall extend their fullest cooperation and serve to the best of their ability in the performance of the assigned tasks, such as committee assignments, adviserships and others.

Art. 5 Faculty Members and Colleagues and other employees

- 5.1 Faculty members shall practice the following towards colleagues and other employees
 - 5.1.1 be sincere and respectful
 - 5.1.2 observe intellectual property rights
 - 5.1.3 subordinate personal interests to higher goals, and
 - 5.1.4 promote and foster goodwill even in the face of competition and confrontation.
- 5.2 Faculty members shall not publicly speak ill of their colleagues and other University employees.
- 5.3 Faculty members shall not publish, post, display or discuss publicly, including in social media/social networking sites, charges or complaints against any other member of the faculty, officer, or employee concerning his/her official duties or his/her private life or conduct.

Art. 6 Faculty members and the students

- 6.1 Faculty members shall deal impartially and fairly with students. They shall not discriminate against or favor them because of relationship by blood or affinity, social standing or benefits received.
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- 6.2 Faculty members shall not commit acts of immorality, sexual harassment or any form of discrimination.
 - 6.3 They shall not engage in financial transactions or in any activity that exploits students such as:
 - 6.3.1 dealing with any student involving money, or other valuable considerations which might have an influence on the scholastic standing of the student
 - 6.3.2 paid tutorials to any student enrolled in his college or school
 - 6.3.3 selling any book, outline, compilation, or syllabus, whether printed, duplicated or electronic, as a basis or required text book in any class for profit or gain.
 - 6.3.4. requiring activities such as field trips and immersions as part of the course for profit or gain.
 - 6.4 Faculty members shall discourage gift-giving and shall not exploit the services of students for personal gain.
 - 6.5 Faculty members shall not allow students to be taken advantage of by others.

Art. 7 Faculty members and their relationship outside the University

- 7.1 Faculty members shall emulate traits defined in the preceding sections, in their various roles and relationships in the larger community.
- 7.2 Faculty members shall always behave in accordance with the ethical standards established for Civil Servants.

Art. 8 Appointing Authority

- 8.1 The Chancellor shall be directly responsible for the implementation of the policy on Code of Conduct
- 8.2 The Chancellor shall appoint the members of the Committee on Ethics from a list provided by the College Deans. For each School or College, the Dean shall recommend two (2) full-time faculty members, one member and the other as alternate.
- 8.3 The University Council shall confirm the members of the Committee on Ethics.

Art. 9 The Committee on Ethics

- 9.1 The Committee on Ethics is a fact-finding body that determines whether complaints filed with the committee are to undergo formal hearing or are to be dismissed for lack of probable cause of violation of the Code of Conduct.
- 9.2 The committee shall be under the University Council with the Office of the University Registrar serving as its secretariat.
- 9.3 The Committee shall consist of a total of five members, with one representative from each College of the University. Each member should be members of the University Council.
- 9.4 The members of the Committee shall serve for a period of three years. Should a position be vacated before the term expires a replacement is to be appointed to serve the remainder of the term. Should a member inhibit oneself, the alternate from the same College is to serve as member only for the period that the particular complaint is being reviewed.

Art. 10 Procedures

10.1 Complaint

- 10.1.1 Fact-finding proceedings may be commenced against any member of the faculty of the University by filing specific written charges with the Committee on Ethics, either directly or through channels.
- 10.1.2 A formal written complaint requires that the complainant be willing to identify the respondent for the fact-finding proceedings to commence. A formal charge shall be filed only on a subscribed sworn complaint. Complaint procedures must conform to the principles of due process.

10.2 Answer

- 10.2.1 Unless a different period is indicated in the notice issued by the Committee, the respondent shall be given not less than forty-eight (48) hours after receipt of the complaint to answer the charges in writing.
- 10.2.2 Failure to file an answer or to appear in the proceedings shall be construed as a waiver to present evidence on his or her behalf.

10.3 Fact-finding Proceedings

- 10.3.1 Fact-finding proceedings shall commence not earlier than two (2) days nor later than five (5) days from the date of receipt of the respondent's answer or complainant's

reply, if any, and shall as far as possible be concluded within ten (10) days from filing of the charges.

10.3.2 The Committee shall prepare a report on its decision within three (3) days after the conclusion of the fact-finding proceedings, after which the complainant and respondent shall be informed, and the report and its recommendations submitted to the Chancellor

10.3.3 All proceedings had before the committee shall be set down in writing by a competent documenter and shall be confidential. Any disclosure of matters related to the proceedings shall subject the offender to disciplinary action.

10.3.4 Should the Committee find probable cause of violation of the Code of Conduct, the Chancellor, upon the recommendation of the Committee, shall appoint a body (i.e., Administrative Disciplinary Tribunal) to formally hear and decide on the case no later than seven (7) days from submission of the Committee report.

10.4 Preventive Suspension

10.4.1 On the recommendation of the Committee on Ethics, the Chancellor may suspend any faculty member for not more than ninety (90) days pending an investigation, if the charge is for grave misconduct and the evidence of guilt is strong which would warrant the respondent's removal from the office.

10.4.2 If the case against the faculty member under preventive suspension is not finally decided within a period of ninety (90) days after the date of suspension, respondent shall be automatically reinstated in the service: Provided, that if the delay in the disposition of the case is due to the fault, negligence or petition of the respondent, the period of the delay shall not be counted in computing the period of suspension.

10.5 Effectivity

These Implementing Rules and Regulations shall take effect fifteen days (15) upon approval of the University Council and upon issuance of a memo from the Office of the Chancellor.

FLOW OF PROCEDURE

Complaint filed



Respondent furnished copy of complaint
Given at least 48h to respond



Ethics Committee reviews
assisted by OLS
concluded w/in 10days of complaint



without probable cause



Recommendation for dismissal
submitted to Chancellor
w/in 3 days of completing review



With probable cause



Report/recommendation
submitted to Chancellor
w/in 3 days of completing review



Chancellor appoints ADT
w/in 7 days of receiving report



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