

UP Teaching Assistantship (Teaching Fellows and Teaching Associates) Program
(Revised 1349th BOR, 2019 Nov 28)

The UP Teaching Assistantship (Teaching Fellows and Teaching Associates) Program at the UP System approved by the Board of Regents in its meeting on April 2015 is now on its third year of implementation which started in AY 2015-2016.

The program took in eighty-four (84) Teaching Associates and eleven (11) Teaching Fellows from AY 2015-2016 to AY 2018-2019. These assistants have been instrumental in reducing the teaching load of the faculty giving them more time to conduct research or pursue post-graduate studies.

Rationale:

While the existing scheme for Teaching Associates and Teaching Fellows allows departments or colleges to hire non-regular academic personnel as the need arises, the proposed establishment of Teaching Assistantships recognizes the need to yet improve the supply side. It aims to give the finest students of UP the opportunity to share their knowledge and skills through teaching even while they are studying. It also aims to ease the process of hiring staff who can teach or assist in teaching (lecture and laboratory courses). As the quality of the supply increases and the process becomes easier, the demand should also increase. This is envisioned to result in more departments making use of teaching assistants to unload their regular faculty members of teaching duties.

Teaching Assistants are either Teaching Associates (TAs) –master’s students, or Teaching Fellows (TFs) - PhD students, who are pursuing their studies half-time and are teaching half-time. They are postgraduate student scholars and not contractual employees of the university. It is the program of the university that provides financial support for postgraduate studies.

Goals and Objectives:

1. to encourage outstanding baccalaureate graduates to pursue graduates studies (Masters and PhD) in the university
2. to increase the number of postgraduate students in the university
3. to encourage baccalaureate graduates identified to have good teaching, communication, research and creative skills to pursue academics in the university
4. to serve as the training ground for good teachers and researchers/creators in the university
5. to contribute to reducing the teaching load of faculty in the university

Eligibility, Documentation Requirements and Selection Process:

1. Outstanding baccalaureate graduates of UP (honor graduates or those who belong to the upper 10% of a graduating class) (transcript of records or true copy of grades).
2. Outstanding current postgraduate students of UP (belonging to upper 10% of the degree program in the last 5 years; may have completed baccalaureate degree in UP or other leading SUCs or HEIs; still in the course work stage, not in the thesis or dissertation stage of postgraduate studies, with exceptions allowed with strong justification) (true copy of grades, certification letter from postgraduate program adviser endorsed by unit head).
3. With outstanding teaching, communication, research and creative skills (letter of recommendation from 2 teachers in 2 undergraduate and/or graduate courses endorsed by unit head).

4. For baccalaureate graduates, qualified to enroll in a postgraduate degree program in the university (letter of acceptance or conditional acceptance to a postgraduate degree program of the university from the chair of the postgraduate committee endorsed by the unit head).
5. The TA/TF application form is completed and signed endorsed by the unit head, Dean, Vice-Chancellor for Academic Affairs and Chancellor.
6. The OVPAA shall make a call for applications for TA/TF at the beginning of every semester with a deadline for submission of applications at the middle of the semester. Teachers and mentors are encouraged to identify or handpick prospective TA/TF applicants and persuade them to apply for TA/TF support.
7. The UP System through the OVPAA shall act on TA/TF applications based on merit, pro-rated support for the CUs and availability of funds.
8. OVPAA shall announce TA/TF scholarships at the end of a semester. The TA/TF can commence postgraduate studies and teaching the following semester or summer.

Terms of Reference:

1. The TA/TF shall assist the Faculty-in-Charge/teaching mentor for a minimum of six (6) Teaching Assistantship units (TA units) and enroll in postgraduate courses of six (6) (maximum of 9) units per semester. Should the TA units fall below the minimum required, the stipend will be given at a pro-rata based on the TA units.
2. The TA/TF may be given supervised teaching duties for undergraduate classes except GE courses as these should be handled by special GE teachers.
3. The Teaching Assistantship Program is a fulltime activity and the TA/TF should not be occupying a position in UP or another institution while in the program.
4. The TA/TF will not be given faculty load but will be allowed to teach/assist in classes with a faculty mentor (Faculty-in-Charge) who will have command responsibility of the class. The Faculty-in-Charge will be given a faculty load commensurate to his/her involvement in the class.

If the TA/TF will be allowed to teach the class, there should be consultation between the TA/TF and the Faculty-in-Charge on the giving of grades. The Faculty-in-Charge of the class will be the one signing the Official Report of Grades.

The Faculty-in-Charge will not claim the teaching units of the TA/TF classes he/she supervises in his/her Faculty Service Record (FSR). A notation of the classes that the faculty supervises (where a TA/TF is assigned) in the FSR can be indicated but only the appropriate teaching credits should be assigned. Overload pay should not be given to a Faculty-in-Charge who does not share in the actual teaching of the class.

The name of the Faculty-in-Charge will be the one reflected in the schedule of classes however, if the TA/TF will be doing supervised teaching, his/her name should also be reflected as the TA/TF of the class.

5. The specific teaching tasks and responsibilities of the TA/TF will be determined by the unit. The TA/TF may give lectures or conduct laboratory classes under the supervision of the Faculty-in-Charge. The TA/TF may be given other assignments e.g., handling of discussion groups, checking of exams or preparation of materials, etc. These other assignments may be given corresponding TA units.

6. In the thesis or dissertation stage, the amount of TA units assigned to the TA/TF is recommended by the unit to the OVPAA however, the stipend to be given will also be pro-rated.
7. The TA/TF is assigned a postgraduate program adviser (and eventually a thesis or dissertation adviser) in the unit who may be the same as the teaching mentor.
8. One month after the end of every semester, the teaching mentor and postgraduate program (and/or thesis/dissertation) adviser, signed by the unit head and CU officials, submit a teaching performance evaluation and postgraduate studies progress report of the TA/TF to the OVPAA, with a recommendation (or not) to continue the scholarship. Further, the unit recommends the amount of TA units in the subsequent semester. Should the unit decide not to give TA units to TA/TF on thesis or dissertation stage, the TA/TF will continue to receive a waiver of tuition fee and other school fees but there will be no stipend.
9. A contract will be signed between the TA/TF, the unit head and CU officials, and OVPAA stipulating the Terms of Reference of the scholarship.
10. A TA is provided a monthly stipend equal to the salary of Instructor 5 and the TF with a monthly stipend equal to the salary of Assistant Professor 1 if they will render six (6) TA units.
11. Funds for the grant of the TA/TF will be 50% from the CU and 50% from the System.
12. Other benefits are as indicated in the BOR-approved TA/TF enhancement program:
 - Stipend, no Withholding Tax
 - Teaching Associate: equivalent to Instructor 5 (SG 16-3)
 - Teaching Fellow: equivalent to Assistant Professor 1 (SG 18-1)
 - Scholarship: Tuition and Matriculation Fee Waiver
 - Book Allowance: PhP 10,000.00 per year
 - Will be given priority for the COOPERATE sandwich program for TA/TFs conducting their thesis or dissertation but will no longer receive a stipend
13. TAs/TFs at the thesis/dissertation stage are encouraged and trained to write grant proposals to support their projects.
14. TAs/TFs are required to undergo regular training to further improve their teaching and communication skills.
15. There is no assurance that after the TA/TF completes the postgraduate degree, that s/he will be hired as faculty in the unit. The TA/TF will be asked to pursue the regular faculty application process.
16. The TA receives support from the University for a maximum of 4 years of master's studies, after which upon the recommendation of the unit, unless otherwise justified, the financial support is cut in half. The TF receives support from the University for a maximum of 6 years of PhD studies, after which upon the recommendation of the unit, unless otherwise justified, the financial support is cut in half. All means and measures should be pursued by the unit to ensure that the TA/TF complete his/her postgraduate studies.

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