

POLICY ON CONSULTANCY AND OTHER EXTERNAL ENGAGEMENTS

FOR FACULTY AND ACADEMIC MANAGERS

The following policy sets the terms for professional engagement outside of FEU for faculty and academic managers. It is intended to ensure that the faculty and administrators of FEU are able to maintain a good equilibrium between their three roles and to ensure that FEU instruction, research, and extension work retain its integrity and be at its best at all times.

DECLARATION OF PRINCIPLES

An educator, especially one in higher education, has three duties: teaching, research and extension. FEU recognizes the importance of all three and recognizes that engagement in any one enriches the practice of the other two. Although FEU provides opportunities for teaching, research, and extension to its faculty and administrators, it also recognizes that there are opportunities for these three activities outside of FEU and, in the case of extension and sometimes in research, it is actually even preferable that it be pursued outside of FEU. FEU, however, values balance and asserts that the pursuit of any one of the three, whether within or outside FEU, must never be done to the detriment of the other two.

COVERAGE AND DEFINITIONS

Teaching is an activity that involves the imparting of knowledge or the creation of situations where knowledge is created to students during a specific term and the formal assessment and evaluation of these students either periodically during the term or at the end of the term. Teaching that is not voluntary involves the acceptance of a salary for a specific term.

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Teachers with a part time load should accomplish the Declaration of Teaching Load Outside FEU and should not have more than thirty units during the regular semester and nine units during the summer semester.

FEU administration reserves the right to investigate its faculty's part-time employment and reserves the right to compel the faculty to disengage if necessary.

Review. Lecturing for the purposes of reviewing students for a board exam is allowed by FEU. This, however, must be done when the faculty or administrators have no classes or work.

Tutorials. Acceptance of tutorial arrangements is allowed for non-FEU students and should be conducted outside of FEU premises. The tutoring of any FEU student by any FEU faculty or employee is strictly disallowed. Tutoring is different from consultation with students. Consultations with students outside of the classroom are part of a Faculty's duties. Faculty are expected to provide guidance to individual students who may have additional questions or clarifications about the course. Faculty are expected to provide this guidance professionally and without the expectation of additional compensation or favours.

Consultancies. FEU sees consultancies as evidence of expertise in one's field and considers it an important part of extension services. FEU values the importance of consultancies when the impact of the consultancy is wide in scope. Consultancies for government agencies or multilateral agencies such as CHED, DepEd, NCCA, CCP, DOST, DOH, UNESCO, UNICEF, World Bank, and the like are assigned points in its ranking system. Faculty and administrators must prioritize their university duties above all other work engagements. They must ensure that their work for their consultancies do not interfere with their obligations to FEU.

FEU encourages even small-scale consultancies such as giving lectures, judging contests in their field of expertise, facilitating workshops, acting as resource persons for current events programs, etc. as it provides its teachers and administrators opportunities to hone their skills. Classes should not be missed when faculty give talks, lectures, and workshops. If, however, there is a conflict between the lecture, talk or workshop and the class, the faculty should apply for a leave and should provide for work for the classes during their absence.

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Participation in Research Projects contracted by agencies outside of FEU is encouraged by FEU provided that the research is aligned to the Faculty's field of specialization. Faculty and administrators must prioritize their university duties above all other work engagements. They must ensure that their work for their research projects do not interfere with their obligations to FEU.

ALLOTTED TIME FOR OUTSIDE ENGAGEMENT

FEU will allow its Faculty and Academic Managers to devote up to ten hours a week to teaching, review work, tutorials, consultancies, and research outside FEU.

DECLARATION OF OUTSIDE ENGAGEMENT

FEU Faculty and Administration should submit their Declaration of Outside Engagement within the first month of every semester to the Academic Affairs Office through their respective units. The accomplished Declaration of Outside Engagement form should indicate all teaching outside FEU, participation in review classes, tutorials, consultancies, participation in research projects contracted by agencies outside of FEU, ownership of or interests in enterprises and organizations other than FEU, lectures, judging of contests, talks, facilitation of workshops, etc. of the previous semester.

For teaching outside of FEU, approval by the FEU President of the teaching engagement should be attached. For consultancies, details of the consultancies should be included. The Professional Services Contract for these consultancies should be attached to the form. The Professional Services Contract should include the terms of reference for the project, job description, scope of work, and start and end date of the project. For participation in research projects contracted by agencies outside of FEU, details such as the nature of the project, funding agency, other researchers involved, etc. should be included. For ownership of or interests in enterprises and organizations other than FEU, details about the faculty's or administrator's involvement in its operations or management should be included.

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FEU will ensure that the university duties of the faculty and administrators involved in outside engagements are prioritized and that the commitments to the university take precedence over commitments to these other engagements. It also has to ensure that there is no conflict of interest, conflict in time, disclosure of trade secrets, and abuse of FEU authority. FEU administration will protect the faculty's and administrators' rights to participate in outside engagement as long as these engagements are legal and done with legal entities. FEU, however, reserves the right to investigate its faculty's and administrators' outside engagements and reserves the right to compel the parties concerned to disengage if necessary.

Should there be concerns about any outside engagement, an ad hoc committee may be constituted by the President to investigate the matter.



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