Research and Creative Work (RCW) Faculty Appointment: Revised Policies and Guidelines

1. Qualification

An applicant for a Research and Creative Work (RCW) Faculty appointment must have a doctorate degree, have a full-time appointment, hold a rank of at least Assistant Professor, and have a solid track record in research and publications, particularly articles published in journals indexed by Scopus.

An incoming faculty member may be hired and, as part of the hiring process, apply for RCW Faculty appointment, on condition that the applicant has a doctorate degree, will have a full-time appointment, will hold a rank of at least Assistant Professor, and have a solid track record in research and publications, particularly articles published in journals indexed by Scopus.

The chair or head of the department, program, or unit as well as the dean of the School to which the applicant is or will be affiliated must consent to the applicant’s appointment as RCW Faculty.

2. Concurrent Administrative Position

A faculty member in the Loyola Schools who holds an administrative position with a load equivalent to at most 20 percent (or 6 units) of the total load for the year is eligible to apply for RCW Faculty appointment. At the Ateneo Professional Schools (APS), the comparable proportion shall apply.

3. Length of Appointment

A qualified faculty member is eligible for a minimum appointment of one year as RCW Faculty, with a maximum appointment of two years. The appointment as RCW Faculty is renewable, contingent upon the successful fulfilment of the expected output.

For faculty members who are hired at the outset as RCW Faculty, the initial appointment as RCW Faculty is for one year. After the successful completion of the first year as RCW Faculty, the faculty member can apply for a two-year appointment as RCW Faculty.

4. Expected Output

The holder of an RCW Faculty appointment is required to produce every year a minimum of two to three manuscripts (depending on the faculty member’s research program) submitted to Scopus-indexed publications. The RCW Faculty is expected to be the sole or lead author of two of these annual submissions. In case of a third submission, the RCW Faculty need not be the lead author.
The acceptable publications are journal articles, review articles, papers in conference proceedings, books, and book chapters all of which must be published in Scopus-indexed publication outlets.

The recipient of an RCW Faculty appointment is expected to submit a midterm progress report and a terminal report. The submission of a funding proposal for external or internal funding is desirable.

5. Teaching and Administrative Load

The holder of an RCW Faculty appointment is expected to devote 20 percent of the annual load to either teaching or administration. In the Loyola Schools, this proportion of the annual load is equivalent to 6 units. For faculty members with no administrative load, the 6 units shall be devoted to teaching. Faculty members with an administrative load of 6 units are not expected to be assigned any teaching loads. In case the administrative position is equivalent to 3 units per year only, the remaining 3 units shall be devoted to teaching. In the Ateneo Professional Schools, the comparable units shall apply.

If feasible, the RCW Faculty member will be provided with a teaching assistant freely provided by the School.

6. Research Load

The holder of an RCW Faculty appointment has an RCW load that amounts to at most 80 percent of the total load for the academic year. In the Loyola Schools the research load is equivalent to at most 24 units per academic year. In the Ateneo Professional Schools, the comparable units shall apply.

7. Other Faculty Responsibilities

The holder of an RCW Faculty appointment is expected to perform the other duties and responsibilities expected of faculty members of the Ateneo de Manila University, such as attendance in department meetings, membership in committees, and participation in the general life of the University community.

8. Postretirement Appointments

Faculty members who are on postretirement appointment are eligible for a one-year appointment as RCW Faculty, renewable on an annual basis. For those who have not reached 66 years of age the expected output is the same as for other RCW Faculty holders.

Faculty members who are on postretirement appointment and have reached 66 years of age can have an RCW load of 50 percent of the total load per academic year (15 units in the Loyola Schools). The expected output is one manuscript submission to a Scopus-indexed publication, with the RCW Faculty expected to be the sole or lead author of this manuscript. However, such faculty members may apply for a research grant that can provide additional units of research load up to a maximum of 50 percent of the total load for the academic year, with the research grant having an expected output distinct from that of the RCW Faculty appointment.

9. Application Requirements

When the call for applications is issued, interested faculty members may apply by submitting a completed application form, a detailed research program or set of activities for the desired
period of appointment, and any documents related to internal research grant applications or external funding support.

10. Procedures for Review

The University Research Council deliberates on applications for RCW Faculty appointments. The URC’s recommendations are presented to the President for final approval.

Once an application has been approved, the faculty member is informed of the decision and signs a Conformé Form, which specifies the deliverables.

11. Effectivity

Upon the approval of the University President, these university-wide guidelines shall take effect starting in Academic Year 2020–2021.
# Research and Creative Work (RCW) Faculty Grant

**Application Form**

<table>
<thead>
<tr>
<th>Total Research Load Requested:</th>
<th>Proposed Beginning Date:</th>
<th>Proposed Completion Date:</th>
</tr>
</thead>
</table>

**PropONENT:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Rank</th>
<th>Department/Program</th>
<th>School</th>
<th>Email Address</th>
<th>Contact No.</th>
</tr>
</thead>
</table>

**Title of Research Project/Program:**

**100-word Project Summary:**

**Expected output:** Tentative title of manuscripts and target publication outlets [list complete name of target indexed journal/serial or name and address of book publisher]

For each publication outlet, indicate if it is indexed by Scopus, ISI/Web of Science, or other indexing service.

**How innovative is your research program or the expected output?**

**Is there any individual or group collaborating with you on this project?**

- Yes
- No

If yes, please specify and indicate the type of collaboration or expected contribution of the other party to this work.

**Has any part of your research program been submitted to a funding agency?**

- Yes
- No

If yes, please indicate:

<table>
<thead>
<tr>
<th>Agency:</th>
<th>Amount:</th>
<th>What proportion of your research program is supported by a funding agency?</th>
</tr>
</thead>
</table>
Please list the titles of University/LS/School-funded research projects in the last three years and indicate their status:

<table>
<thead>
<tr>
<th>Titles of Internally-funded Research Projects</th>
<th>Duration</th>
<th>Budget</th>
<th>Status</th>
</tr>
</thead>
</table>

Please list externally-funded research projects in the last three years and their status:

<table>
<thead>
<tr>
<th>Titles of Externally-funded Research Projects</th>
<th>Duration</th>
<th>Budget</th>
<th>Status</th>
</tr>
</thead>
</table>

During the period applied for as RCW Faculty, list the (projected) number of units of teaching and research per semester/intersession:

<table>
<thead>
<tr>
<th>Y1: Intersession</th>
<th>Sem 1</th>
<th>Sem 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Y2: Intersession</td>
<td>Sem 1</td>
<td>Sem 2</td>
</tr>
</tbody>
</table>

School/Department research and creative work thrust to which the study fits

Are students going to be involved in your research project/program?  □ Yes  □ No

If yes, please indicate the following:

<table>
<thead>
<tr>
<th>Name(s)</th>
<th>Year level</th>
<th>Part of thesis?</th>
<th>Describe the nature of their contribution:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Yes  □ No</td>
<td></td>
</tr>
</tbody>
</table>

Additional information or comment pertinent to the project (e.g., relationship of proposed project to career development):

Proponent’s Signature: [type in name and email address and affix e-signature]  Date

TO BE ACCOMPLISHED BY THE DEPARTMENT/PROGRAM CHAIR:

Please comment extensively and candidly on the proposed project in terms of the: (a) quality of the work proposal; (b) significance to the development goals of the proponent(s); (c) status of proponent(s): permanent or non-permanent? (If the latter, indicate chances of permanency); (d) other information that can help the URC evaluate the proposal.

Signature of Department/Program Chair [type in name and email address and affix e-signature]  Date

TO BE ACCOMPLISHED BY THE DEAN:

Please comment extensively and candidly on the proposed project in terms of the: (a) quality of the work proposal; (b) significance to the development goals of the proponent(s); (c) status of proponent(s): permanent or non-permanent? (If the latter, indicate chances of permanency); (d) other information that can help the URC evaluate the proposal.
SUBMISSION REQUIREMENTS:
The complete application package shall include the following (please check items submitted):
- Completed Application Form (this form; downloadable from aifis.ateneo.edu/AIFIS/downloads)
- Complete and detailed research program proposal
- Completed LS Scholarly Work grant proposal (if proponent is also applying for this grant)
  (see guidelines posted on aifis.ateneo.edu/AIFIS/downloads)
- Two-page curriculum vitae of the proponent (The CV should indicate the proponent’s educational attainment; research output relevant to the proposed project; research output on other topics; and any other training undergone relevant to the proposed project. Also indicate if listed publications are indexed in Scopus or Web of Science/ISI)
- Budget Template (downloadable from aifis.ateneo.edu/AIFIS/downloads)

Please submit the electronic copies of the required documents to urc@ateneo.edu (attention: Ian Bondoc).