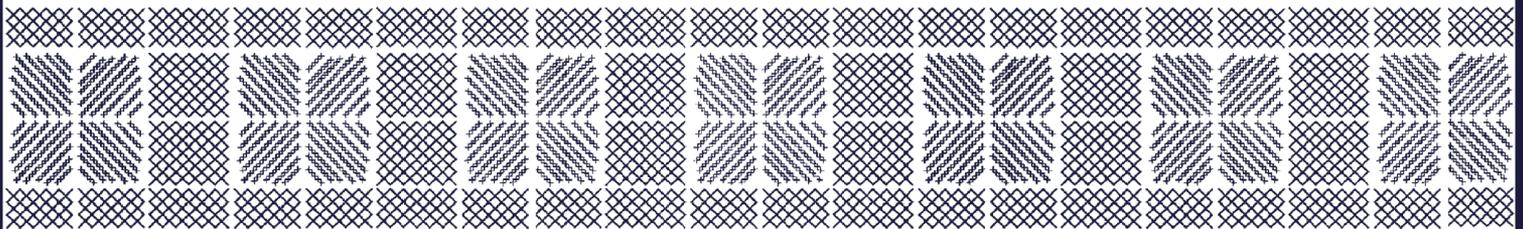




GENERAL GUIDANCE

**ON HOSTING INTERNATIONAL
VISITING PROFESSORS AND LECTURERS**





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General Guidance on Hosting International Visiting Professors and Lecturers

I. INTRODUCTION

The following guidelines are provided to assist the Ateneo de Davao University community in hosting foreign academic professionals invited or commissioned to offer their services as an international visiting professor or lecturer in the University within a set duration.

These roles have local counterparts, meaning visiting professors and lecturers from within the country are regularly hosted in the University. These guidelines, however, are for the instances where visiting professorships have visa and other immigration implications. The Ateneo Internationalization for Mindanao (AIM) Office hopes to centralize international concerns and assist in the corresponding processes for these global linkages.

Currently, titles for visiting professors and lecturers are used interchangeably with minimal distinction. Visitors who teach are called ‘fly-in professors’ regardless of whether they are from within or outside of Mindanao, or from abroad. For this particular set of guidelines, the term ‘professor’ is reserved for hired faculty whose services have long-term implications, while ‘lecturer’ is for guest teachers whose compensation is not processed via a payroll and whose services are either voluntary or commissioned for the short-term (couple of days to a month). Visiting professorships are awarded by the University President following the process of nomination and endorsement of the academic units.

Hence, the guidelines shall utilize the following definition of terms:

1. International Visiting Professor (IVP)

Terms of Service

An International Visiting Professor is an accomplished foreign academic that bears a ‘professor’ title in his/her home university in any of the following variety: associate/assistant professor, full/senior professor, or as professor emeritus/emerita. The Visiting Professor may be pursuing a postgraduate degree or is doing postgraduate research; is working as faculty of a partner HEI; or is retired or under sabbatical—who, by formal contract or through institutional memorandum of agreement (MOA), is **hired** by ADDU to be a part-time or full-time member of a department in the college faculty. This means they have teaching loads and grading responsibilities.

Duration Visa Implications

International visiting professors arrive with a Temporary Visitor Visa or a 9A Visa (known more commonly as the tourist visa). IVP services should last for at least 3 to 6 months for the short-term, and 7 months to a year, for the long-term. With the help of AIM, Short-term IVPs must acquire a **Special Work Permit (SWP)** from the Bureau of Immigration (BI), while the long-term IVPs must convert their tourist visa into a Pre-arranged Employment Visa, also known as the **9G Visa** (work visa).

2. International Visiting Lecturer (IVL)

Terms of Service

An International Visiting Lecturer is an accomplished foreign academic professional pursuing a postgraduate degree or is doing postgraduate research; is working as faculty of a partner HEI; or is retired or under sabbatical—who, by formal invitation and endorsement, functions as a guest lecturer in a couple of class sessions under a specific academic department. ILVs are **not hired**, but are eligible to receive honorarium, depending on the general intention of the host department. They may act as assistant professors but they do not have teaching loads and formal grading responsibilities.

Duration and Visa Implications

IVLs may be hosted for a couple of days to 2 months under a tourist visa. IVL arrangements that go beyond one month are subject to a tourist visa extension with the BI. The process of extension will be facilitated accordingly by AIM.

3. International Exchange Professor (IEP)

Terms of Service

An International Exchange Professor is someone from a foreign partner HEI who shares the basic functions of an International Visiting Professor, only that he/she is **not hired** by ADDU. Their presence is a result of a “faculty exchange” stipulation in a MOA, which means they are still part of the faculty of their home institution, and is therefore receiving compensation from there. Their inbound service requires an equivalent outbound professor from ADDU to fulfill the exchange.

Duration and Visa Implications

Exchange Professors, like IVPs, must also serve for at least 3 to 6 months for the short-term, and 7 months to a year for the long-term. But unlike IVPs, they are only eligible for a **Special Work Permit (SWP)**, and not a 9G visa from the Bureau of Immigration. The process of SWP acquisition and extension will be facilitated accordingly by AIM.

4. International Resource Person (IRP)

Terms of Service

International resource speakers or resource persons should not be interchanged with visiting lecturers. Resource speakers function within events and extracurricular activities. They are not hired but rather are treated as a guest of the University.

Duration and Visa Implications

Resource speakers from abroad can come with tourist visas. Their engagements do not have visa extension implications.

These distinctions between International Visiting Professors (IVPs), International Visiting Lecturers (IVLs), International Exchange Professors (IEPs), and International Resource Persons (IRPs) are summarized accordingly in this table, in terms of their service and corresponding implications for visa:

Duration and Visa Implications		Voluntary / Commissioned	Hired
less than 1 month (no visa extension)		IVL & IRP	-
2 months (tourist visa extension)		IVL	-
short term: 3 to 6 months (visa extension & SWP)		IEP	IVP
long-term: beyond 6 months to a year	(visa extension & SWP extension)	IEP	-
	(visa extension & visa conversion to 9G)	-	IVP

This document will, therefore, break down the steps for the following processes concerning AIM and the international visitors' immigration concerns:

- Approval and Institution of International Visiting Professorships
(with small variations for hosting International Exchange Professors from Partner HEI's)
- Tourist visa extension for International Visiting Lecturers

II. MECHANISM FOR APPROVAL AND INSTITUTION OF INTERNATIONAL VISITING PROFESSORSHIPS

1. Approval of the Personnel Request Form (PRF)

Since IVPs have hiring implications, the process will start with the accomplishment of the Personnel Request Form (PRF). The academic departments must express their need for international visiting professors and have it approved. Approved PRFs are equivalent to slots available for new hires, ensuring that the University has confirmed its capacity to accommodate IVPs for the academic units. This also informs the Human Resource Management and Development Office (HRMDO) of the department's intent to bestow visiting professorships, which allows the office to make the necessary preparations for hiring. PRFs do not apply to Exchange Professors, since they will not be amalgamated into the faculty.

The PRF is accessible online through Klippert. The page will require the following details:

Cluster/School/Unit	[Enter corresponding cluster/department/school]
Job Title	International Visiting Professor
Employment Start and End Dates	Note: Please consider the minimum duration for IVPs which is for more than 2 months. Hiring IVPs for less than two months might not accommodate the time it takes to secure a SWP from the Bureau of Immigration.
Employment Status	Note: The assumption is that the IVP will function as a part-time faculty member, but otherwise, the following options are also available: <ul style="list-style-type: none"> - Part-Time - Full-Time - Substitute - Probationary - Contractual - Project-based
Justification for Request	<ul style="list-style-type: none"> - Addition to Department/Unit/School - Replacement - Renewal - Extension
Justification	[In narrative form] <p>Note: It might help to quote interventions from the University Strategic Plan to support the motivation of hiring foreign academics as professors.</p>
Number of employees requested	[Enter a reasonable number with a good projection of how many slots you might want to dedicate to IVPs]
Salary charged to	[Corresponding DCB]
Add Qualifications	[Add the IVP's educational background, degree, and trainings/experiences]
Brief Statement of Duties and Responsibilities	[In narrative form, clearly stated to later be reflected in the Service Contract.]

The approval chain for PRFs is extensive. It requires approval from the Assistant Dean, the Dean, the Academic Vice President (AVP), the HRMDO, the Finance Department, and the Office of the President. To allot enough time for approval and for the other steps, kindly make sure to submit your entries as early as two months prior to the arrival of the visiting professor or the beginning of service. Since prospective IVPs may present themselves available at any point of the year, it is best to submit the PRF two months prior to the beginning of an academic year.

2. Formal Invitation of the International Visiting Professor

IVPs may be invited personally by the dean and other academic heads, or nominated accordingly by a partner institution in accordance with a memorandum of agreement (MOA) that subscribes to visiting professorships. Either way, the invitation or the endorsement must come from the host department, and the general scope of service of IVPs must be met. The departments are free to send their own invitation and negotiate their terms.

As for International Exchange Professors, the MOAs are usually general, indicating mutual commitment to an “exchange of professors, scholars, and researchers,” or other “activities that promote academic collaboration and cooperation.” In this case, AIM will facilitate the process of nomination from the partner institution and the conditions of placement with the host department. IEPs also have contract implications, but they are not as extensive as the IVPs since the arrangement does not include employment.

It is also in this stage of correspondence that upon the visiting professor’s confirmation, the departments are to ask for his/her credentials and other supporting documents, namely the IVP’s: curriculum vitae (CV), transcript of record (TOR), diploma, and other applicable certification and licenses. These documents are crucial to the next step which is endorsement.

3. Endorsement and Approval

Once the visiting professor or the exchange professor is identified, it is time to proceed to the process for endorsement and approval. Again, this stage requires multiple levels of approval, which means this stage should be given at least a month to be fulfilled.

For International Visiting Professors

Level 1

Endorsement Letter - the Department Chair will write a letter to the Dean, endorsing the international visiting professor. (ANNEX 1)

Attachments:

- International Partnerships and Activities Approval Form (IPAAF); this form is available at the AIM website. It is used to indicate the general information and rationale of the proposal to host an IVP (ANNEX 2)
- curriculum vitae (CV), transcript of record (TOR), diploma, and other applicable certification and licenses

Upon approval from the Dean, proceed to the level 2 endorsement.

Level 2

Endorsement Letter - the Dean will write an endorsement letter addressed to the University President, endorsing the international visiting professor. The letter is also addressed through the AVP, HRMDO, and AIM. (ANNEX 3)

Attachments:

- IPAAF - for filing with AIM
- curriculum vitae (CV), transcript of record (TOR), diploma, and other applicable certification and licenses - for filing with HRMDO

The approved and signed copy of the endorsement letter will be forwarded by HRMDO to the host department, and the host department must forward a photocopy to AIM.

For International Exchange Professors

Level 1

Nomination Letter - the Partner University will write a letter to AIM, nominating their exchange professor serving inbound.

Attachments:

- curriculum vitae (CV), transcript of record (TOR), diploma, and other applicable certification and licenses

Level 2

Endorsement Letter - the AIM Director will write an endorsement letter addressed to the University President, endorsing the international exchange professor. The letter is also addressed through the Assistant Dean, Dean, and the AVP.

Attachments:

- IPAAF - for reference of the OP
- curriculum vitae (CV), transcript of record (TOR), diploma, and other applicable certification and licenses - for filing with AIM

The approved and signed copy of the endorsement letter will be forwarded by AIM to the host department, and to HRMDO for their reference.

4. The Employment Contract and Contract of Service

This stage is crucial for AIM since the employment contract and the contract of service are among the primary requirements for securing a 9G Visa and a Special Work Permit.

To align our terms with the Bureau of Immigration, we follow these definitions:

- Employment Contract - an agreement entered into between an employer and an employee at the time the employee is hired that outlines the exact nature of their business relationship, specifically what compensation the employee will receive in exchange for specific work performed. The Bureau of Immigration

uses the term 'employment contract' in their list of documentary requirements for the issuance of the **9G Visa**, which means for our purposes, it is signed between ADDU and an **international visiting professor**.

- Contract of Service - an agreement entered into between a service provider (in which case, an academic form of service) and a commissioning body. It outlines the duration of service, details compensation, entitlements and other benefits, and the scope of duties of the agreement. The Bureau of Immigration uses the term 'contract of service' in their list of documentary requirements for the issuance of the **Special Work Permit (SWP)**, which means for our purposes, it is signed between ADDU and an **international exchange professor**.

For International Visiting Professors

The host department will receive the endorsement letter and from there, prepare the employment contract of the IVP. (ANNEX 4)

The employment contract has an existing template which will be attached in this document, detailing agreements on compensation, entitlements (housing, visa assistance, allowance, etc.), teaching load, and other responsibilities to be upheld by the stakeholders.

The employment contract must be signed by the Dean, AVP, HRMDO, and OP. These signatures must be secured before the arrival of the visiting professor since the contract is a requirement with visa affairs. AIM will facilitate tracking of the contract to make sure it is completed on time.

AIM, as the facilitator, will forward copies of the completely signed contract to the HRMDO, the host department, and the visiting professor.

For International Exchange Professors

An IEP is to sign a contract of service. It is prepared by AIM since it has no elements of formal employment nor does it have work visa implications. It must simply reflect the duration of stay, the responsibilities of the exchange professor, and other conditions of stay. (ANNEX 5)

The contract of service must be signed by the Assistant Dean, the Dean, AVP, AIM, and OP. AIM will facilitate tracking of the contract to make sure it is completed on time.

AIM, as the facilitator, will forward copies of the completely signed contract to HRMDO (for their reference), the host department, and the exchange professor.

5. Employment Requirements

The signed employment contract will inform the HRMDO that the IVP is formally hired into the University. The visiting professor must, therefore, submit the following documents to HRMDO in order to acquire a Taxpayer Identification Number (TIN) from the Bureau of Internal Revenue (BIR), University biometrics and ID, and an ADDU email:

- curriculum vitae (CV), transcript of record (TOR), diploma, and other applicable certification and licenses (**already on file from the endorsement letter attachments*)
- birth certificate
- marriage certificate (if applicable)
- photocopy of passport and tourist visa
- filled out Employee Information Sheet
- filled out Payroll Information Sheet

Meanwhile, exchange professors will also submit an information sheet to AIM, and will be assisted to acquire a special ID and a special permit to utilize the library facilities.

6. Immigration Requirements

International Visiting Professors and Exchange Professors arrive with a tourist visa. They are therefore subject to the requirements of either: 1) a tourist visa extension with issuance of Special Work Permit (SWP) or 2) a 9G Visa from the Bureau of Immigration. Hence, they need to secure either an employment contract or a contract of service. The complete checklist of requirements required from visitors is attached to this document. ([ANNEX 6](#))

Furthermore, they are also required to acquire the following legal documents from other government units:

- Taxpayer Identification Number (TIN) from the Bureau of Internal Revenue (BIR) - through the HRMDO
- Special Temporary Permit (STP) from the Professional Regulation Commission (PRC)
- Alien Employment Permit (AEP) from the Department of Labor and Employment (DOLE)*

**An Alien Employment Permit from DOLE is not required for the case of the Exchange Professor, since they belong to this exemption: "Foreign nationals who come to the Philippines to teach, present and/or conduct research studies in universities and colleges as visiting, exchange or adjunct professors under formal agreements between universities or colleges in the Philippines and foreign universities or colleges... provided that the exemption is on a reciprocal basis."*

III. TOURIST VISA EXTENSION FOR INTERNATIONAL VISITING LECTURERS

International Visiting Lecturers, unlike exchange professors and visiting professors, do not have work visa implications. In which case, the process for approval of their visit must follow the original guidelines indicated from OP Memorandum No. 2019-106 (aka the “Guidelines and Procedures in Initiating the Development and Implementation of International Partnership or Collaboration Agreements.”) The tourist visa extension process will be facilitated by AIM, and the visitor must acquire what is called a **Visa Waiver**. It is for non-visa required tourists admitted initially for thirty (30) days and is requesting for an initial extension of twenty-nine (29) days. The rate for processing is at P3,030.00 as of March 2020.

Requirements:

- Original Passport
- Application Form (TVS-CGAF-VE-2016)
- Sworn Statement for overstaying /updating of stay of more than six (6) months

IV. TIMETABLE

	IVP	IEP
2 months before the start of the school year	PRF approval	
at least 1 month before arrival of visitor	Invitation	MOA
	Endorsement (Dept Chair to Dean)	Nomination 1 (Partner HEI to AIM)
	Endorsement 2 (Dean to Univ. Pres.) (Thru: AVP, HRMDO, and AIM)	Endorsement 2 (AIM to Univ. Pres.) (Thru: Asst. Dean, Dean, and the AVP)
	Employment Contract	Contract of Service
Arrival of Visitor	Visiting Professor / Exchange Professor signs the Contracts	
1st month of Service	Employment Requirements	
	Immigration Requirements	

V. ANNEXES

ANNEX 1: Level 1: IVP Endorsement Letter

ANNEX 2: International Partnerships and Activities Approval Form (IPAAF)

ANNEX 3: Level 2: IVP Endorsement Letter

ANNEX 4: Employment Contract for IVPs

ANNEX 5: Contract of Service for IEPs

ANNEX 6: Complete Checklist of Requirements

- ANNEX 6.1 - For Long-Term International Visiting Professors
- ANNEX 6.2 - For Short-Term International Visiting Professors
- ANNEX 6.3 - For International Exchange Professors