

IMPLEMENTING GUIDELINES IN GRANTING JOURNAL PUBLICATION INCENTIVE

1. Governing Policy in the Granting of Incentives

As a matter of policy, the granting of incentives for publication is not a matter of right but subject to the following: (a) the availability of funds; and (b) the quality of the research as determined based on established criteria set by the university.

2. Definition of Terms used in this internal guidelines

2.1 Definition: A journal publication refers to any periodical containing scholarly articles and/or disseminating current information on research and development in a particular subject field. It usually appears at regular PERIODIC intervals.

2.2 Refereed/peer- reviewed journal refers to a refereed journal that has structured reviewing system in which at least two reviewers, excluding in-house editors, evaluate each unsolicited manuscript and passes judgement on its acceptability and/or rejection.

3. Coverage and Criteria

3.1 To be included in this category the journal article must meet the definition of research and must be published in a scientific journal and have an International Standard Serial Number (ISSN).

Journals that are regularly published as separate volumes with an ISBN rather than an ISSN may also be considered, provided that the publication is clearly identified as an edition of a journal, and not a book.

3.2 For publication without an ISSN, or the ISSN does not appear in the journal, external evidence such as an ISSN number being cited in an extract from one of the Institute for Scientific Information (ISI) Indexes is required.

3.3 Specific Criteria for ISI/SCOPUS-Indexed Journal Publication

Other than the aforementioned criteria, the following criteria for journal publication incentives shall satisfy the following;

- a) The published article is within the bounds of the university research niche/agenda
- b) The article is published in a journal Listed in the Clarivate Analytics (formerly ISI Thomsons Reuters) /SCOPUS – Master Journal List
- c) The publication is Indicated as a commitment in the individual performance commitment review (IPCR)


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3.4 Specific Criteria for Non-ISI/Non-SCOPUS/National Journal Publication

Other than the aforementioned, the following criteria for journal publication incentives shall satisfy the following:

- a) The published article is within the bounds of the university research niche/agenda
- b) The article is published in the International Refereed Journals or CHED-Accredited Journals
- c) The publication is indicated as a commitment in the individual performance commitment review (IPCR)

3.5 So as to create a healthy balance between teaching and research, the university may limit the number of publications that may be granted incentives. Except under exceptional circumstances and subject to approval of the President, incentives for publication shall be limited to five for an individual for a given year.

4. Giving of incentives for publication not included in the IPCR (uncommitted publication)

4.1 As a matter of policy, only publications which are committed in the Individual Performance Commitment Review (IPCR) shall be granted incentives.

However, publications outside the commitments in the IPCR may be granted incentives provided the following conditions are satisfied: (a) there are still funds remaining after incentives for committed publications are granted, (b) has hurdled the quality criteria set by the university.

The granting of incentives for uncommitted publications is not a matter of right but subject to the endorsement of the research director, duly recommended and approved by the appropriate approving authorities.

4.2 So as to facilitate administrative efficiency and ensure that publication targets of the university are met thus providing better incentives to those who commit themselves towards that end, incentives granted to uncommitted publications may only get 50% of the amount granted to committed publications.

4.3 Prioritization of the Giving of Incentives for Uncommitted Publications

4.3.1 The published article will be ranked and prioritized according to the following criteria indicated below:

1. The published article is extracted from the completed OR ONGOING research projects (Institutionally or Externally Funded projects or faculty initiated projects that passed through the review of the Research Review Committee) - (40%)
 - i. Extracted from externally funded project – 1.0
 - ii. Extracted from institutionally funded projects – 0.75
 - iii. Extracted from faculty initiated project – 0.5


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2. Research Type and Potential Impact - (25%)
 - i. Potential for commercialization - 1.0
 - ii. Potential for Technology Dissemination/Utilization – 0.75
 - iii. Basic research - 0.50
3. Within the Research Agenda of the University or funding agency - (20%)
 - i. Science, Technology, Engineering, Agriculture and Mathematics – 1.0
 - ii. Other areas or field – 0.75
4. Co-authored or partnered with Industry/HEI personnel/students - (15%)
 - i. Industry/Foreign HEI - 1.0
 - ii. Local HEI
 - a) External - 0.75
 - b) Internal (within USTP) – 0.5
 - iii. Students – 0.25

4.3.2 A score of 60% is required for the uncommitted publication to be given incentives under these guidelines.

5. Responsibility of the Research Director in the Giving of Incentives for Publications

5.1 It is the responsibility of the Research Director and upon approval and concurrence of the Vice Chancellor for Research and Innovation to establish timelines and cut-off dates for publication in a given year.

5.2 In case the available funds are not sufficient to meet the number of uncommitted publications, incentives are given based on the ratings established from the highest rating to the lowest subject to the limitations on the number of publications to an individual. The research director is responsible for communicating such rating to the individual concerned so as not to create expectation as to the granting of incentives.

5.3 A mechanism shall be established by the research division to ensure transparency and accuracy in the prioritization of uncommitted publications.

6. Effectivity of this Implementing Guidelines

6.1 These implementing guidelines shall take effect for Calendar Year 2018 henceforth.

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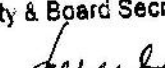
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University & Board Secretary


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