

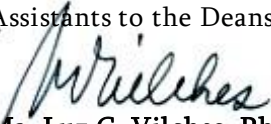


ATENEUM DE MANILA UNIVERSITY
OFFICE OF THE VICE PRESIDENT
FOR THE LOYOLA SCHOOLS

4 December 2017

Memo to : All Full-time Faculty Members of the Loyola Schools

Cc : Deans, Associate Deans
Department Chairs and Program Directors
Director, Ateneo de Manila University Press
Director, Ateneo SALT Institute
Assistants to the Deans

From : 
Ma. Luz C. Vilches, Ph.D.
Vice President for the Loyola Schools

Subject : Call for Applications for a Textbook Development and/or Writing Deload in School Year 2018-2019

The Office of the Vice President for the Loyola Schools and the Ateneo SALT Institute are pleased to announce a call for applications for a textbook development and/or writing deload in the first semester of school year 2018-2019.

Interested faculty members may download the *Application for a Textbook Development and/or Writing Load* form from AIFIS at <https://aifis.ateneo.edu/AIFIS/downloads> > click Others tab. Submission is to the Office of the Vice President for the Loyola Schools on or before **2 February 2018, Friday**.

For more information, please call Eos Trinidad at ext. 5341 or e-mail him at jtrinidad@ateneo.edu.

Approved applications will be announced by the Ateneo SALT Institute as soon as the decisions have been approved.

General Guidelines

1. Application is limited to one application per school year.
 - a. An approved load is credited to the faculty member's workload in the school year of textbook development and/or writing or completion of the publishable manuscript.
 - b. A succeeding application is allowed only after submission of the printed copy of the first textbook.
2. Priority for a faculty load will be for applications for CHED-GE and senior high school textbooks due to the K-12 program.

3. The proposed textbook is not limited to the use of Loyola Schools but preferably for the use of a wider public (i.e., elementary up to graduate levels of the Ateneo and of other schools, public or private).
4. Co-authorship with a faculty member of another school unit (i.e., Basic Education, Ateneo Professional Schools) is allowed but only the Loyola Schools faculty member is granted a load.
5. The faculty load is exclusive for textbook projects without external funding.
6. The faculty load may be granted for any of the following publications whether single-authored or co-authored: new or major revision of an existing textbook or textbook series; new or major revision of a workbook/skill book/activity book, or teacher's resource manual/guide; new digital interactive book, based on a table of load equivalents determined by the Vice President's Council:

	Timeline	Maximum load per sem (in units)		
		Principal Author	Co-Author	Editor
Textbook Development – New *	1 semester	3		
Textbook Writing – New	1-2 semesters	6	3	
Textbook Writing – Major revision, i.e., 30% or more of content	1 semester	3	1.5	
Final Editing of Manuscript	1 semester			3
Digital Interactive Book – New	1 semester	6	3	3
Other Instructional Materials – New or major revision, i.e., 30% or more of content of any of the following: <ul style="list-style-type: none"> ▪ Workbook/skill book/activity book ▪ Teacher's resource manual/guide 	1 semester	3	1.5	1.5

* A Coordinator for a textbook series may be given 3 units in the semester of the development stage.

7. The faculty load is granted only to faculty members who agree to submit their manuscripts to the Ateneo de Manila University Press (ADMU Press) for publication.
8. Faculty members with approved textbook development/writing load will enjoy the following incentives from the ADMU Press:
 - a. A one-time development fee determined by the ADMU Press in an amount of P30,000 to cover expenses during the development and writing stages.
 - b. A 15% royalty on book sales.
9. The author/s, the Loyola Schools, and the ADMU Press share the copyrights to the book.

Screening Process

1. The Ateneo de Manila Institute for the Science and Art of Learning and Teaching (Ateneo SALT Institute) is responsible for screening applications that have been endorsed by the Department Chairperson or Program Director.
2. The Ateneo SALT Institute will consult the following people during the screening process:
 - a. A teaching faculty member of the School whose discipline or area of specialization covers the proposed content of the book.
 - b. One to two (1-2) senior faculty members from any of the four Schools who has/have a track record of published textbooks ideally in the discipline/area of specialization of the proposed textbook.
 - c. A faculty member from the Ateneo Grade School or the Ateneo Junior or Senior High School if the proposed textbook is intended for elementary or secondary levels; a faculty member from a school unit of the Ateneo Professional Schools if the proposed textbook is for the professional schools.

3. The Ateneo SALT Institute convenes the textbook committee for oral presentations of the faculty-proponent/s; this is where committee members may ask further details about the textbook.
4. The Ateneo SALT Institute submits its recommendations to the Dean for final approval no later than two months before the second semester ends. This is concurrently approved by the Vice President for the Loyola Schools.
5. The author/s and the ADMU Press will be informed of the results of the screening process by the Ateneo SALT Institute.