Republic of the Philippines
MINDANAO STATE UNIVERSITY – SULU
OFFICE OF THE VICE CHANCELLOR FOR RESEARCH, EXTENSION AND INNOVATION
Capitol Site, Jolo, Sulu 7400, Philippines

POLICY ON THE FACULTY MENTORSHIP INCENTIVE FOR SCOPUS-INDEXED JOURNAL PUBLICATION

ARTICLE I. PRELIMINARY PROVISIONS

Section 1. Title

This issuance shall be known as the "Faculty Mentorship Incentive for Scopus-Indexed Journal Publication" (hereinafter, the "Policy").

Section 2. Legal and Policy Bases

This Policy is promulgated pursuant to the charter of Mindanao State University, its mandate to advance research, extension, and innovation among its constituent campuses, and the University's continuing commitment to comply with the quality assurance standards of the Commission on Higher Education (CHED) and the Accrediting Agency of Chartered Colleges and Universities in the Philippines (AACCUP), particularly those on faculty research productivity, publication in reputable and internationally indexed journals, and the internationalization of institutional scholarly output. It further draws authority from the general supervisory and administrative powers of the Office of the Chancellor and the OVCREI over research and publication capacity-building initiatives of the University.

Section 3. Rationale

Mindanao State University – Sulu, situated within the Island province of Region IX, continues to strengthen its research culture amid the distinct challenges besetting faculty members in the Sulu Archipelago, including limited exposure to international publication standards, constrained access to mentorship, and the relative scarcity of senior faculty with a sustained record of Scopus-indexed publication. Institutional survey data gathered by the OVCREI have consistently identified the absence of structured, sustained mentorship as among the foremost barriers to faculty publication in Scopus-indexed journals. It is upon this evidentiary basis that the University establishes a formal mentorship mechanism, drawing where necessary upon the pool of qualified and experienced faculty from the sister campuses of the MSU System and other Higher education Institutions, to accelerate the publication capacity of MSU-Sulu faculty.

ARTICLE II. OBJECTIVES

This Policy is adopted to:

- Institutionalize a structured, mentor-guided pathway for MSU-Sulu faculty toward publication in Scopus-indexed journals;
- Expand the available pool of qualified mentors by allowing the engagement of faculty from the sister campuses of the MSU System, in recognition of the limited number of senior, internationally published faculty presently based in MSU-Sulu;
- Provide a fair and transparent mechanism for the selection, engagement, and compensation of mentors; and
- Establish accountability and monitoring mechanisms to ensure that mentorship engagements translate into measurable publication outputs.

ARTICLE III. SCOPE AND COVERAGE

This Policy shall apply to all regular, contractual, and part-time faculty members of MSU-Sulu who avail of the mentorship program, and to all faculty members, whether from MSU-Sulu or from the sister campuses of the MSU System (including but not limited to MSU-Marawi, MSU-Iligan Institute of Technology, MSU-Naawan, MSU-General Santos, MSU-Buug, MSU-Maguindanao, other constituent units and other HEIs), who are engaged as mentors under the terms of this Policy. This Policy shall be administered by the OVCREI, in coordination with the Research and Publication Unit and the College/Department Research Coordinators.

ARTICLE IV. DEFINITION OF TERMS

- Mentor. A qualified faculty member, whether from MSU-Sulu or a sister campus of the MSU System and from other reputable Higher Education Institutions, formally engaged under this Policy to guide a mentee through the process of manuscript development and submission to a Scopus-indexed journal.
- Mentee. A faculty member of MSU-Sulu who is formally enrolled in the mentorship program for purposes of developing and publishing a manuscript in a Scopus-indexed journal.
- Sister Campus. Any other constituent university or campus within the Mindanao State University System, distinct from MSU-Sulu.
- Scopus-Indexed Journal. A journal listed in the Scopus database of Elsevier at the time of manuscript submission, regardless of quartile or CiteScore ranking, unless a higher standard (e.g., Q1–Q2) is specifically required by a funding instrument.
- Mentorship Engagement. The formal, time-bound arrangement between a mentor and one or more mentees, evidenced by a Memorandum of Agreement or Notice of Engagement issued by the OVCREI.

ARTICLE V. QUALIFICATIONS OF MENTORS

Section 1. Internal Mentors (MSU-Sulu)

A faculty member of MSU-Sulu may be engaged as an internal mentor upon meeting the following minimum qualifications:

- Has at least one (1) article published as author or co-author in a Scopus-indexed journal within the last five (5) years;
- Is in good standing, with no pending administrative case; and
- Has undergone or is willing to undergo an OVCREI orientation on the mentorship program's expectations and reporting requirements.

Section 2. External Mentors (Sister Campuses of the MSU System) and of Other reputable HEIs

In recognition of the limited number of internally qualified mentors, faculty members from the sister campuses of the MSU System and of other reputable HEIs are expressly allowed and encouraged to serve as mentors under this Policy, subject to the following conditions:

- The prospective external mentor holds at least the academic rank of Assistant Professor or its equivalent, or holds a doctoral degree;
- The prospective external mentor has at least two (2) articles published as author or co-author in Scopus-indexed journals within the last five (5) years, or demonstrates equivalent research productivity as may be determined by the OVCREI;
- The prospective external mentor secures a written clearance or endorsement from their home campus's Research, Extension, and Innovation Office (or its equivalent), confirming that the mentorship engagement will not conflict with their existing workload or institutional obligations; and
- The engagement is formalized through a Memorandum of Agreement between MSU-Sulu and the concerned sister campus, other reputable HEIs, or through an individual Notice of Engagement countersigned by the mentor's home unit, as OVCREI may determine appropriate.

ARTICLE VI. QUALIFICATIONS AND SELECTION OF MENTEES

Any regular, contractual, or part-time faculty member of MSU-Sulu who has not yet published, or who seeks to further develop their capacity to publish, in a Scopus-indexed journal may apply to the mentorship program. Priority shall be given to newly hired contractual faculty pursuant to the University's quadripartite mandate, faculty members with an ongoing or completed graduate thesis or dissertation suitable for conversion into a journal article, and faculty members identified through OVCREI's periodic publication-readiness surveys as requiring the most support.

ARTICLE VII. MENTOR-MENTEE MATCHING AND ENGAGEMENT PROCESS

- Call for Mentees. The OVCREI shall issue a periodic call for mentees, specifying the application requirements and timeline.
- Call for Mentors. The OVCREI shall simultaneously issue a call for internal and external mentors, including a standing invitation to the Research Offices of sister campuses and other HEIs to endorse qualified faculty.
- Matching. The OVCREI shall match mentees with mentors based on disciplinal alignment, research topic, and mentor availability, with due consideration given to the mentee's preference where feasible.
- Formalization. Each mentorship engagement shall be formalized through a Memorandum of Agreement or Notice of Engagement, specifying the duration, expected deliverable, and the corresponding allowance.
- Orientation. All mentors and mentees shall undergo a brief OVCREI orientation on the program's guidelines, timelines, and reporting requirements before the commencement of mentorship.

ARTICLE VIII. DUTIES AND RESPONSIBILITIES

Section 1. The Mentor

- Guide the mentee in refining the research problem, methodology, and manuscript structure in conformity with the IMRAD format and the target journal's author guidelines;
- Assist the mentee in identifying a suitable Scopus-indexed journal based on scope, CiteScore, and quartile ranking;
- Review and provide substantive feedback on at least two (2) manuscript drafts before submission;
- Advise the mentee on responding to peer review comments, where applicable; and
- Submit a brief mentorship completion report to the OVCREI upon conclusion of the engagement.

Section 2. The Mentee

- Actively participate in scheduled mentoring sessions and submit drafts within agreed timelines;
- Undertake the necessary revisions in good faith based on the mentor's guidance;
- Submit the completed manuscript to a Scopus-indexed journal within the period specified in the Memorandum of Agreement or Notice of Engagement; and

- Submit periodic progress reports to the OVCREI, and acknowledge the mentorship support in the manuscript's acknowledgment section, where appropriate.

ARTICLE IX. DURATION AND MODALITY OF MENTORSHIP

A standard mentorship engagement shall run for a period of three (3) to six (6) months, renewable upon justification and approval of the OVCREI. Mentorship sessions may be conducted face-to-face, online, or in a hybrid modality, taking into account the geographic distance between MSU-Sulu and the sister campuses of the MSU System and other HEIs outside Sulu. External mentors are not required to be physically present in Jolo, Sulu, unless mutually agreed upon by the mentor, the mentee, and the OVCREI. In cases where the mentor needs to be physically present in the MSU-Sulu campus, the OVCREI shall recommend the defraying of travel, board and lodging expenses of the mentor(s) by the host campus subject to approval of the Chancellor.

ARTICLE X. MENTOR'S ALLOWANCE AND INCENTIVES

Section 1. Policy on Compensation

In recognition of the professional time, expertise, and effort contributed by mentors, and to sustain the pool of willing and qualified mentors from both MSU-Sulu, its sister campuses and other HEIs, mentors engaged under this Policy shall be entitled to a Mentor's Honorarium, subject to the availability of university funds and applicable government auditing rules.

Section 2. Rates

The Mentor's Honorarium shall be determined per completed mentorship engagement resulting in actual journal submission. It shall be released in tranches as indicated below, unless a higher or lower rate is subsequently approved by the Office of the Chancellor upon OVCREI's recommendation:

Tranche / Milestone	Internal Mentor (MSU-Sulu Faculty) Honorarium	External Mentor (Sister Campus and Other HEIs) Honorarium
Upon signing of the Memorandum of Agreement / Notice of Engagement	₱2,000.00	₱3,000.00
Upon acceptance for publication	Q1 = ₱ 3,000. 00 Q2 = ₱ 2, 000. 00 Q3 = ₱ 1, 500. 00 Q4 = ₱ 1, 000. 00	Q1 = ₱ 4,000. 00 Q2 = ₱ 3,500. 00 Q3 = ₱ 3,000. 00 Q4 = ₱ 2,500. 00
Completion bonus upon publication in Scopus-indexed Journals	Q1 = ₱ 3,000. 00 Q2 = ₱ 2,000. 00 Q3 = ₱ 1,500. 00 Q4 = ₱ 1,000. 00	Q1 = ₱ 5,000. 00 Q2 = ₱ 3,500. 00 Q3 = ₱ 2,500. 00 Q4 = ₱ 2,000. 00

Section 3. Differentiated Rate for External Mentors

External mentors from sister campuses and other HEIs outside Sulu are granted a higher honorarium than internal mentors in consideration of travel, communication costs, and the absence of proximate institutional support, provided that the total allowance for any single mentorship engagement shall not exceed the ceiling to be fixed annually by the OVCREI.

Section 4. Additional Incentives

- Mentors, whether internal or external, shall be issued a Certificate of Recognition by the OVCREI upon completion of each mentorship cycle; and
- Where the University's applicable travel grant and financial assistance policies so allow, external mentors may be reimbursed for actual and reasonable transportation and communication expenses incurred in connection with the mentorship engagement, upon presentation of supporting documents. However, the OVCRIE should be notified beforehand of thorough formal communication or through their mentees , which then shall be subject to the approval of the chancellor.

Section 5. Non-Diminution and Non-Duplication

The Mentor's honorarium under this Policy is separate and distinct from, and shall not be charged against, any honorarium a faculty member may already be receiving for research supervision, thesis/dissertation advising, or similar functions under other University issuances, unless expressly provided otherwise by OVCREI to avoid duplication of benefits for the same output.

ARTICLE XI. FUNDING SOURCE

The Mentor's Allowance and related incentives under this Policy shall be charged against the OVCREI's annual research and publication capacity-building budget, subject to the usual government accounting and auditing rules and regulations, and to the availability of funds. The OVCREI may likewise seek supplementary funding from CHED research grants, or other legitimate sources, subject to existing procurement and budgeting regulations.

ARTICLE XII. INTELLECTUAL PROPERTY AND AUTHORSHIP

Authorship credit and intellectual property rights over any manuscript developed under this mentorship program shall be determined in accordance with generally accepted standards of authorship (e.g., the ICMJE criteria) and existing University policy on intellectual property. A mentor's role shall generally be acknowledged in the manuscript rather than warrant co-authorship, unless the mentor has made a substantive intellectual contribution to the conception, analysis, or drafting of the work, in which case co-authorship shall be negotiated between the mentor and the mentee before submission.

ARTICLE XIII. MONITORING, EVALUATION, AND REPORTING

The OVCREI shall maintain a registry of all mentorship engagements, tracking mentee enrollment, mentor assignment, manuscript status, and eventual publication outcomes. A summary report on the mentorship program's outputs shall be submitted to the Office of the Chancellor on a semestral basis. It shall form part of the OVCREI's Office Performance Commitment and Review (OPCR) and related institutional accreditation documentation.

ARTICLE XIV. ADMINISTRATIVE PROVISIONS

Section 1. Repealing Clause

All issuances, memorandum, or parts thereof inconsistent with this Policy are hereby repealed, amended, or modified accordingly.

Section 2. Separability Clause

Should any provision of this Policy be declared invalid or unconstitutional, the remaining provisions not affected thereby shall continue to be in full force and effect.

Section 3. Effectivity

This Policy shall take effect immediately upon approval by the honorable MSU Board of Regents and shall remain in force until amended, revised, or repealed.

Prepared by:

Prof. ABDEL AJIM M. SALASAIN, PhD
Vice Chancellor for Research, Extension and Innovation
MSU-Sulu

Approved by:

Dr. NAGDER J. ABDURAHMAN
Chancellor II
MSU-Sulu