



UNIVERSITY OF THE PHILIPPINES MANILA
The Health Sciences Center

8th Floor Philippine General Hospital Taft Avenue, Manila 1000, Philippines
website: www.upm.edu.ph

21 April 2015

T O : The Academic Community of UP Manila
Faculty Members
Administrative Staff, REPS
Students
Alumni

THROUGH : The Respective Deans, PGH Director, NIH Executive Dir,
Chancellor's Management Team, Heads of Academic and
Administrative Offices

SUBJECT : **CALL FOR NOMINATIONS FOR THE NEXT DEAN OF
THE COLLEGE OF MEDICINE (CM)**

The Search Committee for the Next Dean of the College of Medicine is now actively conducting the search for qualified nominees to the position of the next dean. In connection with this, the committee is accepting nominations until **29 April 2015**.

NOMINATION PROCESS

A. Who May Nominate

The following may submit nominations:

- 1) Personnel of CM and all other units of UP Manila
- 2) Students of CM and all other units of UP Manila
- 3) Others from outside of the CM
- 4) Any interested candidate

B. Who May Be Nominated

The nominee must possess the following minimum qualifications:

- 1) Commitment to academic freedom and the values and ideals of the University
- 2) Distinction or outstanding academic credentials in the nominee's chosen field of expertise
- 3) Filipino citizen
- 4) Leadership qualities and administrative or managerial capability
- 5) Must be willing to serve
- 6) Must consider resource generation an important function of the position

The nominee need not be a faculty member at the time of his/her nomination. Should he/she be appointed, he/she must have a faculty appointment.

Deans and directors may serve for two (2) terms. Only in highly exceptional cases will they be allowed a third term (BOR 1020th meeting, 25 April 1989).

C. Nomination Papers and required documents to be submitted to the Office of the Chancellor. Deadline: 29 April 2015, Wednesday, 12:00nn

- 1) A nomination letter, legibly signed, which explains how the nominee qualifies as dean.
- 2) Signed conforme of the nominee
- 3) Eight (8) copies of the nominee's COMPLETE curriculum vitae (See Appendix A for the content)
- 4) Eight (8) copies of a 3-page summary of nominee's curriculum vitae
- 5) A paper describing the nominee's flagship projects. ***The submission of a vision paper is not required.***
- 6) A summary of the nominee's most significant qualifications and achievements (8 copies)
- 7) A CD containing the above-mentioned documents

Note: Since we are choosing an academic leader, what counts is not the number of signatories to a nomination but the reasons given for endorsing a nominee. **A signature campaign, is therefore, discouraged**

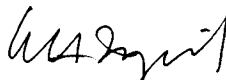
The nominees/candidates will present their flagship projects in a Public Forum on **Monday, 11 May 2015 at 9:00am**. And after the Public Forum the search committee will interview the nominees/candidates.

The different sectors of CM (Faculty, Administrative Staff/REPS, Students and Alumni) are encouraged to express any issues/concerns during the public forum.

DISSEMINATION OF THIS CIRCULAR

The following are requested to disseminate this Circular to ensure the widest participation of all concerned:

Deans, Chancellor's Management Team, Heads of Offices, Heads of Sector Organizations, Chairs of Student Councils, Class Presidents, Editors of Newsletters, Editor of The Manila Collegian, Director of IPPAO, Presidents of Alumni Associations and Director of Alumni Affairs.



Dr. Reynaldo H. Imperial

Chair, Search Comm for the Next Dean of CM

Noted:



CARMENCITA D. PADILLA, MD, MAHPS

Chancellor

TIMETABLE
Search for the Next Dean of the
College of Medicine
(CM)

ACTIVITY	DATE / TIME / VENUE
1) Start of Call for Nomination	April 21, 2015 (Tuesday)
2) Deadline for submission of nomination papers and required documents	April 29, 2015 (Wednesday) 12:00nn Office of the Chancellor
3) Announcement of Nominees	May 4, 2015 (Monday) 1:00pm
4) Sectoral Consultations (Students, Administrative Staff/REPS and Faculty)	May 8, 2015 (Friday) 9am to 10am -- Students 10am to 11am -- Admin/REPS 11am to 12nn --- Faculty Buenafe Hall, 3rd Flr., CM
6) Public Forum and Presentation of Flagship Projects of the nominees	May 11, 2015 (Monday) 9:00am Buenafe Hall, 3rd Flr., CM
7) Interview of nominees by the Search Committee	May 11, 2015 (Monday) 1:00pm Buenafe Hall, 3rd Flr., CM
8) Submission of the Report of the Search Committee to the Chancellor	May 18, 2015 (Monday)

ANNEX A

CONTENT OF THE NOMINEE'S COMPLETE CURRICULUM VITAE

A. Personal Data

1. Name
2. Date and place of birth
3. Nationality/Citizenship
4. Address
5. Telephone Nos. – residence, office & cellular, e-mail
6. Name, age, educational degrees of spouse and children

B. Teaching Accomplishments

1. Education and continuing professional advancement
2. Titles of classroom/laboratory/ward instructional materials, syllabi, workbooks, modules, course guides produced and used for the improvement of teaching.
3. List of books, chapter in books, professional articles (other than research)
4. List/description of creative works
5. Speaking engagements (state title of talk, venue, occasion and date)

C. Research Accomplishments

1. List of published researches
2. List of unpublished researches
3. List of ongoing researches

D. Administrative Accomplishments

1. List and description of administrative achievements in support of teaching, research or patient service
2. List of involvement in department/college committees

E. Service / Extension

1. Accomplishments in Extension Work and Community-Oriented Activities
2. Accomplishment in Specialty Societies
3. Accomplishments in Socio-Civic Organizations with Special or National Relevance

F. Other Accomplishments (Other Creative, Innovative Output or Invention and Meritorious Accomplishments, may include poetry, fiction, musical composition, essay, plays, exhibits and others)