



UNIVERSITY OF THE PHILIPPINES MANILA

The Health Sciences Center

8F Philippine General Hospital Complex Taft Ave., Ermita, Manila 1000, Philippines
website: www.upm.edu.ph

15 October 2021

- T O : The Academic Community of UP Manila
Faculty Members
Administrative Staff, REPS
Students
Alumni
- THROUGH : The Respective Deans, PGH Director, NIH Executive Director,
Chancellor's Management Team, Heads of Academic and
Administrative Offices
- SUBJECT : **CALL FOR NOMINATIONS FOR THE NEXT DEAN OF THE
COLLEGE OF ARTS AND SCIENCES (CAS)**

The Search Committee for the Next Dean of the College of Arts and Sciences 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 **22 October 2021**.

NOMINATION PROCESS

A. Who May Nominate

The following may submit nominations:

- 1) Personnel of CAS and all other units of UP
- 2) Students of CAS and all other units of UP
- 3) Others from outside of the CAS
- 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 (signed electronic copies in PDF format) to be submitted to the Office of the Vice Chancellor for Academic Affairs. (Deadline: 22 October 2021, 12:00 PM)*

- 1) A nomination letter, legibly signed, which explains how the nominee qualifies as dean.
- 2) Signed conforme of the nominee
- 3) The nominee's COMPLETE curriculum vitae (See Appendix A for the content)
- 4) 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
- 7) Send the above-mentioned documents to email at upm-ovcaa@up.edu.ph

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 will present their flagship projects in an **Online Public Forum** through **Zoom** on **25 October 2021 (Wednesday)**. The different sectors of CAS (Faculty, Administrative Staff/REPS, Students and Alumni) are encouraged to express any issues/concerns during the public forum.

Subsequently, each nominee will be interviewed by the search committee at a later schedule.

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.



PROF. IMELDA G. PEÑA

Chair

Search Committee for the Next Dean of CAS

Noted:



CARMENCITA D. PADILLA, MD, MAHPS

Chancellor 

cc: Atty. Roberto M.J. Lara
Secretary of the University & of the Board of Regents

**Appendix 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)

TIMETABLE
 Search for the Next Dean of the
 College of Arts and Sciences (CAS)

ACTIVITY	DATE/TIME/VENUE
1. Announcement of Call for Nomination for Dean of CAS	Date: 15 October 2021 (Friday)
2. Deadline for submission of nomination papers and required documents	Date: 22 October 2021 (Friday) Time: 12:00 PM
3. Announcement of Nominees	Date: 22 October 2021 (Friday)
4. Public forum and Presentation of Flagship Projects of the nominees	Date: 25 October 2021 (Monday) Time: 9:00 AM Venue: Zoom Meeting
5. Sectoral Consultations (Students, Administrative Staff/REPS and Faculty)	Date: 27 October 2021 (Wednesday) Time: Students – 12:30 - 1:30 PM Admin/REPS – 2:00 - 3:00 PM Faculty – 3:00 - 4:00 PM Alumni – 4:00 - 5:00 PM Venue: Zoom Meeting
6. Interview of nominees by the Search Committee	Date: 29 October 2021 (Friday) Time: 9:00 AM Venue: Zoom Meeting
7. Submission of the Report of the Search Committee to the Chancellor	Date: 13 November 2021 (Saturday)