



OFFICE OF THE VICE-CHANCELLOR
FOR ACADEMIC AFFAIRS

DIRECT LINE: (632) 928-5107
VoIP TRUNKLINE: (632) 981-8500 LOCAL 2583
FAX: (632) 928-5107
E-MAIL: ovcaa@ovcaa.upd.edu.ph

MEMORANDUM NO. OVCAA-BMP 16-120

TO : ALL DEANS, DIRECTORS, HEADS OF ACADEMIC UNITS
ALL FACULTY MEMBERS



FROM : BENITO M. PACHECO, Ph.D. 
Vice-Chancellor for Academic Affairs

SUBJECT : Call for Nominations for the 2016 Gawad Tsanselor sa Natatanging Guro

DATE : 26 January 2016

In line with the upcoming 2016 Gawad Tsanselor, we are disseminating the criteria and the nomination form for the **2016 Gawad Tsanselor sa Natatanging Guro**.

As the Chancellor noted during the Linggo ng Parangal 2015 that many Colleges or Units had no awardees either in recent years or in all the years of the Gawad (please see distribution of number of previous awardees by college/unit in Annex 1), we urge all Colleges and Units to make their local searches and actively nominate their deserving members.

The criteria for the 2016 award are as follows:

- Basic Requirement
 1. Nominee must be a tenured faculty member
- Teaching Accomplishments – Within the period of reckoning of accomplishments, i.e., from AY 2012-2013 to AY 2014-2015, the nominee must have:
 2. Rendered continuous teaching service in UP Diliman, with a teaching load credit (TLC) of at least six (6) units per semester for semestral programs or four (4) units per term for trimestral programs
 3. Obtained an average SET score for Part 3 (The Teacher) per term of 1.75 or higher
 4. Mentored at least two (2) graduate-level students who have graduated (i.e., mentees who have yet to earn their degrees should not be counted), or

rendered at least four (4) of the following mentoring activities to the University:

- a. Adviser or panel member of **completed** undergraduate thesis or final-year project
 - b. Adviser of an ongoing graduate thesis/dissertation or panel member of an ongoing or completed graduate thesis/dissertation
 - c. Head of a laboratory or studio with junior faculty as mentees
 - d. Adviser of student or junior faculty for research papers or creative works that eventually got published or presented in local/international conferences or symposia
 - e. Adviser of student or junior faculty for creative work that eventually got exhibited, performed or presented in a local or international venue
 - f. Coach of students who joined contests for excellence
 - g. Judge in student research/creative work competitions
- Research/Creative Work Accomplishments – Within the 3-year period of reckoning, the nominee must have:
 5. Published at least one (1) article in a Scopus- or Thomson Reuters-indexed journal or a refereed journal, or published a refereed book chapter (local or international), or staged at least two (2) major juried exhibits/curatorial works in a national/ international venue, or staged one (1) major juried performance in a national/international venue, or produced one (1) patent/peer-reviewed design, or produced at least four (4) of the other types of research/creative work outputs specified in Section II-A of the nomination form
 - Extension Service – Within the same 3-year period, the nominee must have:
 6. Rendered at least two (2) of the following types of service to the University or the community for every term:
 - a. Administrative work
 - b. Membership in department/college/University committees
 - c. Membership in editorial boards of department/college/University/national/ international publications
 - d. Membership in academic/professional organizations
 - e. Service to the government/private sector
 - f. Involvement in conferences/seminars/workshops/training programs as organizer, coordinator or resource person
 - Other Requirements
 7. Recipients of the Gawad Tsanselor sa Natatanging Guro in the last three (3) years are not qualified for nomination.
 8. Nominee must not have been found guilty of any administrative or criminal offense involving moral turpitude; in case the nominee has a pending administrative or criminal case, there should be no adverse judgement/ruling on said case at the time of nomination.

Please e-mail the soft copy to ovcaa@ovcaa.upd.edu.ph, and submit two (2) hard copies to the Office of the Vice-Chancellor for Academic Affairs, of the accomplished nomination form on or before **26 February 2016, 5:00 PM** (Attention: Ms. Jessica R.

Pagaduan – VoIP 2584). Both soft and hard copy submissions must be complete. Submissions without complete attachments will not be considered.

The nomination form is enclosed. You may also download the form in MS Word format from our website ovcaa.upd.edu.ph/memos.html.

Kindly disseminate this information to faculty members of your college/unit.

Thank you very much.

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ANNEX 1: Distribution of Number of Previous Awardees of Gawad Tsanselor sa Natatanging Guro, by College/Unit, 1995-2015

Cluster and College/Unit	No. of awardees
Arts and Letters Cluster	30
College of Arts and Letters	27
College of Fine Arts	1
College of Mass Communication	1
College of Music	1
Management and Economics Cluster	6
Cesar E.A. Virata School of Business	5
School of Economics	1
Science and Technology Cluster	44
College of Architecture	2
College of Engineering	8
College of Home Economics	1
College of Science	32
School of Statistics	1
Social Sciences and Law Cluster	14
College of Education	5
College of Social Sciences and Philosophy	8
College of Social Work and Community Development	1
Grand Total	94

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2016 GAWAD TSANSELOR SA NATATANGING GURO NOMINATION FORM

DEPT/INST/COLLEGE/UNIT _____

NAME OF FACULTY _____

DESIGNATION/RANK _____

EDUCATIONAL ATTAINMENT *(indicate highest degree earned, name and place of institution, year degree was obtained)* _____

NO. OF YEARS TEACHING IN UP DILIMAN _____

I. TEACHING

A. Teaching Load and SET Scores

Academic Year & Semester/Term		Course Number & Section	No. of Students	SET Score (Part 3 only) "A"	No. of SET Respondents "B"	Weighted Mean* SET Score for the Sem/Term	Total TLC for the Sem/Term
AY 2012-2013	1 st Sem/Term						
	2 nd Sem/Term						
	Summer/ 3 rd Term						
AY 2013-2014	1 st Sem/Term						
	2 nd Sem/Term						
	Summer/ Midyear/ 3 rd Term						
AY 2014-2015	1 st Sem/Term						
	2 nd Sem/Term						
	Midyear/ 3 rd Term						

* Weighted mean SET score = $[(A_1 \times B_1) + (A_2 \times B_2) + \dots (A_n \times B_n)] / B_1 + B_2 + \dots + B_n$

B. Mentoring

1. Thesis/Dissertation adviser of **graduate-level** students who have **completed** their theses/dissertations (*add rows as necessary; submit Approval Page of thesis/dissertation*)

Name of Student	Degree Program	Year Graduated*	Thesis/Dissertation Title

* Write "NA" if student has not yet graduated

2. Adviser of **ongoing** graduate thesis/dissertation

Name of Student	Degree Program	Thesis/Dissertation Title

3. Panel member of completed or ongoing graduate thesis/dissertation

Name of Student	Degree Program	Thesis/Dissertation Title	Completed? (Y/N)*

* If completed, please indicate year thesis/dissertation was completed and submit the Approval Page of the thesis/dissertation

4. Adviser/Panel member of **completed** undergraduate thesis/final-year project (*add rows as necessary; submit Approval Page of thesis or final-year project*)

Nominee's Role	Name of Student	Degree Program	Year Graduated*	Thesis/Final-Year Project Title

* Write "NA" if student has not yet graduated

Handwritten initials/signature

5. Other forms of mentoring (please see Memorandum OVCAA-BMP 16-120 for examples)

Role of Nominee	Name of Student/Junior Faculty	Activity	Semester/Term/Year

II. RESEARCH/CREATIVE WORK

1. Submit the following:

For Research/Refereed Publications:

- a. For book: Copy of book
- b. For book chapter/refereed journal article: Cover page, copyright page and table of contents
- c. For journal article indexed by Scopus or Thomson Reuters: Proof or a print-page from Scopus site, e.g., (<http://www.scopus.com/search/form.url?zone=TopNavBar&origin=searchbasic>) or Thomson Reuters site, e.g., (http://thomsonreuters.com/products_services/science/)
- d. Proof of refereeing/independent review process
- e. Evidence of author's identification with UP (e.g., UP/address as found in the bio notes in books, journal, etc.)

For Creative Work:

- a. Copy of creative work or description and photos of the work
- b. Critics' review of the work
- c. Proof of jurying/independent review process
- d. Evidence of artist's identification with UP (e.g., UP/address as found in the bio notes in souvenir program, etc.)

2. Use the following format for your entries:

For publications:

Cruz, J. V., Asuncion, C. J., and Vicente, M. A. (2006). Rare earth elements in the particulate matter of the Philippine Trench, *Cosmochim, Geochim Acta*, Vol. 25 (2), pp. 187-199.

For creative works:

Ellington, Duke, cond. *First Carnegie Hall Concert*. Duke Ellington Orch. Rec. 23 Jan. 1943. Prestige, 1977. LP.

- A. Research/Artistic Outputs** (for each category of output, enter all relevant works following the format given above)

Scopus- or Thomson Reuters-indexed journal article
Refereed journal article (papers published in refereed journals not indexed by Scopus or Thomson Reuters)

<p>Book Local (books or chapters of a book; non-textbook published by a local academic publisher with national circulation)</p>
<p>Book International (books or chapters of a book; non-textbook published by an international academic publisher with international circulation)</p>
<p>Juried work National (exhibits, curatorial works or performance staged in a national venue)</p>
<p>Juried work International (exhibits, curatorial works or performance staged in an international venue)</p>
<p>Patent/Original peer-reviewed design</p>
<p>Proceedings Local (paper presentations in local conferences/proceedings published by a local publisher)</p>
<p>Proceedings International (paper presentations in international conferences/ proceedings published by an international publisher)</p>
<p>Online Publications</p>
<p>Commissioned works (e.g. papers funded/published by the government, NGOs, and international agencies/organizations, policy papers)</p>
<p>Monographs</p>
<p>Creative Works (film, radio/TV, visual arts, theater, architecture, literature, music)</p>
<p>Others</p>

Points for the above outputs shall be mainly based on the UP Scientific Productivity System (SPS) and UP Arts Productivity System (APS)

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B. Citations of Published Papers or Creative Works

(The citations should be in papers published for the last (3) years. However, the cited paper can be older than 3 years. List the full bibliographic entry of paper citing the nominee's work.)

C. Other Activities

(Involvement in research projects, post-doctoral research training, research fellowship in academic institutions/ universities, visiting professorship, etc.)

III. EXTENSION SERVICE

Type of Service	Details
<p>1. Administrative work <i>(in the next column, enter information regarding administrative position/s held, office/college/unit of assignment, and period of service)</i></p>	
<p>2. Membership in department/college/ University committees <i>(in the next column, enter information about names of committees, position held in each committee, office/college/unit of assignment, and period of service)</i></p>	
<p>3. Membership in editorial boards of department/college/University/national/ international publications <i>(in the next column, enter information about name/s of journal/s, position held, and period of service)</i></p>	
<p>4. Membership in academic/professional organizations <i>(List all organizations, position held, and period of membership)</i></p>	
<p>5. Service to the government/private sector <i>(Specific service rendered and period of service)</i></p>	
<p>6. Involvement in conferences/seminars/ workshops/training programs as organizer, coordinator, or resource person <i>(List all pertinent events, nature of involvement, and inclusive dates of event)</i></p>	
<p>7. Other services beneficial to the University <i>(Indicate nature and period of service, and significance and impact of work)</i></p>	

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7

IV. CERTIFICATIONS

1. I certify that I have not been found guilty of any administrative or criminal offense involving moral turpitude, or in the instance that there is a pending administrative or criminal case against me, there is no adverse judgment/ruling on administrative or criminal case at the time of my nomination.
2. I attest to the veracity of the information in this form.

Printed Name and Signature of Nominee

Nominated by:

Printed Name and Signature

Please email the soft copy of the accomplished nomination form to the OVCAA ovcaa@ovcaa.upd.edu.ph and submit two (2) hard copies of the same to our office on or before **26 February 2016, 5:00 PM**.

Both soft and hard copy submissions must include the necessary supporting documents as attachments. Submissions with incomplete attachments will not be considered.

For questions/clarifications, please contact Ms. Jessica Pagaduan at VoIP 2584.