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OFFICE OF THE VICE-CHANCELLOR
FOR ACADEMIC AFFAIRS

MEMORANDUM NO. OVCAA-BMP 16-203

TO : ALL DEANS, DIRECTORS, HEADS OF ACADEMIC UNITS



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

SUBJECT : Merit Promotion for Faculty and Research Faculty: Review of Criteria

DATE : 8 August 2016

Earlier in Memorandum No. OVCAA-BMP 16-174 dated 15 June 2016, we circulated the graphs wherein the OVCAA compiled all the results of the 2014 Merit Promotion Diliman-wide and according to the four academic clusters.

Meanwhile the APFC and OVCAA had also compiled the enclosed Summary of Merit Promotion 2014 Criteria (except the point system) from faculty evaluation instruments that were submitted by the Colleges or Units at that time. (Hardcopy includes only the first 2 pages out of 30; the PDF includes all.)

Please inform us in writing of any error in the compilation that concerns your College or Unit; you may email or send a marked-up copy to Mr. Jerome Cruz (jerome@ovcaa.upd.edu.ph). You may also submit suggestions for the following steps.

The following steps are proposed in the coming weeks:

- (1) Regroup the items into: Teaching (T); Research and Creative Work (R); Administration and Academic Governance (A); Consultancy through the University (C); Extension Work through the University including Secondment (E); and Study or Sabbatical with Professional Growth (S). Agree that all such modes of service shall be recorded by the University.
- (2) Agree on the proportion of maximum promotion points that may be earned in each of the modes of service: T, R, A, C, E, and S. Note that it is possible to agree that C, for example, will not be awarded points for promotion or tenure purposes, but will be recorded and recognized by the University just the same.
- (3) Agree on how to scale the overall promotion points that may possibly be earned by a faculty member per year, and the corresponding translation into recommended number of steps of promotion per year.
- (4) Allow each College and Unit to agree on and put on record the point system within each mode of service.
- (5) As may be applicable, recommend corresponding changes in the UP System Manuals.

cc: Chancellor Michael L. Tan
All Vice-Chancellors

Summary of Merit Promotion 2014 Criteria (except the point system) as comp

	MANAGEMENT AND ECONOMICS CLUSTER (7)							SCIENCE AND TECHNOLOGY CLU				
	AIT	NCPAG	SE	SOLAIR	SURP	UPDEPPO	VSB	CS	CA	ASP	CENG	STAT
I. Teaching												
Average SET score	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Thesis/Dissertations advising/co-advising												
Undergraduate thesis	✓	✓	✓	n/a	n/a	✓		✓	✓		✓	✓
Masters thesis	n/a	✓	✓	✓	✓	✓		✓	✓		✓	✓
Doctoral dissertation	n/a	✓	✓	n/a	✓	n/a		✓	n/a		✓	✓
Membership in thesis/dissertation committee (1)												
Undergraduate thesis	✓	✓		n/a	n/a	✓		✓	✓		✓	✓
Masters thesis	n/a	✓		✓	✓	✓		✓	✓		✓	✓
Doctoral dissertation	n/a	✓		n/a	✓	n/a		✓	n/a		✓	✓
Number of preparations (per semester)	✓					✓						
New courses taught												
Variety of courses taught		✓		✓	✓				✓			✓
Number of courses taught				✓	✓	✓						
Number of syllabi/courses developed		✓										
Teaching Load Credit (TLC)		✓				✓		✓	✓			
Out of classroom learning												
Attendance and punctuality						✓						
Consultation hours/student consultation						✓						
Instructional/Teaching materials developed (cases, monographs, manuals, textbooks, etc.)						✓						
Curricular programs reviewed/developed/institutionalized						✓						
Updated syllabus						✓						
Awards for teaching						✓						
Other contributions to teaching (2)								✓			✓	
Program/Registration Advising												

Compiled by the APFC from faculty evaluation instruments that were submitted by the Colleges or Units

MASTER (7)		ARTS AND HUMANITIES CLUSTER (5)					SOCIAL SCIENCES AND LAW CLUSTER (8)							
CHE	SLIS	CAL	CFA	CHK	CMC	CMU	CSSP*	CSWCD	LAW	CED	CIS	AC	IIS	UPIS
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
✓	✓	✓ (o)	✓	✓	✓ (t)		✓	✓	n/a			✓ (z)		n/a
✓	✓	✓ (o)	✓	✓	✓ (u)	✓	✓	✓	n/a			✓ (z)		n/a
✓	n/a	✓ (o)	✓	✓	✓ (u)	✓	✓	✓	n/a			✓ (z)		n/a
✓	✓	✓ (o)	✓	✓	✓ (t)		✓	✓	n/a		✓	✓ (z)		n/a
✓	✓	✓ (o)	✓	✓	✓ (u)	✓	✓	✓	n/a		✓	✓ (z)		n/a
✓	n/a	✓ (o)	✓	✓	✓ (u)	✓	✓	✓	n/a		✓	✓ (z)		n/a
			✓											
					✓									
	✓	✓	✓	✓		✓	✓	✓		✓	✓	✓		
						✓								
	✓	✓	✓	✓		✓	✓	✓	✓	✓		✓	✓	
											✓ (y)			
✓ (h)														✓
✓ (h)														✓
						✓				✓	✓			✓
						✓	✓			✓				✓
						✓			✓					
					✓		✓		✓					
✓ (h)		✓ (o)	✓			✓	✓							
		✓ (o)												

MERIT PROMOTION TOOLS 2014

	MANAGEMENT AND ECONOMICS CLUSTER (7)							SCIENCE AND TECHNOLOGY CLU				
	AIT	NCPAG	SE	SOLAIR	SURP	UPDEPPO	VSB	CS	CA	ASP	CENG	STAT
Participation in college/university activities												
Submission of grades on time												
Promotion of CHE educative roles												
Responding to memos												
Linkages												
Panel member to student recital												
Student output												
Innovation in legal pedagogy/training												
Self-evaluation												
II. Research and Publication												
A. Scholarly/Creative Work												
Publication/technological output/creative work												
ISI-indexed journal article	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Scopus-indexed journal article			✓									
Non-ISI/Scopus refereed international journal article	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Non-ISI/Scopus refereed national/regional journal article	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Book review in local journal												
Academic article published in newspaper												
Article in community paper												
Refereed International Publication												
Book/e-book	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Chapter in a book/e-book	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Refereed National Publication												
Book/e-book	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Chapter in a book/e-book	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Non-refereed international journal article	✓							✓			✓	
Non-refereed national journal article	✓							✓			✓	
UP Professorial Chair				✓								

MERIT PROMOTION TOOLS 2014

ISTER (7)		ARTS AND HUMANITIES CLUSTER (5)					SOCIAL SCIENCES AND LAW CLUSTER (8)							
CHE	SLIS	CAL	CFA	CHK	CMC	CMU	CSSP*	CSWCD	LAW	CED	CIS	AC	IIS	UPIS
✓ (h)														
✓ (h)									✓					✓
✓ (h)														
✓ (h)														
✓ (h)														
					✓									
						✓								
									✓					
														✓
✓ (k)									✓ (bb)					
	✓	✓		✓	✓	✓	✓	✓		✓	✓	✓	✓	
				✓	✓	✓				✓	✓	✓	✓	
	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	
	✓	✓	✓	✓	✓	✓	✓			✓	✓	✓	✓	
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							✓							
	✓	✓	✓	✓	✓	✓	✓	✓		✓		✓	✓	
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	✓	✓		✓	✓	✓	✓	✓		✓		✓	✓	
	✓	✓		✓	✓	✓	✓	✓		✓		✓	✓	
	✓	✓		✓		✓					✓	✓		
	✓	✓		✓		✓					✓	✓		
							✓				✓			

MERIT PROMOTION TOOLS 2014

	MANAGEMENT AND ECONOMICS CLUSTER (7)							SCIENCE AND TECHNOLOGY CLU				
	AIT	NCPAG	SE	SOLAIR	SURP	UPDEPPO	VSB	CS	CA	ASP	CENG	STAT
UPD (Centennial) Faculty Grant Award				✓	✓	✓						
Non-refereed book national (by local publisher)												
Book (Non-textbook)		✓	✓		✓	✓		✓				✓
Chapter in a book (Non-textbook)		✓	✓	✓	✓	✓		✓				✓
Book (Textbook)	✓	✓		✓								
Non-refereed book International (by international publisher)												
Book (Non-textbook)		✓	✓	✓	✓			✓				✓
Chapter in a book (Non-textbook)		✓	✓	✓	✓			✓				✓
Book (Textbook)		✓		✓								

MERIT PROMOTION TOOLS 2014

ISTER (7)		ARTS AND HUMANITIES CLUSTER (5)					SOCIAL SCIENCES AND LAW CLUSTER (8)							
CHE	SLIS	CAL	CFA	CHK	CMC	CMU	CSSP*	CSWCD	LAW	CED	CIS	AC	IIS	UPIS
											✓			
		✓		✓		✓	✓	✓			✓	✓	✓	
		✓		✓		✓	✓	✓			✓	✓	✓	
		✓		✓		✓	✓	✓			✓	✓	✓	
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		✓				✓	✓				✓	✓	✓	
		✓				✓	✓				✓	✓	✓	

MERIT PROMOTION TOOLS 2014

	MANAGEMENT AND ECONOMICS CLUSTER (7)							SCIENCE AND TECHNOLOGY CLU				
	AIT	NCPAG	SE	SOLAIR	SURP	UPDEPPO	VSB	CS	CA	ASP	CENG	STAT
Proceedings of Local/national Conference												
Refereed paper published in conference proceedings		✓			✓	✓		✓		✓	✓	✓
Non-refereed Paper published in conference proceedings		✓			✓			✓		✓	✓	✓
Proceedings of International Conference												
Refereed paper published in conference proceedings		✓			✓			✓	✓	✓	✓	✓
Non-refereed paper published in conference proceedings		✓			✓			✓	✓	✓	✓	✓
Papers Presented in Conferences												
International		✓		✓	✓			✓	✓			✓
National		✓		✓	✓			✓	✓			✓
Online Publications				✓	✓							✓
Policy Papers			✓ (c)		✓	✓			✓			
Short work												
Recording												
Web article												
Published article												
Short story												
Textbook									✓			
Monographs/Research monograph		✓	✓	✓	✓			✓ (ff)	✓	✓	✓	✓
Posters									✓	✓		
Discussion/Working Papers			✓									
Commissioned Works				✓	✓				✓	✓		✓
Patents/Original Peer-Reviewed Designs								✓				
Editorship/Co-editorship of Publications (international/local)	✓	✓	✓	✓	✓	✓					✓ (g)	
Unpublished Papers	✓									✓		
Articles												
Anthology/Encyclopedia												
Feature article												
Formal writing												

MERIT PROMOTION TOOLS 2014

ISTER (7)		ARTS AND HUMANITIES CLUSTER (5)					SOCIAL SCIENCES AND LAW CLUSTER (8)							
CHE	SLIS	CAL	CFA	CHK	CMC	CMU	CSSP*	CSWCD	LAW	CED	CIS	AC	IIS	UPIS
	✓	✓			✓	✓	✓	✓			✓			
	✓					✓	✓	✓		✓	✓			
	✓				✓	✓	✓	✓			✓			
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	✓ (l)									✓				
		✓	✓	✓	✓	✓	✓	✓						
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			✓											
			✓											
			✓											

MERIT PROMOTION TOOLS 2014

	MANAGEMENT AND ECONOMICS CLUSTER (7)							SCIENCE AND TECHNOLOGY CLU				
	AIT	NCPAG	SE	SOLAIR	SURP	UPDEPPO	VSB	CS	CA	ASP	CENG	STAT
Art reviews and commentaries												
Short Story/Children's Story												
Poem												
Creative non-fiction												
Play												
Teaching Materials (Cases, monographs, articles, manuals)	✓								✓	✓		
Mentoring (Law students in reputable international debate/moot-court competition)												
Translation of book article etc. (4)												
Adaptation												
Review of books, films, and other radio productions (refereed)												
B. Participation in Conferences/Symposia/ Workshops (international/local)	(a)		(a)	(a)								
Keynote Speaker					✓			✓			✓	✓
Plenary Speaker					✓			✓			✓	✓
Speaker/Paper Presenter					✓			✓			✓	✓
Discussant/Reactor					✓							✓
Conference Organizer												
Attendance only												✓
C. Awards for Research/Creative Work/ Professional Advancement												
International	✓				✓							✓
National	✓				✓							✓
University and others					✓							✓
D. Other Activities					✓ (d)							
Involvement in Research Projects (International/Local Member)	✓				✓							✓
Completed					✓	✓						✓
In-progress						✓						

MERIT PROMOTION TOOLS 2014

ISTER (7)		ARTS AND HUMANITIES CLUSTER (5)					SOCIAL SCIENCES AND LAW CLUSTER (8)							
CHE	SLIS	CAL	CFA	CHK	CMC	CMU	CSSP*	CSWCD	LAW	CED	CIS	AC	IIS	UPIS
			✓											
		✓										✓		
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		✓ (aa)		✓ (r)		✓	✓ (r)	✓	✓		✓	✓		✓
				✓ (r)		✓	✓ (r)	✓	✓		✓	✓		✓

MERIT PROMOTION TOOLS 2014

	MANAGEMENT AND ECONOMICS CLUSTER (7)							SCIENCE AND TECHNOLOGY CLU				
	AIT	NCPAG	SE	SOLAIR	SURP	UPDEPPO	VSB	CS	CA	ASP	CENG	STAT
Foreign or Local Citation of Published Work						✓						
Post-doctoral research/Training					✓							✓
Artistic Production						✓						
Technological innovation (patents, software, computer programs)						✓						
Research fellowship in academic institutions/universities					✓							✓

MERIT PROMOTION TOOLS 2014

ISTER (7)		ARTS AND HUMANITIES CLUSTER (5)					SOCIAL SCIENCES AND LAW CLUSTER (8)							
CHE	SLIS	CAL	CFA	CHK	CMC	CMU	CSSP*	CSWCD	LAW	CED	CIS	AC	IIS	UPIS
							✓		✓		✓			
							✓							
										✓ (w)				
							✓							

	MANAGEMENT AND ECONOMICS CLUSTER (7)							SCIENCE AND TECHNOLOGY CLU				
	AIT	NCPAG	SE	SOLAIR	SURP	UPDEPPO	VSB	CS	CA	ASP	CENG	STAT
E. Creative Work												
Production/Exhibit												
Theater/Film/TV/Radio												
Major performance (Dance, performance works)												
Dance/Dance Theater												
Performance works												
Events (special program)												
Art Exhibit (Artist/Curator)												
Multimedia												
Print												
CD Rom												
Web page												
Performance												
Full-length recital or concert												
Soloist in a major production												
Guest in a recital or concert												
Annotated performance/lecture-recital												
Artistic Direction												
Major production, festival or event												
Recording, audio or audio-visual												
Exhibitions/Productions/Commissioned Works/Design												
Exhibitions/Exhibition designs (international or local)												
Institutional commissioned works (public and private art)												
Curatorship/Exhibition design												
Design												
Practice of other fine arts disciplines												
Restoration and conservation												
Authentication												

MERIT PROMOTION TOOLS 2014

ISTER (7)		ARTS AND HUMANITIES CLUSTER (5)					SOCIAL SCIENCES AND LAW CLUSTER (8)							
CHE	SLIS	CAL	CFA	CHK	CMC	CMU	CSSP*	CSWCD	LAW	CED	CIS	AC	IIS	UPIS
		✓									✓	✓		
		✓										✓		
		✓												
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						✓								
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			✓ (dd)											
			✓											
			✓											

	MANAGEMENT AND ECONOMICS CLUSTER (7)							SCIENCE AND TECHNOLOGY CLU				
	AIT	NCPAG	SE	SOLAIR	SURP	UPDEPPO	VSB	CS	CA	ASP	CENG	STAT
Art education												
Juried films (international/local)												
Awarded TV or radio program or episode (international/local)												
Juried/Awarded investigative reports (international/local)												
Archeological exhibit										✓		
Architectural designs									✓			
F. Social Technologies (National policy regulation or bill and program)												
III. Extension/Service												
A. Service to University												
Administrative work	✓	✓	✓	✓	✓			✓	✓	✓	✓	✓
Membership in University Committee	✓	✓	✓	✓	✓			✓	✓	✓	✓	✓
Membership in Editorial Board of Dept/College/University Publication												✓
Attendance in meetings												
Special assignment/ additional assignment												
Other services beneficial to the University												✓
Outreach activity outside the university	✓											
<i>Ad hoc</i> committee involvement	✓				✓							
Attendance in UC meetings	✓											
Involvement in competitions												
B. Service to Community/Industry												
Membership/Position of responsibilities in Academic/Professional/Civic/Scientific Organization (international/local)	✓	✓	✓	✓	✓	✓		✓			✓	✓
Consultancy (international/local)												
Membership in Editorial Board of National/ Int'l Publication serving as co-juror of creative work					✓ (e)	✓ (f)		✓			✓	✓
Referee to a scientific publication								✓			✓	
Membership in technical committees (Outside UP e.g., CHED)	✓	✓	✓		✓			✓			✓	

MERIT PROMOTION TOOLS 2014

ISTER (7)		ARTS AND HUMANITIES CLUSTER (5)					SOCIAL SCIENCES AND LAW CLUSTER (8)							
CHE	SLIS	CAL	CFA	CHK	CMC	CMU	CSSP*	CSWCD	LAW	CED	CIS	AC	IIS	UPIS
			✓											
					✓									
					✓									
					✓									
✓		✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	
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							✓				✓			
✓	✓													
✓	✓						✓							
		✓ (cc)	✓ (cc)				✓ (cc)			✓ (cc)	✓			
✓														
✓														
		✓ (p)	✓ (p)											
		✓			✓		✓	✓	✓	✓		✓		
							✓				✓			✓
					✓		✓		✓	✓				
					✓									
							✓			✓				

MERIT PROMOTION TOOLS 2014

	MANAGEMENT AND ECONOMICS CLUSTER (7)							SCIENCE AND TECHNOLOGY CLU				
	AIT	NCPAG	SE	SOLAIR	SURP	UPDEPPO	VSB	CS	CA	ASP	CENG	STAT
Service to education	✓				✓							✓
Service to industry/community/education	✓	✓										
Guest speaker in an industry forum/ lecture	✓											
Promotion of industry programs/ initiatives	✓											

MERIT PROMOTION TOOLS 2014

ISTER (7)		ARTS AND HUMANITIES CLUSTER (5)					SOCIAL SCIENCES AND LAW CLUSTER (8)							
CHE	SLIS	CAL	CFA	CHK	CMC	CMU	CSSP*	CSWCD	LAW	CED	CIS	AC	IIS	UPIS
							✓	✓						

MERIT PROMOTION TOOLS 2014

	MANAGEMENT AND ECONOMICS CLUSTER (7)							SCIENCE AND TECHNOLOGY CLU				
	AIT	NCPAG	SE	SOLAIR	SURP	UPDEPPO	VSB	CS	CA	ASP	CENG	STAT
Technical assistance/advisorship to scientific organization/service publication	✓	✓	✓					✓	✓	✓	✓	
Involvement in training, conferences, workshops, seminars international/local		✓	✓	✓	✓				✓	✓		✓
Lecture/Talks												
Resource generation (including for research)		✓		✓					✓			
Popular paper presentation									✓	✓		
Discussant/Panel work/Resource person								✓	✓	✓		
Service to government/general public (Secretary or Undersecretary)			✓					✓				✓
Outreach programs/Pahinungod	✓							✓				
Other services beneficial to the community					✓							✓
Policy paper/policy development			✓							✓		
Resource person in non-scientific meetings/symposium/extension activities/training related to scientific issues								✓				
Membership/Involvement in NGOs												
Writer of newspaper columns/ letters to the editor												
Serving as expert witness in trials												
Membership in arbitration tribunal												
<i>Pro bono</i> legal service												
Advocacy of public interest cases												
Unrefereed creative and research work												
C. Service to the Institute/School/College											✓	
Administrative work (3)	✓	✓	✓ (b)	✓	✓			✓	✓	✓	✓	✓
Membership in institute/school/college committee	✓	✓		✓	✓			✓	✓	✓	✓	✓
Coaching												
National												
Varsity												

MERIT PROMOTION TOOLS 2014

ISTER (7)		ARTS AND HUMANITIES CLUSTER (5)					SOCIAL SCIENCES AND LAW CLUSTER (8)							
CHE	SLIS	CAL	CFA	CHK	CMC	CMU	CSSP*	CSWCD	LAW	CED	CIS	AC	IIS	UPIS
						✓	✓			✓	✓		✓	
		✓	✓		✓	✓	✓	✓		✓	✓	✓	✓	✓
							✓				✓	✓	✓	✓
							✓			✓		✓	✓	✓
	✓					✓				✓	✓	✓	✓	✓
	✓			✓			✓		✓	✓		✓	✓	✓
									✓					
✓	✓			✓		✓								
	✓			✓			✓	✓						✓
								✓						
								✓						
								✓						
								✓	✓					
								✓						
								✓	✓					
								✓	✓					
✓		✓	✓	✓	✓	✓	✓		✓	✓		✓	✓	✓
✓		✓	✓	✓	✓	✓	✓		✓	✓		✓	✓	✓
							✓							✓
							✓							✓

MERIT PROMOTION TOOLS 2014

	MANAGEMENT AND ECONOMICS CLUSTER (7)							SCIENCE AND TECHNOLOGY CLU				
	AIT	NCPAG	SE	SOLAIR	SURP	UPDEPPO	VSB	CS	CA	ASP	CENG	STAT
Seminar/Training conducted	✓	✓			✓				✓			
Committee work involvement	✓	✓			✓							
Faculty advising to national/student organizations	✓											
Initiation and undertaking of networking program	✓											
Project level admin work										✓		
Attendance in meetings												
Assignment/Special Assignment												
Length of service												
D. Service to science education												
Workshop/training/conference organizer or chair								✓				
Authorship of a scientific reference book								✓				
Authorship of a college level non-UP textbook/lab/course manual								✓				
Authorship of high school and elementary manual/textbook								✓				
Authorship of a popularized scientific article in a popular publication/primer								✓				
Resource person in print or broadcast media presentation								✓				
Trainer within area of specialization (international/local)								✓				
Resource person in symposia related to science and education								✓				
Member of thesis panel outside any UP unit								✓				
Supervisor of a student apprentice								✓				
IV. Professional Growth												
Formal Education												
Doctoral	✓											
Masters	✓											

MERIT PROMOTION TOOLS 2014

ISTER (7)		ARTS AND HUMANITIES CLUSTER (5)					SOCIAL SCIENCES AND LAW CLUSTER (8)							
CHE	SLIS	CAL	CFA	CHK	CMC	CMU	CSSP*	CSWCD	LAW	CED	CIS	AC	IIS	UPIS
							✓		✓					
							✓		✓					
							✓	✓						✓
							✓							
							✓							
✓														
✓							✓							✓
									✓					
✓														
✓														
✓ (j)		✓ (m)		✓ (m)	✓	✓	✓		✓		✓	✓		
		✓ (m)		✓ (m)	✓	✓	✓		✓		✓	✓		

MERIT PROMOTION TOOLS 2014

	MANAGEMENT AND ECONOMICS CLUSTER (7)							SCIENCE AND TECHNOLOGY CLU				
	AIT	NCPAG	SE	SOLAIR	SURP	UPDEPPO	VSB	CS	CA	ASP	CENG	STAT
Graduate Diploma	✓											
Short Course												
Writing of Thesis/Dissertation						✓						
Passing of Comprehensive Examination						✓						
Number of Units Completed per year (per 12 units)						✓						
Membership in award giving bodies (international/local)												
Highest educational attainment				✓								
Attendance/Participation in conferences/academic/scholarly activities (International/National/Regional/Local)	✓	✓	✓	✓	✓							
Coordinator/Organizers/Trainer	✓								✓	✓	✓	
Rapporteur/Discussant/Integrator	✓											
Facilitator/Moderator/Member of working committee	✓											
Keynote			✓									
Presenter	✓					✓						
Participant (Attendance only)	✓		✓		✓	✓			✓	✓		
Echoing	✓											
Earned certificate for Workshop				✓					✓	✓		
Passing the EnP Licensure Exam/ Professional certification/Language proficiency					✓							
Industry Related Experience												
On the job work experience	✓											
Faculty in-service training	✓											
Leadership/Membership in professional organization/Honor Society international and national	✓	✓	✓	✓	✓	✓			✓	✓	✓	
Refereeing research articles/ Research outputs/books/films/other media products						✓		✓			✓	
Sitting in Review Bodies						✓					✓	

MERIT PROMOTION TOOLS 2014

ISTER (7)		ARTS AND HUMANITIES CLUSTER (5)					SOCIAL SCIENCES AND LAW CLUSTER (8)							
CHE	SLIS	CAL	CFA	CHK	CMC	CMU	CSSP*	CSWCD	LAW	CED	CIS	AC	IIS	UPIS
		✓ (m)		✓ (m)	✓	✓			✓		✓	✓		
						✓						✓		
												✓		
		✓ (m)										✓		
							✓							
					✓		✓							
	✓	✓ (m)	✓	✓ (m)	✓	✓	✓	✓		✓				
		✓ (m)	✓	✓ (m)										✓
		✓ (m)	✓	✓ (m)										✓
		✓ (m)	✓	✓ (m)								✓		✓
		✓ (m)	✓	✓ (m)	✓		✓					✓		✓
	✓	✓ (m)	✓	✓ (m)						✓	✓	✓	✓	✓
		✓ (m)	✓	✓ (m)										
	✓													
							✓							
	✓	✓			✓	✓	✓				✓	✓		✓
		✓	✓		✓	✓	✓	✓			✓			
			✓ (q)											

MERIT PROMOTION TOOLS 2014

	MANAGEMENT AND ECONOMICS CLUSTER (7)							SCIENCE AND TECHNOLOGY CLU				
	AIT	NCPAG	SE	SOLAIR	SURP	UPDEPPO	VSB	CS	CA	ASP	CENG	STAT
Professional awards/recognition												
International awards	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	
National awards	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	
UP awards								✓	✓	✓	✓	
Scholarship/Fellowship Grants								✓	✓	✓	✓	
Referee/reviewer/juror								✓	✓	✓	✓	
Continuing education												
Creative work productions												
Membership and accreditation												
Bonus (Other accomplishments)					✓							

MERIT PROMOTION TOOLS 2014

ISTER (7)		ARTS AND HUMANITIES CLUSTER (5)					SOCIAL SCIENCES AND LAW CLUSTER (8)							
CHE	SLIS	CAL	CFA	CHK	CMC	CMU	CSSP*	CSWCD	LAW	CED	CIS	AC	IIS	UPIS
	✓	✓	✓	✓ (S)	✓	✓	✓	✓	✓	✓	✓	✓		
	✓	✓	✓	✓ (S)	✓	✓	✓	✓	✓	✓	✓	✓		
	✓	✓	✓	✓ (S)	✓	✓	✓	✓	✓	✓	✓	✓		
	✓		✓	✓ (S)			✓				✓			
	✓				✓	✓	✓			✓	✓	✓		
	✓													
						✓								
						✓								
✓				✓										✓

MERIT PROMOTION TOOLS 2014

	MANAGEMENT AND ECONOMICS CLUSTER (7)							SCIENCE AND TECHNOLOGY CLU				
	AIT	NCPAG	SE	SOLAIR	SURP	UPDEPPO	VSB	CS	CA	ASP	CENG	STAT

Notes:

* At CSSP, while there is an attempt to consolidate the different Faculty Evaluation Instruments (FEIs) of the 8 Departments and 1 Institute at the College

- (1) Membership in thesis/dissertation committee included serving as reader, examiner and critic
- (2) Other contributions to teaching included participation in preliminary, candidacy, comprehensive, qualifying examinations; placement exams; program and research projects
- (3) Administrative work included serving as dean, director, college secretary, associate dean, program coordinator, lab head, department chair
- (4) Translation included translation of book, textbook, manual, monograph, article, refereed journal, unrefereed journal, anthology/encyclopedia, feature articles, and case studies
- (a) At AIT, SOLAIR and SE, participation in Conferences was under Professional Growth
- (b) At SE, there was a separate category for Administrative Work
- (c) At SE, Policy Papers was under Extension
- (d) At SURP, Other Activities under Research were under Professional Growth
- (e) At SURP, Extension Component of Service was under Professional Growth
- (f) At UPDEPPO, Membership in Editorial Board was under Professional Growth
- (g) At CENG, Editorship was under Professional Growth
- (h) At CHE, these Teaching items were under the category Commitment and Dedication to Service
- (i) At SLIS, Policy Papers included refereed national/international policy papers
- (j) At CHE, Doctoral referred to PhD program in progress for assistant professors
- (k) At CHE, Publications and Mentoring were considered bonus points
- (l) At SLIS, Papers included papers presented in international and local LIS conferences
- (m) At CAL and CHK, Professional Growth items were under Teaching
- (o) At CAL, these items on Advising and other contributions to teaching were under Extension Service
- (p) At CAL and CFA, detailed Items under Service to Community/ Industry not specified
- (q) At CFA, included serving as juror/member of review bodies and art reviews
- (r) At CHK and CSSP, Involvement in Research Projects items included serving as project leader/team leader, membership in working committees, support staff
- (s) At CHK, Professional Award/ Recognition items were considered Bonus
- (t) At CMC, advisers for undergraduate theses awarded best thesis were given additional points
- (u) At CMC, advisers for graduate theses awarded best thesis were given additional points
- (v) At CED, international and national refereed commissioned work
- (w) At CED, artistic production was under Scholarly/Creative Work
- (x) At CED, mentoring of students included published output and public presentation
- (y) At CIS, out-of-classroom learning included teaching of local and international courses outside UP and mentoring in participatory research
- (z) At AC, Thesis/Dissertation advising was included under service to the university/college
- (aa) At CAL, Output of completed project should be equivalent to a book
- (bb) At LAW, Publication/technological output/creative work is publication of a book by a reputable publisher/an article in a reputable journal as determined by the APC
- (cc) At CAL, CFA, CSSP and/or CED, Other Services Beneficial to the University items included serving as examiner for admission test; language proficiency examiner; UI

MERIT PROMOTION TOOLS 2014

CLUSTER (7)		ARTS AND HUMANITIES CLUSTER (5)					SOCIAL SCIENCES AND LAW CLUSTER (8)							
CHE	SLIS	CAL	CFA	CHK	CMC	CMU	CSSP*	CSWCD	LAW	GED	CIS	AC	IIS	UPIS

je level for purposes of the 2014 Merit Promotion, some, if not all, of the academic units use their own FEI.

aper advising.

atalogue

PCAT examiner; UPCAT item writer; web master; and LAE .

MERIT PROMOTION TOOLS 2014

	MANAGEMENT AND ECONOMICS CLUSTER (7)							SCIENCE AND TECHNOLOGY CLU				
	AIT	NCPAG	SE	SOLAIR	SURP	UPDEPPO	VSB	CS	CA	ASP	CENG	STAT

(dd) At CFA, design included publication design, full feature in film or video format, illustrations, brochures, etc.

(ee) At CMC, unrefereed creative and research work included regular TV programs, films, theater directing, radio shows, opinion columns, news reports, magazine contri

(ff) At CS, Monographs should be refereed

MERIT PROMOTION TOOLS 2014

CLUSTER (7)		ARTS AND HUMANITIES CLUSTER (5)					SOCIAL SCIENCES AND LAW CLUSTER (8)							
CHE	SLIS	CAL	CFA	CHK	CMC	CMU	CSSP*	CSWCD	LAW	CED	CIS	AC	IIS	UPIS

contributions, and research reports (commissioned technical reports)