

UPD CENTENNIAL PROFESSORIAL CHAIRS AND FACULTY GRANTS (1 July 2018 – 30 June 2019 Cycle) Period of Reckoning: 1 July 2016 – 30 June 2018

GUIDELINES

Only submissions with complete attachments will be considered.

A. Research/Creative Output

1. **One entry** of the output indicating the faculty as author and UP as affiliation (e.g., UP/UP address as found with the byline, in the bionotes, or equivalent thereof)
2. Period: Actual publication dates of the research/creative output and NOT data object identifiers (DOI's) should be within the period of reckoning.
3. Submit the following:
 - a. Copy of research/creative work
 - b. For book chapter/refereed journal article/creative work: cover page, copyright page and table of contents
 - c. For journal article indexed by Scopus or Clarivate Analytics: proof or a print-page from Scopus or Clarivate Analytics site
 - d. For art works: description/review of critics and/or photo of the work(s)
4. Submit/show proof of independent review process if not indexed by Scopus or Clarivate Analytics (i.e., Certification of the review process from the editor).
5. Submit proof of publishers' reputable track record if the publisher is not included in the OVPAA list of local and academic publishers (i.e., follows academic editorial conventions/ process).
6. Publications **NOT** considered are the following:
 - a. Abstracts, poster presentations
 - b. Proceedings of conferences, congresses, symposia that are NOT published as full peer-reviewed articles
 - c. Handbooks, Textbooks, Manuals, Monographs
 - d. Final reports and other documents of contract projects: Commissioned works without independent review
 - e. Review articles and comments; Articles/opinions in magazines
 - f. Country/position papers and/or reports
 - g. Theses, dissertations
 - h. Entries in encyclopedias
 - i. Research notes in ISI journals that are one page or less
 - j. Short communication
 - k. Introductions/prefaces of an editor or a member of the editorial board. The editor or member of the editorial board, however, may submit an article/essay published in the journal/book s/he edited provided that this is peer reviewed.
7. Sample Entry Formats (**use the corresponding format for the field "Research/Creative Output"**):
 - a. Book
Eugenio, Damiana L. (1987). *Awit at Corrido: Philippine Metrical Romances*. Quezon City: University of the Philippines Press.
 - b. Chapter in a Book
Capuno, J.I. and Kraft, Aleli DP (2011). "Equity in Education and Health Services in the Philippines" in H. Son (ed). *Equity and Well-Being: Measurement and Policy Practice*. NY: Routledge, pp. 170-197.
 - c. Journal

Combinido, J.S.L. and Lim, M.T. (2010). "Modeling U-turn traffic flow". *Physica A*. Vol. 389 (17), pp. 3640-3647.

d. Refereed Proceedings

Common, Mick (2001). "The Role of Economics in Natural Heritage Decision Making" in *Heritage Economics: Challenges for Heritage Conservation and Sustainable Development in the 21st Century: Proceedings of the International Society for Ecological Economics Conference, Canberra, 4 July 2000*, Canberra: Australian Heritage Commission, p. 22.

8. Point System Used:

- a. Professorial Chairs: Minimum of 7 points
- b. Faculty Grants: 4-6 points
- c. Points for the publication are prorated according to number of authors: 1-2 authors - 100%, 3-4 authors - 80%, 5 or more authors - 60%.

B. Mentoring

1. **Submit appointment as mentor or certification from the unit.**
2. Period of mentoring activity should be within the period of reckoning.
3. Indicate the form of mentoring:
 - a. Thesis/Dissertation Adviser
 - b. Thesis reader, critic and examination panel member
 - c. Headship of a laboratory with junior faculty as researchers, advising for both student(s) research papers/projects not necessarily thesis and/or junior faculty whose papers eventually get published or presented in local and international conferences
 - d. Coaching of students who join academic competitions