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Office of the Vice President for Academic Affairs

9 December 2019

Memorandum No. OVPAA 2019-139

For: The UP System Faculty
(through the Vice-Chancellors for Academic Affairs)

Prof. Corazon Abansi, VCAA, UP Baguio
Prof. Evangeline C. Amor, VCAA, UP Diliman
Prof. Ritchelita Galapate, VCAA, UP Cebu
Prof. Portia G. Lapitan, VCAA, UP Los Banos
Prof. Melinda F. Lumanta, VCAA, UP Open University
Prof. Nilo B. Oponda, VCAA, UP Mindanao
Prof. Nymia P. Simbulan, VCAA, UP Manila
Prof. Gay D. Defiesta, VCAA, UP Visayas

MC
From: Maria Cynthia Rose Banzon Bautista
Vice President for Academic Affairs

**RE: Revised Timeline for the Final Processing of the 2019 Recommendations
for Faculty Promotions**

The Board of Regents in its 1349th meeting on 28 November 2019 approved the following: 1) the use of available plantilla items to support faculty promotions after 5 years in the absence of fresh funds from DBM; 2) the 1 January 2019 effectivity of promotions; 3) the use of the same Guidelines and promotions criteria for the 2020 and 2021 applications for promotions, albeit with clearer operationalization of the 2019 Guidelines based on issues that arose in the course of implementing the 2019 Guidelines; and 4) the approval and referendum of the list of faculty members recommended for promotions upon the UP President's approval and endorsement of the list to the BOR on 17 December 2019.

The BOR-approved Guidelines for the 2019 Promotions of Regular and Research Faculty scheduled the announcement of the list of faculty members recommended for promotions on **2 December 2019**. However, due to the time required for the System-wide processing of recommendations, the final list of faculty members recommended for promotions with notation for appeals will be submitted to the BOR on **17 December 2019**. Appeals will be processed only after Christmas. Should the appeals be acted upon favourably, corresponding corrections will be made effective 1 January 2019.

The revised Timeline is as follows:

Date	CU Action
5-8 December 2019	Review/revision of recommended ranks/steps if warranted in line with the Supplementary Guidelines
9 Dec 2019	Submission of revised recommendations for promotion within ranks and crossing ranks
9-11 Dec 2019	OVPAA Workshop to finalize the list of recommended faculty members in consultation with the Academic Affairs Committee
12 Dec 2019	<ul style="list-style-type: none"> • Office of the Vice-President for Academic Affairs (OVPAA) consolidation of recommendations for promotion; • OVPAA issuance of Form 4.0 (list of faculty recommended for promotions with asterisks for those appealing the CU decision) for CU verification;
13 Dec 2019	<ul style="list-style-type: none"> • CU submission of Form 4.0 (reviewed for accuracy e.g. omissions, ranks, steps signed by the Chancellor and VCAA) • CU submission of Form 5 (for purposes of determining supply and demand for items by CU); • CU submission of estimated budget for the recommended promotions in the signed Form 4.0 • OVPAA consolidation of the signed Form 4.0 and Form 5.0 • OVPAA Matching of Items from other CUs that a CU cannot provide but another CU has an excess of (in close consultation with the relevant CUs) • Submission of Consolidated Form 4.0 to President Concepcion
16 Dec 2019	<ul style="list-style-type: none"> • Meeting with President Concepcion Re: Finalization of Consolidated Form 4.0 for submission to the BOR
17 Dec 2019	<ul style="list-style-type: none"> • Submission to the BOR of list of recommendations (with notation for appeals) for ad referendum approval baes on availability of slacks (with projection of funds possibly needed for resolved appeals) • CU Submission of Form 1.1
18-20 Dec 2019	<ul style="list-style-type: none"> • Classification and Initial Processing of Appeals
20 Dec 2019	<ul style="list-style-type: none"> • Submission of Form 1.1 to OVPPF
6-31 Jan 2020	<ul style="list-style-type: none"> • Processing and Resolution of Appeals

Thank you for your consideration.