

GUIDELINES FOR THE 2020 UPV CHANCELLOR'S AWARDS

In keeping with the objective of giving due appreciation and recognition to UPV Faculty, REPS, and Administrative Personnel for exemplary work performance and achievement, the following guidelines are hereby issued:

A. CATEGORIES AND LEVELS PER CATEGORY

- I. UPV Chancellor's Award for Outstanding Faculty
 - I.1. Instructor
 - I.2. Assistant Professor
 - I.3. Associate Professor
 - I.4. Professor
- II. UPV Chancellor's Award for Outstanding Performance (Administrative Personnel)
 - II.1. Salary Grade 1-3
 - II.2. Salary Grade 4- 6
 - II.3. Salary Grade 7-10
 - II.4. Salary Grade 11 & above (No supervisory functions)
 - II.5. Salary Grade 11 & above (Supervisory)
- III. UPV Chancellor's Award for Outstanding Performance (REPS)
 - III.1. Research
 - III.2. Extension
 - III.3. Professional Staff
- IV. UPV Chancellor's Award for Outstanding Achievement in Research
- V. UPV Chancellor's Award for Outstanding Achievement in Creative Works
- VI. UPV Chancellor's Award for Outstanding Achievement in Public Service

B. NOMINATIONS

1. Nominees will be evaluated based on the achievements for the period starting 1 January 2017 until 30 June 2019 (2.5 years).
2. Personnel may be nominated in only one category.
3. To be eligible for the awards, nominees must obtain a percentage weight of at least 90% in the criteria provided for each category.
4. For Category I (Chancellor's Award for Outstanding Faculty), nominees must meet the minimum expectations for faculty ranks (UP System Manual Series 2, "*Shaping Our Institutional Future: A statement on faculty tenure, rank and promotion*", Section III, pages 20-21)
5. The nominees must not have been a Chancellor's awardee for the last three years (2017-2019).
6. The guidelines and templates can be downloaded from the UPV website and intranet.
7. Recipients of the awards will receive a plaque of achievement and cash prize during the Foundation Week Celebration marking the 73rd Anniversary of the UP Presence in Iloilo in February 2020.

C. GENERAL GUIDELINES

1. There will be ten (10) clusters: (1) CFOS; (2) CAS; (3) CM; (4) UPVTC; (5) SOTECH; (6) OC; (7) OVCAA; (8) OVCRE; (9) OVCPD; and (10) OVCA.
2. Each cluster must constitute an AdHoc Evaluation Committee. The committee will be tasked to screen and evaluate the credentials of nominees, and ensure that the documents to be submitted are in order, based on the checklist provided / attached.
3. Each cluster will submit a nominee per category provided that they have met the basic requirements and obtained the 90% percentage score.

4. Nominations must be submitted using the Nomination Form (Attachment 1) together with the necessary documents. Achievements listed but without accompanying attachments/documents will **not** be considered. Only research, creative works, publication, and public service activities registered with the OVCRE through the RCWPPS database will be considered.
5. Summary listings must be presented using the prescribed templates in the Attachments. **Supporting documents must be organized and properly labelled according to the prescribed checklist in neat folders.**
6. All nominations must be endorsed by the college Deans (clusters 1-5), VCAA (cluster 7), VCRE (cluster 8), VCPD (cluster 9), and VCA (clusters 6 and 10) to the 2020 UPV Chancellor's Award Committee.
7. One (1) hard copy of all documents (to include the checklist as the first page, the evaluation sheets, and supporting documents) must be submitted in sealed envelopes to:

Prof. Encarnacion Emilia S. Yap
 Chair, Committee for the 2020 UPV Chancellor's Awards for
 Outstanding Performance and Achievement
 Office of the Dean
 College of Fisheries and Ocean Sciences (CFOS)
 Villadolid Building, UP Visayas
 Miagao, Iloilo

Soft copies of applicable Evaluation Sheets (Attachment 2a – Attachment 8) must also be submitted to the following email address:

chancellorsawards2020@gmail.com

8. The UPV Committee for 2020 Chancellor's Awards reserves the right to validate the information submitted.

D. DATES TO REMEMBER:

Nominations for 2020 Chancellor's Award opens	December 8, 2019
Deadline of Submission of Nominations to the Cluster Ad Hoc Evaluation Committees	January 6, 2020
Deadline of Submission of Nomination to 2020 UPV Chancellor's Awards Committee	January 13, 2020
Deadline of Submission of Committee Report to the Chancellor	January 20, 2020

E. SPECIFIC GUIDELINES PER CATEGORY

I. UPV Chancellor's Award for Outstanding Faculty

Basic Requirements for all Categories for Outstanding Faculty Members

- a. Must be in full-time active service¹ for the last 2.5 years (1 January 2017 to 30 June 2019), whether permanent or temporary;
- b. Must have at least "Very Satisfactory" SET rating (for Instructors and Assistant Professors) and "Excellent" (for Associate Professors and Full Professors) for the last 2.5 years, as certified by the DAPC chair/ unit head;
- c. Must have evidence of productivity related to his/ her field of specialization (e.g. research and publications, new strategies and innovations introduced in teaching, instructional materials developed, etc.);
- d. Must have involvement in public service over the past 2.5 years; and
- e. Must not have administrative and/or criminal/civil case filed against the nominee.

Evaluation Criteria

Must meet the basic requirements and obtain the percentage score of at least 90% based on the following:

Component	Instructor	Assistant Professor	Associate Professor	Professor
	(%)	(%)	(%)	(%)
Teaching	70	40	35	35
Research/Creative Works	10	35	40	40
Public Service	10	15	15	15
Professional Development	10	10	10	10

The criteria / indicators for the 2019 Merit Promotions for Faculty shall be the basic reference in the evaluation for all levels in Category I (Outstanding Faculty). Attachment 2 will be used as score sheet. Said attachment also provides the guide for detailed assigning of points.

When results show that two or more nominees for the same award have very close scores (based on the computed Total Percentage Scores (TPS)), the basis for evaluation should now include the **raw scores** for teaching, research, service to the University and larger community and professional growth.

Details of the evaluation will be treated with utmost confidentiality.

II. UPV Chancellor's Award for Outstanding Performance (Administrative Personnel)

Basic Requirement

- a. Must be in active service¹ for two and half years (i.e. 1 January 2017 to 30 June 2019);
- b. May be permanent, casual, or UP contractual.
- c. Must have an average performance evaluation based on IPCR of at least "very satisfactory" during the reckoning period;
- d. Must not have any record of absence without leave (AWOL).
- e. Must not have administrative and/or criminal/civil case filed against the nominee.

Criteria for the Non-Supervisory Administrative Levels

- a. To be drawn from the following ranks of administrative personnel:
 - Salary Grades 1 – 3
 - Salary Grades 4 – 6
 - Salary Grades 7-10
 - Salary Grades 11
 - Salary Grade 11 & above (no supervisory function)
- b. Must meet the basic requirements and obtain the highest percentage score of at least 90% based on the following:
 - 60% IPCR rating (average for 2.5 years – i.e. 1 January 2017 to 30 June 2019)
 - 20% Intervening activities and significant innovations that improved the efficiency of operations within the unit as certified by the unit head
 - 20% Punctuality, ability to deliver quality outputs on time, ability to work effectively with others as a team

Attachment 3a provides the format to be used for the Non-supervisory Administrative Personnel. Attachment 3b is for the evaluation of the supervisor.

Criteria for the Supervisory Level

- a. To be drawn from the ranks of administrative personnel (salary grades 11 and above) who are presently supervising **at least three staff members**, as certified by the unit head or immediate supervisor.
- b. Must meet the basic requirements and obtain the highest percentage score of at least 90% based on the following:
 - 50% IPCR rating (average for 2.5 years- 1 January 2017 to 30 June 2019)
 - 30% Intervening activities and significant innovations that improved the efficiency of operations within the unit as certified by the unit head
 - 20% Punctuality, ability to deliver quality outputs on time, ability to work effectively with others as a team

Attachment 4a provides the format for supervisory level. Attachment 4b is for staff evaluation.

Details of the evaluation will be treated with utmost confidentiality.

III. UPV Chancellor's Award for Outstanding Performance (REPS)

Basic Requirement

- a. Must be in active service¹ for two and half years (i.e. 1 January 2017 to 30 June 2019);

- b. May be permanent, casual, or UP contractual.
- c. Must have an average performance evaluation based on IPCR of at least “very satisfactory” during the two and half years;
- d. Must not have any record of absence without leave (AWOL).
- e. Must not have administrative and/or criminal/civil case filed against the nominee.

Criteria for REPS

- a. To be drawn from the ranks of Research, Extension and Professional Staff.
- b. Must meet the basic requirements and obtain the highest percentage score of at least 90% based on the following:

- 50% IPCR rating (average for 2.5 years- 1 January 2017 to 30 June 2019)
- 40% Research outputs, extension and public service activities, intervening activities and significant innovations that improved the efficiency of operations within the unit as certified by the unit head
- 10% Punctuality, ability to deliver quality outputs on time, ability to work effectively with others as a team

Attachment 5a provides the format to be used in this category. Attachments 5b-5f are guides in assigning of points.

Details of the evaluation will be treated with utmost confidentiality.

IV. UPV Chancellor’s Award for Outstanding Achievements

Basic Requirements

- a. To be drawn from the ranks of the Faculty, REPS, and Admin personnel
- b. Must be in continuous full-time active service from 1 January 2017 to 30 June 2019 whether permanent, temporary, or UP contractual

Criteria for Research

The nominee must have a track record of publication within the last five years (list of publications must be submitted) and must have at least one (1) Web of Science and/or Scopus-Indexed² Publication within the reckoning period. Must meet the requirements and obtain the highest percentage score of at least 90% based on the following:

- 90% Research outputs within the reckoning period (*Please refer to evaluation form*)
- 10% Research related awards

Attachment 6 provides the format to be used in this category.

Criteria for Creative Work

The nominee must have a track record of creative work (with critical review) within the last two and a half years (i.e. 1 January 2017 to 30 June 2019) and at least one (1) original/first performance (Music, Theater, dance), original/first Exhibition (Visual Arts, Architecture, Multimedia/IT, Film), National peer-reviewed Publications (Fiction, Poetry, Creative Nonfiction) within the reckoning period. Must meet the requirements and obtain the highest percentage score of at least 90% based on the following:

- 90% Creative work (with refutable critical review, certificate, proof or evidence of review) within the reckoning period

5% Creative work related awards

Attachment 7 provides the format to be used for this category.

Criteria for Public Service³

The nominee must have Public Service to UP and the Profession, Public Service to the Nation, and Public Service to the World, and must meet the basic requirements and obtain the highest percentage score of at least 90% based on the following:

- 90% Extension/Public Service activities within the reckoning period
- 10% Public service awards / Publication as an output of the PS activity

Attachment 8 provides the format to be used for this category.

Details of the evaluation will be treated with utmost confidentiality.

NOTES

¹ University personnel who are allowed to go on official university business (including study leave) are considered active (Memo No. RPB-2018-02-013 dated 02 February 2018).

² Journals included in Beall's List of Journals and Publishers (<https://scholarlyoa.com/publishers/>) will not be considered.

³ If the nominee is a faculty administrator, the public service activities must not be regular services / programs of the unit.