

GUIDELINES AND PROCEDURES  
FOR THE SELECTION OF NOMINEES  
FOR DEANS AND DIRECTORS OF ACADEMIC UNITS

The process of selecting the nominees for the deanship or directorship of an academic unit starts with a review of the unit's plans, programs, problems, and priorities for the next 3-6 years by the constituents of the unit. The constituents shall forge a consensus on their expectations of the new dean or director and what can be done realistically during the next 3 years.

A Search Committee shall conduct a nomination process that will take into consideration the plans and expectations of the unit, the maximum participation of the constituents, and the dignity of the nominees.

I. NOMINATION PROCESS

A. WHEN

The process shall start at least three (3) months before the expiration of the term of the incumbent. The entire process shall be completed within a period of one month. Ample time will be provided for an orderly and deliberate turnover of functions and responsibilities from the outgoing dean/director to the new dean/director.

B. WHO MAY BE NOMINATED

The following minimum qualifications must be possessed by those who are nominated:

1. Outstanding academic credentials.
2. Five years of satisfactory service to the University, or equivalent experience.
3. Commitment to the University and to the unit.
4. Unquestionable moral integrity.
5. Leadership qualities, and administrative or managerial capability.
6. Professional maturity.

C. WHO MAY NOMINATE

1. The following may submit nominations for the deanship individually, by group, or by sector:
  - a. All personnel (faculty and non-faculty) of the academic unit.
  - b. Students of the academic unit.
  - c. Alumni of the academic unit.
  - d. The Search Committee may actively search for nominees.
2. The following may submit nominations for the directorship individually, by group, or by sector.
  - a. Regular personnel of the unit.
  - b. The Dean of the college to which the unit is attached.
  - c. The Search Committee itself.

D. NOMINATION PAPERS TO BE SUBMITTED

The following nomination papers shall be submitted to the Search Committee:

1. A duly signed nomination letter indicating the name/s of the nominee/s and the justification for the nomination.
2. Five copies of the nominee's curriculum vitae, with a two-page summary thereof.

E. CONDUCT OF NOMINATIONS

1. The Chancellor shall constitute a Search Committee (SC) of at least five (5) but not more than seven (7) members including the committee chairman and a representative of the President.
2. The SC shall draw up a schedule for meetings, consultations, and other activities in connection with the nomination.
3. The SC shall inform unit constituents in writing of the start of the search and the proposed schedule and deadlines for the process.

## II. SELECTION PROCESS

### A. PRELIMINARY ACTIVITIES

1. The SC shall review the latest Annual Reports, plans and programs and internal and/or external program reviews of the unit.
2. The incumbent dean or director shall convene a meeting where the faculty and regular personnel of the unit shall consider or review the plans, programs, problems, and priorities of the unit and their expectations of the next dean/director for the next 3-6 years. The members of the SC shall be invited to the meeting.
3. The SC shall accept nominations only after II-A-2 above. It shall review all document received pertaining to the process and the nominees.

### B. INTERVIEW AND PUBLIC MEETINGS

1. The search shall be conducted without straw polls, balloting, or show of hands. The number of signatures affixed to any nomination letter is immaterial in making the final choice. Instead, the SC shall conduct interviews of members of the unit constituency (faculty, REPS, and administrative personnel) by sector or in batches, without precluding interviews with individuals.

In the case of students, the SC shall hold a public meeting or may select a random sample of students to be interviewed. Leaders of student organizations in the academic unit shall be invited either to the public meeting or for interview.

During the interview, the SC shall attempt to learn more of the interviewees' views on the plans, programs, problems, and priorities of the unit for the next 3-6 years, their expectations of the dean or director, their preferences among the nominees, and most importantly, their reason for these choices.

The use of an interview form is recommended.

2. The incumbent dean or director shall convene a meeting where the nominees shall be given the chance to explain their views about the plans, programs, problems, and priorities of the unit for the next 3-6 years.

To preserve the dignity of the search process and that of the nominees, there shall be no interpellations between or among the nominees. Questions in the open forum shall not be asked directly of the nominees but shall be submitted in written form to and screened by the SC or a neutral moderator designated by it.

3. The SC shall interview the nominees individually. The nominee shall be asked to indicate his/her willingness to serve as dean or director during this interview.

C. SUBMISSION OF THE NAMES OF THE NOMINEES TO THE CHANCELLOR, UP PRESIDENT AND UP BOARD OF REGENTS

1. The SC shall submit to the Chancellor a comprehensive report on the nomination process and the interviews. The report shall include an assessment of the constituents' views about the unit plans, programs, problems, and priorities for the next 3-6 years.

The SC itself shall not rank the nominees or indicate its preference among them. However, the SC is expected to submit a frank assessment of the suitability (positive and negative points) of each nominees for the position.

2. Upon receipt of the SC report, the Chancellor (at his discretion) may meet with the SC and/or personally interview any or all of the nominees on their plans for the college, their willingness or commitment to serve as administrator, and how they propose to execute the plans and programs of the unit or deal with situations peculiar to the unit.
3. The Chancellor shall submit the names of three (3) nominees to the President and shall indicate his/her preference and the reasons thereof. The Chancellor shall furnish the President a copy of the SC report.
4. The President shall have the discretion to interview the SC and/or the nominees.
5. The President shall submit the names of three (3) nominees to the Board of regents, indicating is/her preference.