

**UNIVERSITY OF THE PHILIPPINES
DILIMAN, QUEZON CITY**

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**OFFICE OF THE VICE-CHANCELLOR
FOR ACADEMIC AFFAIRS**

MEMORANDUM NO. OVCAA-ECA 18-103

TO : ALL DEANS, DIRECTORS, HEADS OF ACADEMIC UNITS
ALL FACULTY MEMBERS

FROM : EVANGELINE C. AMOR, PhD
Vice-Chancellor for Academic Affairs

SUBJECT : Call for Nominations for the 2018 Gawad Tsanselor sa Natatanging Guro

DATE : 13 February 2018

In line with the upcoming 2018 Gawad Tsanselor, we are disseminating the criteria and the nomination form for the **2018 Gawad Tsanselor sa Natatanging Guro**.

We urge all Colleges and Units to make their local searches and actively nominate their deserving members. We have provided a distribution of the number of previous awardees by college/unit in Annex 1.

The criteria for the 2018 award are as follows:

- Basic Requirement
 1. Nominee must be a tenured faculty member
- Teaching Accomplishments – Within the period of reckoning of accomplishments, i.e., from AY 2014-2015 to AY 2016-2017, the nominee must have:
 2. Rendered continuous teaching service in UP Diliman, with a teaching load credit (TLC) of at least six (6) units per semester for semestral programs or four (4) units per term for trimestral programs
 3. Obtained a weighted average SET score per term of 1.75 or better
 4. Rendered at least four (4) among the different mentoring activities to the University, as listed below:
 - a. Mentored* graduate-level students who have graduated (i.e., mentees who have yet to earn their degrees should not be counted)
 - b. Mentored* undergraduate students who have graduated (i.e., mentees who have yet to earn their degrees should not be counted)

- c. Adviser of an ongoing or completed graduate thesis/dissertation
- d. Adviser of an ongoing or completed undergraduate thesis or final-year project
- e. Head of a laboratory or studio with junior faculty as mentees
- f. Adviser of student or junior faculty for research papers or creative works that eventually got published or presented in local/international conferences or symposia
- g. Adviser of student or junior faculty for creative work that eventually got exhibited, performed or presented in a local or international venue
- h. Coach of students who joined contests for excellence
- i. Judge in student research/creative work competitions
- j. Peer reviewer/evaluator/juror of a journal article/book/research proposal/ creative work

*Mentored as adviser, co-adviser, critic/reader, or panel member with an official appointment.

- Research/Creative Work Accomplishments – Within the 3-year period of reckoning, the nominee must have:
 - 5. Published at least one (1) article in a refereed journal, or published a refereed book chapter (local or international), or staged at least two (2) major juried exhibits/curatorial works in a national/ international venue, or staged one (1) major juried performance in a national/international venue, or produced one (1) patent/peer-reviewed design, or produced at least four (4) of the other types of research/creative work outputs specified in Sections II-A and II-B of the nomination form
- Extension Service – Within the same 3-year period, the nominee must have:
 - 6. Rendered any of the following types of service to the University or the community for each academic year:
 - a. Administrative work
 - b. Membership in department/college/University committees
 - c. Membership in editorial boards of department/college/University/national/ international publications
 - d. Membership in academic/professional organizations/civil society groups
 - e. Service to the government/private sector/civil society
 - f. Involvement in conferences/seminars/workshops/training programs as organizer, coordinator or resource person
- Other Requirements
 - 7. Recipients of the Gawad Tsanselor sa Natatanging Guro in the last three (3) years are not qualified for nomination.
 - 8. Nominee must not have been found guilty of any administrative or criminal offense involving moral turpitude; in case the nominee has a pending

administrative or criminal case, there should be no adverse judgement/ruling on said case at the time of the granting of the award.

Please e-mail the soft copy to ovcaa.oatdiliman@up.edu.ph, and submit two (2) hard copies to the Office for the Advancement of Teaching the accomplished nomination form on or before **19 March 2018 (Monday), 5:00 PM** (Attention: Ms. Adeline D. Intervalo – VoIP 2562). Both soft and hard copy submissions must be complete. Submissions without complete attachments will not be considered.

The nomination form is enclosed. You may also download the form in MS Word format from our website ovcaa.upd.edu.ph/memos.html.

Kindly disseminate this information to faculty members of your college/unit.

Thank you very much.

ANNEX 1: Distribution of Number of Previous Awardees of *Gawad Tsanselor sa Natatanging Guro*, by College/Unit, 1995-2017

Cluster and College/Unit	No. of awardees
Arts and Letters Cluster	32
College of Arts and Letters	27
College of Fine Arts	1
College of Mass Communication	3
College of Music	1
Management and Economics Cluster	6
Cesar E.A. Virata School of Business	5
School of Economics	1
Science and Technology Cluster	47
College of Architecture	2
College of Engineering	8
College of Home Economics	2
College of Science	34
School of Statistics	1
Social Sciences and Law Cluster	15
College of Education	5
College of Social Sciences and Philosophy	9
College of Social Work and Community Development	1
Grand Total	100

**2018 GAWAD TSANSELOR SA NATATANGING GURO
NOMINATION FORM
(AY 2014-2015 to AY 2016-2017)**

DEPT/INST/COLLEGE/UNIT : _____
 NAME OF FACULTY : _____
 DESIGNATION/RANK : _____
 EDUCATIONAL ATTAINMENT *(indicate highest degree earned, name and place of institution, year degree was obtained)* : _____
 NO. OF YEARS TEACHING IN UP DILIMAN : _____

I. TEACHING ACCOMPLISHMENTS

A. Teaching Load and SET Scores

Academic Year & Semester/Term		Course Number & Section	No. of Students	SET Score	No. of SET Respondents	Weighted Mean* SET Score for the Sem/Term	Total TLC for the Sem/Term
AY 2014-2015	1 st Sem/Term						
	2 nd Sem/Term						
	Summer/ Midyear 3 rd Term						
AY 2015-2016	1 st Sem/Term						
	2 nd Sem/Term						
	Midyear/ 3 rd Term						
AY 2016-2017	1 st Sem/Term						
	2 nd Sem/Term						
	Midyear/ 3 rd Term						

* Weighted mean SET score = $[(A_1 \times B_1) + (A_2 \times B_2) + \dots (A_k \times B_k)] / B_1 + B_2 + \dots + B_k$

B. Mentoring

- a. Mentored* graduate-level students who have graduated (i.e., mentees who have yet to earn their degrees should not be counted) *add rows as necessary; submit Approval Page of thesis/dissertation*

Name of Student	Degree Program	Year Graduated	Thesis/Dissertation Title

- b. Mentored* undergraduate students who have graduated (i.e., mentees who have yet to earn their degrees should not be counted)

Name of Student	Degree Program	Year Graduated	Thesis Title

- c. Adviser of an ongoing or completed graduate thesis/dissertation

Name of Student	Degree Program	Thesis/Dissertation Title	Completed? (Y/N)*

**If completed, please indicate year thesis/dissertation was completed and submit the Approval Page of the thesis/dissertation*

- d. Adviser of an ongoing or completed undergraduate thesis or final-year project

Name of Student	Degree Program	Thesis/ Final-year Project	Completed? (Y/N)*

** If completed, please indicate year thesis/final-year project was completed and submit the Approval Page of the thesis/dissertation*

- e. Other forms of mentoring (*please refer to Memorandum OVCAA-ECA 18-103*)

Role of Nominee	Name of Student/Junior Faculty	Activity	Semester/Term/Year

II. RESEARCH/CREATIVE WORK

1. Submit the following:

For Research/Refereed Publications:

- a. For book: Copy of book
- b. For book chapter/refereed journal article: 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 site or Clarivate Analytics
- d. Proof of refereeing/independent review process

- e. Evidence of author's identification with UP (e.g., UP/address as found in the bio notes in books, journal, etc.)

For Creative Work:

- a. Copy of creative work or description and photos of the work
- b. Critics' review of the work
- c. Proof of jurying/independent review process
- d. Evidence of artist's identification with UP (e.g., UP/address as found in the bio notes in souvenir program, etc.)

2. Use the following format for your entries:

For publications:

Cruz, J. V., Asuncion, C. J., and Vicente, M. A. (2006). Rare earth elements in the particulate matter of the Philippine Trench, *Cosmochim, Geochim Acta*, Vol. 25 (2), pp. 187-199.

For creative works:

Ellington, Duke, cond. *First Carnegie Hall Concert*. Duke Ellington Orch. Rec. 23 Jan. 1943. Prestige, 1977. LP.

A. Research/Artistic Outputs (for each category of output, enter all relevant works following the format given above)

Scopus- or Clarivate Analytics-indexed journal article
Refereed journal article (Papers published in refereed journals not indexed by Scopus or Clarivate Analytics)
Book Local (Books or chapters of a book; non-textbook published by a local academic publisher with national circulation)
Book International (Books or chapters of a book; non-textbook published by an international academic publisher with international circulation)
Juried work National (Exhibits, curatorial works or performance staged in a national venue)
Juried work International (Exhibits, curatorial works or performance staged in an international venue)
Patent/Original peer-reviewed design
Proceedings Local (Paper presentations in local conferences/proceedings published by a local publisher)

<p>Proceedings International (Paper presentations in international conferences/ proceedings published by an international publisher)</p>
<p>Online Publications</p>
<p>Commissioned works (E.g., papers funded/published by the government, NGOs, and international agencies/organizations, policy papers)</p>
<p>Monographs</p>
<p>Creative Works (E.g., film, radio/TV, visual arts, theater, architecture, literature, music, multimedia platform installations)</p>
<p>Others (E.g., translation of scholarly/creative work)</p>

Points for the above outputs shall be mainly based on the UP Scientific Productivity System (SPS) and UP Arts Productivity System (APS)

B. Citations of Published Papers or Creative Works

(The citations should be in papers published for the last (3) years. However, the cited paper can be older than 3 years. List the full bibliographic entry of paper citing the nominee's work.)

III. EXTENSION SERVICE

Type of Service	Details
<p>a. Administrative work <i>(In the next column, enter information regarding administrative position/s held, office/college/unit of assignment, and period of service)</i></p>	
<p>b. Membership in department/college/ University committees <i>(In the next column, enter information about names of committees, position held in each committee, office/college/ unit of assignment, and period of service)</i></p>	
<p>c. Membership in editorial boards of department/college/University/national/ international publications <i>(In the next column, enter information about name/s of journal/s, position held, and period of service)</i></p>	
<p>d. Membership in academic/professional organizations/civil society groups <i>(List all organizations, position held, and period of membership)</i></p>	
<p>e. Service to the government/private sector/civil society <i>(Specific service rendered and period of service)</i></p>	
<p>f. Involvement in conferences/seminars/ workshops/training programs as organizer, coordinator, or resource person <i>(List all pertinent events, nature of involvement, and inclusive dates of event)</i></p>	

IV. CERTIFICATIONS

1. I certify that I have not been found guilty of any administrative or criminal offense involving moral turpitude, or in the instance that there is a pending administrative or criminal case against me, there is no adverse judgment/ruling on administrative or criminal case at the time of my nomination.
2. I attest to the veracity of the information in this form.

Printed Name and Signature of Nominee

Nominated by:

Printed Name and Signature

Please email the soft copy of the accomplished nomination form to the OAT-OVCAA ovcaa.oatdiliman@up.edu.ph and submit two (2) hard copies of the same to our office on or before **19 March 2018 (Monday), 5:00 PM.**

Both soft and hard copy submissions must include the necessary supporting documents as attachments. Submissions with incomplete attachments will not be considered.

For questions/clarifications, please contact Ms. Adeline D. Intervalo at VoIP 2562.