

OUTSTANDING FACULTY 2018 OFFICIAL SCORE SHEET

Name of Faculty Nominee: _____

College/Department: _____

1.0 Criteria and Corresponding Points: OVERVIEW

Criteria ¹	Percent ²
Evaluation of total faculty performance (Outstanding in the student evaluation [graduate and undergraduate] and at least very satisfactory across groups of raters ³)	45
Accomplishment in his or her professional field (awards, scholarships ⁴ , research publications, quality work in professional organizations, papers read ⁵ , and the like ⁶ , citations received from other scholars)	30 ⁷
Service ⁸ to school and community (quality of committee work and participation in religious, and civic organizations ⁹)	15
Attendance in department, collegiate, and institutional activities ¹⁰	10

2.0 Criteria and Corresponding Points: SPECIFICS

Criteria	Points	Faculty Score	Supporting Documents
Evaluation¹¹ of Total Faculty Performance	<p><i>Average of the evaluation of total faculty performance from students, peers and administrators x 10</i></p> <p>*****</p> <p><i>For nominees from other departments with ASFs, the following applies: Average of the evaluation from clients, peers and administrators x 10</i></p>		

¹ Documents **INCLUDING EVALUATION** specified in the criteria shall cover the period **2ND SEM OF SY 2017-2018 TO 1ST SEM 2018-2019 as amended on December 7, 2018.**

² Amended on Nov 13, 2013. It was further clarified in the Jan 9, 2014 meeting that the points for each major criterion should be interpreted as MAXIMUM points. These points can be taken from any of the items enumerated in the supplemental point system, either as a result of getting such points only from one sub area (e.g. research for accomplishment or service to school for outreach) or from various sub areas (awards, research, scholarship, etc. for accomplishment or service to school and external community for outreach)

³ As clarified in the Dec 5, 2013 memo, "across groups of raters" refers to the need to be at least very satisfactory in both peer and immediate head's evaluation.

⁴ "Scholarships" should refer to grants (short or long term) that seek to develop skills and knowledge of the faculty in his or her field. Training programs shall not be considered as part of scholarship.

⁵ Papers read refer to research, studies, or lecture notes, presented in a conference, as clarified during the Dec 14, 2015 meeting of the Institutional Committee on the SOF.

⁶ The year of publication of the books authored should fall within the prescribed period for the Search.

⁷ Amended on November 28, 2017.

⁸ Service with honorarium shall not be considered community service.

⁹ Aside from the certification, a list of accomplished work should be submitted.

¹⁰ Certification shall be released by the organizing unit.

¹¹ It was clarified in the Jan 9, 2014 memo that in the absence of any evaluation results within the period mentioned, the semester that immediately came before shall be credited. On the other hand, if there are two evaluation results available within the period mentioned, the latest evaluation results shall be taken.

Accomplishments	5 - 7 points 30% 4 - 4.75 points 25% 3-3.75 points 20% 2-2.75 points 15% 1-1.75 points 10 % <i>Note: Please refer to 3.0 Supplementary Score sheet</i>		
Service to the School and Community ¹²	<p><i>Service to the School (Institutional/College/Department Committees)</i></p> <ul style="list-style-type: none"> • President/Chairman (Institutional - 4%; Collegiate -3%; Departmental - 2%) • Officer (Institutional -3%; Collegiate -2%; Departmental -1%) • Volunteer/Member (Institutional -1%; Collegiate¹³ -.75%; Departmental - .5%) <p><i>Service to the Community (Civic, Religious)</i></p> <ul style="list-style-type: none"> • President/Chairman/Consultant (without pay) (International – 7%; National – 5%; Regional and Provincial – 3%) • Officer (International – 5%; National – 4%; Regional and Provincial – 2%) • Volunteer/Member (International – 3%; National – 2%; Regional and Provincial – 1%) 		
Attendance in class/university or college activities	<p><i>Attendance in Class (should be certified by the attendance checker)</i> 0 Absence/Tardiness¹⁴/Early dismissal 6% 1-2Absence/Tardiness/Early dismissal 4% 3-5Absence/Tardiness/Early dismissal 3%</p> <p><i>Attendance in University or College Activities</i></p> <p>0 Absence 4% 1-2 Absences 3%</p>		

¹² Update of breakdown of points was made during the Institutional Committee on SOF meeting, Dec 14, 2015. During the Nov 28, 2016 meeting, it was clarified that the maximum points for Service to the School is 8 and 7 for Service to the Community.

¹³ Balik-Aral, Night college and Bahay Pag asa volunteerism shall merit .75%.

¹⁴ As clarified during the Dec 14, 2015 meeting, tardiness, whether made up or not, shall be based on the daily attendance record that the OUR released.

	3-5 Absences 2 %		
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3.0 SUPPLEMENTARY: Accomplishments

Award	Points	Faculty Score	Supporting Documents
International award	1		
National award	.75		
Regional/Provincial ¹⁵ award	.5		
Institutional award	.25		
Scholarship¹⁶			
International grant	1		
National grant	.75		
Regional/ Provincial grant	.5		
Institutional grant	.25		
Publication¹⁷			
ISI	2/publication		
Internationally published refereed journal	1.5/publication		
Book ¹⁸ or Nationally published refereed journal	1/publication maximum of 3		
Citation received from other scholars			
Internationally published refereed journal	1/ article regardless of the number of times the name was cited in the article		
Nationally published refereed journal	.5/ article regardless of the number of times the name was cited in the article		
Research			
Internationally funded research	1.5/research		
Nationally funded research	1/research		
Regionally funded research (including provincial, institutional, and personal)	.75/research		
Reviewer of Journals¹⁹			

¹⁵ In the case of CHIMES, being a nominee/finalist shall be considered a provincial award. On the other hand, being a CHIMES winner shall be considered a national award.

¹⁶ If there is more than one recipient (i.e. the award was given to a group or a team in which the faculty belongs) of the awards or scholarships, the corresponding point shall be divided by the number of recipients.

¹⁷ Publications, research, oral/poster presentation, creative works, and derivative works, shall, by analogy, follow the rules implemented in the computation of points for awards and scholarships if there is more than one proponent.

¹⁸ Certification of books (including e-books) may come from URO plus the publisher, if ever the year of publication is not indicated. Textbooks, workbook, worktexts will not be accepted (December 7, 2018)

¹⁹ Copy of certification from the editor or editorial board of the journal in which the nominee acts as a reviewer must be submitted.

- ISI/Scopus	.5		
- Non ISI/Non Scopus	.25		
Oral/Poster presentation, creative work, derivative work, and speakership			
International	1		
National	.75		
Regional	.5		
Provincial	.25		
Involvement in Professional organization			
International			
- President	.5		
- Other Executive Positions	.33		
- Member	.15		
National			
- President	.33		
- Other Executive Positions	.25		
- Member	.10		
Regional/Provincial			
- President	.25		
- Other Executive Positions	.15		
- Member	.05		

Certified correct:²⁰

²⁰ As updated during the Dec 14, 2015, meeting, the signatories shall include the chair, dean and a confirmation of the faculty nominee.