



UNIVERSITY OF THE PHILIPPINES MANILA
The Health Sciences Center

26 April 2024

TO : The UP Community
Faculty Members
Administrative Staff, REPS
Students
Alumni

THROUGH : The Members of the Executive Committee, Deans, PGH Director,
NIH Executive Director, and Heads of Offices/Units

SUBJECT : **CALL FOR NOMINATIONS FOR THE NEXT DEAN OF THE COLLEGE OF
MEDICINE (CM)**

The Search Committee for the Next Dean of the College of Medicine is now actively conducting the search for qualified nominees to the position of the next dean. Nominations will be accepted until **May 3, 2024**.

NOMINATION PROCESS

A. Who May Nominate

Anyone may nominate. Self nomination is also allowed.

B. Who May Be Nominated

The nominee must possess the following minimum qualifications:

- 1) Commitment to academic freedom and the values and ideals of the University
- 2) Distinct or outstanding academic credentials in the nominee's chosen field of expertise
- 3) Filipino citizen
- 4) Leadership qualities and administrative or managerial capability
- 5) Must be willing to serve
- 6) Must consider resource generation an important function of the position



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The nominee need not be a faculty member at the time of his/her nomination. Should he/she be appointed, he/she will be given a faculty appointment.

Deans and directors may serve for two (2) terms. Only in highly exceptional cases will they be allowed a third term (BOR 1020th meeting, 25 April 1989).

C. Nomination Papers and required documents (signed electronic copies in PDF format) are to be submitted to the Office of the Vice Chancellor for Academic Affairs through email (upm-ovcaa@up.edu.ph). Deadline: May 3, 2024 (Friday) at 5:00pm

- 1) A nomination letter, legibly signed, which explains how the nominee qualifies as dean
- 2) Signed conforme of the nominee
- 3) The nominee's COMPLETE curriculum vitae (See Appendix A for the content)
- 4) A 3-page summary of nominee's curriculum vitae
- 5) A paper describing the nominee's flagship projects. *The submission of a vision paper is not required.*
- 6) A summary of the nominee's most significant qualifications and achievements

Note: Since we are choosing an academic leader, what counts is not the number of signatories to a nomination but the reasons given for endorsing a nominee. **A signature campaign, is therefore, discouraged.**

The nominees will present their flagship projects to their constituents in a Public Forum on **May 16, 2024 (Thursday)**. The different sectors of CM (Faculty, Administrative Staff/REPS, Students and Alumni) are encouraged to express any issues/concerns during the public forum.

Subsequently, each nominee will be interviewed by the search committee on **21 May 2024, Tuesday..**



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DISSEMINATION OF THIS CIRCULAR

The following are requested to disseminate this Circular to ensure the widest participation of all concerned:

The Members of the Executive Committee, Deans, Heads of Offices/Units, Heads of Sector Organizations, Chairs of Student Councils, Class Presidents, Presidents of Alumni Associations, and the Editor-in-Chief of The Manila Collegian.



ROMEO R. QUIZON, MScTPHE, FPSSE, ASEAN Eng
*Chair, Search Committee for the Next Dean of the
College of Medicine*

Noted:



MICHAEL L. TEE, MD, MHPed, MBA
Professor and Chancellor



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APPENDIX A

CONTENT OF THE NOMINEE'S COMPLETE CURRICULUM VITAE

A. Personal Data

1. Name
2. Date and place of birth
3. Nationality/Citizenship
4. Institutional Affiliation
5. Contact Information (e-mail, office phone number)

B. Teaching Accomplishments

1. Education and continuing professional advancement
2. Titles of classroom/laboratory/ward instructional materials, syllabi, workbooks, modules, course guides produced and used for the improvement of teaching
3. List of books, chapter in books, professional articles (other than research)
4. List/description of creative works
5. Speaking engagements (state title of talk, venue, occasion and date)

C. Research Accomplishments

1. List of published research
2. List of unpublished research
3. List of ongoing research

D. Administrative Accomplishments

1. List and description of administrative achievements in support of teaching, research or patient service
2. List of involvement in department/college committees



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E. Service / Extension

1. Accomplishments in Extension Work and Community-Oriented Activities
2. Accomplishments in Specialty Societies
3. Accomplishments in Socio-Civic Organizations with Special or National Relevance

F. Other Accomplishments (Other Creative, Innovative Output or Invention and Meritorious Accomplishments, may include poetry, fiction, musical composition, essay, plays, exhibits and others)



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TIMETABLE OF ACTIVITIES

Search for the Next Dean of the College of Medicine (CM)

ACTIVITY	DATE / TIME / VENUE
1) Announcement of Call for Nomination for the Next Dean of CM	26 April 2024, Friday
2) Deadline for the submission of nomination papers and required documents	3 May 2024, Friday 5:00 PM
3) Announcement of Nominees	10 May 2024, Friday
4) Presentation of Flagship Projects of the Nominees and Public Forum	16 May 2024, Thursday 9:00 AM - 12:00 NN Venue: Buenafe Auditorium 3rd floor, Calderon Hall, UPCM Zoom link (for those who cannot attend F2F): https://up-edu.zoom.us/j/95563781540 Meeting ID: 955 6378 1540 Passcode: CMsc!51624
5) Sectoral Consultations (Students, Faculty, Administrative Staff/ REPS, and Alumni)	16 May 2024, Thursday Venue: Zoom (links will be sent to each sector via email a few days before the activity) A. Faculty: 1:00 PM - 2:00 PM B. Students: 2:00 PM - 3:00 PM C. Alumni: 3:00 PM- 4:00 PM D. Admin & REPS: 4:00 PM - 5:00 PM
6) Interview of Nominees by the Search Committee	21 May 2024, Tuesday 10:00 AM Venue: A. G. Sison Conference Room 1st floor, Calderon Hall, UPCM
7) Submission of the Report of the Search Committee to the Chancellor	31 May 2024, Friday 5:00 PM