

ON ELIGIBILITY

I have been employed by the University for less than the 3-year evaluation period. Will I still be eligible for the award?

To qualify for the award, faculty must be employed at least since 1 July 2012. Since the awards are limited, we need to prioritize the faculty who have served for at least 3 years.

I will be on a sabbatical/ study leave/ approved other leave for a portion of the award period. Will I still be eligible to apply for the award?

Since the fund for this round of the One UP PC and FG Awards has a set limit, qualified faculty who will be actively teaching during the 3-year award period will be given priority.

Note that the application asks for the vision, mission, and plans of the faculty member for the next 3 years, and it would require that the faculty members be in active service for the next 3 years to accomplish these in full. Also, a Sabbatical is a period when a faculty may either pursue research and creative work but also attend to personal concerns. It will be hard to determine whether the person is attending more to the latter concerns. Hence, the period may not be an appropriate time to hold a One UP Award.

I was on a sabbatical leave/ study leave/ approved other leave for a portion of the evaluation period. Will I still be eligible to apply for the award?

Yes. Faculty who are in this situation however may be at a disadvantage compared with those who have served the three years. Faculty who were productive in research/creative work and/or public service during their sabbatical may still make the points for applicable categories.

I am a faculty member with a part-time appointment but I am tenured. Why am I not eligible?

With the limited allotted funds for this round of the One UP awards, it was decided that the faculty on full-time service will be prioritized. However, it has been decided that if the 800 PCs and FGs are not used up, there may be a second call to consider those on part-time tenured appointment. Also, faculty on such status may be considered in the next rounds of the awards.

I am a faculty member on an extended appointment beyond retirement age. Am I still eligible?

Retiring faculty will cease to receive the One U.P. PC & FG Awards upon their retirement and will receive the prorated amount of the award in their last year of service. Retiring faculty who have been extended for full-time service will continue to receive the One U.P. PC & FG Awards.

ON THE ONLINE PORTAL

I don't have a One U.P. email account (@up.edu.ph). What should I do?

You may contact your CU's computer centers or eUP through 1uphelp@up.edu.ph.

I have not used my One U.P. email account for a long time and I am having trouble retrieving my password. What should I do?

Unfortunately, although the One U.P. email is operated under the Google platform, the retrieval of passwords is not as straightforward as a normal Gmail account. You must notify helpdesk@up.edu.ph about this and they will send instructions.

I am having trouble navigating the online portal. I am not sure if I have completed all the necessary fields for the application. Who should I ask for help?

Aside from coming to the organized sessions in each CU, you may also contact 1uphelp@up.edu.ph for assistance.

I have already submitted my application but I want to edit it again. Is there a way to re-open the application?

Yes, you may "unlock" a submitted application. However, make sure to re-submit before the new deadline of **18 July 2016**. After the said date, no modifications can be made as the whole submission portal will be closed for the round.

ON THE SCORING SYSTEM AND CRITERIA

I saw that there was a 'peer evaluation' item in the teaching section. Our department/unit does not have this in place. How do we accomplish this?

There is no standardized peer evaluation across the UP System. However some units have already been implementing their own. This includes peer review of each other's curriculum, syllabus, and class observations--these earn additional points for teaching because good peer evaluations show agreement on the faculty's competence in a systematic and quantitative way. The points from this item will be based in reference to the unit's peer evaluation system only.

Unfortunately, since the period of evaluation is the previous 3 years, we do not advise that you conduct one just for the purpose of the application. It is not a requirement, to make it clear. You just cannot get points for that item in this manner. However, for now, you can get points from other items to compensate.

We do encourage your unit to establish a system of peer evaluation eventually because there may be awards in the future that will use that as one of its criteria, but we are unable to announce this at the moment.

Are we not disadvantaged because our unit does not have peer evaluation?

It is true that on System level, those that do not have peer evaluation yet will be disadvantaged by a possible 15 points. However, this will reward the units who had the initiative to start the system--which according to initial information are not yet numerous. Hence, instead of a disadvantage to those units who do not have it, it is an advantage to the few units who have it.

There are enough points one could get from other accomplishments to make the application competitive.

What are SET score ranges that can be considered Outstanding, Very Satisfactory, and Satisfactory on the self-assessment form?

During an inventory of the CU SET manuals, it appears that the scoring systems are slightly different across CUs. Hence, the Unit Awards Committee will be responsible to reevaluate the scores given by their faculty members.

The CUs who follow the following scoring system may score accordingly:

Example 1 UP Manila

Outstanding (3.75-4.00) → Outstanding
 Very Satisfactory (3.25-3.74) → Very Satisfactory
 Satisfactory (2.75-3.24) → Satisfactory
 Needs Improvement (1.00-2.74) → No score

Example 2 UP Diliman

Outstanding (1.00-1.24) → Outstanding
 Very Good (1.25-1.75) → Very Satisfactory
 Average (1.76-2.25) → Satisfactory
 Fair (2.26-2.75) → Satisfactory
 Needs Improvement (Below 2.75) → No score

However, since the Unit Awards Committee would know the average ratings that the faculty members get in their unit, they may adjust the scores accordingly in reference to their own curve. ***The given examples are only a guide and the faculty member may input what he/she deems is an appropriate score***, the final of which will be subject to the review of the Unit Awards Committee.

If I want to specifically apply for 2 work areas, should I still assign points in the other remaining work area?

You are encouraged to do so. The system will automatically mark you for the 2 work areas that you will be most competitive in. However, those that score high in all work areas are also being monitored for possible future awards. Aside from that, this database may be used again for future awards and hence, it will be good to make it as comprehensive as possible.

If you do not want to be evaluated for the other work area, not inputting the scores will mark the work area as zero.

Why is there no autosum function? How can we easily monitor if we are reaching the point caps?

The autosum function was deliberately omitted in the self-evaluation module so that the faculty will not be tempted to score with the competition in mind. Inputting beyond the item's point cap will not be counted against you. The caps are only indicated so that you will know that only up to that amount will be considered. In case the UAC deems one of your accomplishments must be scored lower or is invalid, the excess accomplishments will also help.

Why is there a minimum score for research publications? I can accomplish the research minimum but with other items.

The rationale of giving publications a minimum score is that thorough peer evaluation is at the core of the publication process. This rule is in place because we cannot guarantee that the patents alone (without the publications) were as rigorously reviewed by experts in the field compared to vetted research publications. In addition, we want to encourage faculty to be as highly productive as possible this way. Hence, we cannot substitute publication points with the Intellectual Property component.

Also, since the IP component will be scored based on patents or copyrighted products that have already been awarded, we would somehow expect that some of these would have had their research already published within the 3-year evaluation period.

What are considered under other achievements? What can we include in "other" items?

The general rule is, during the self-assessment, the faculty members can input anything they deem appropriate for a category. However, the validity or the qualification will be verified by the Unit Awards Committee. This is the system because the Unit Awards Committee is more familiar with the discipline and which achievements are actually valuable in the field. To avoid contention on

the later stages of evaluation, the faculty members may consult the Unit Awards Committee members or their Unit Head.

What can be considered UP Committee Work?

UP Committee work must be an official appointment. If work was done for a UP committee, but there was no official appointment, the faculty member must put the achievement in the “others” category for consideration of the Unit Awards Committee.

ON THE SCORE AND RANKING AUDIT

WHEN will the Committee Chair and Members, Department Head, Dean and Chancellors have access to the score cards of their respective faculty?

After the online submission deadline (18 July 2016). The helpdesk (1uphelp@up.edu.ph) will send them an email notification on the availability of the initial ranking.

HOW will the Committee Chair, Department Head, Dean and Chancellors have access to the score cards and ranking of their respective faculty?

Each CU must submit via email to 1uphelp@up.edu.ph the names, designation, and username (name@up.edu.ph) of each of the above-named line-officers. The helpdesk will give special access permissions to the involved officials and committee members. Said officials should access <https://adcp.up.edu.ph> and click on the **Evaluation Module** (currently inactive until the submission period ends) to see the individual scores and the ranking of the faculty under them. They should follow online instructions from this point onwards.

Will all of the officials cited above (Committee Chair, Department Head, Dean, and Chancellors) have “permission” to make changes in the individual faculty members’ scorecards and ranking?

No. To be clear, the faculty member’s self-assessed scores will never be overwritten. On a separate column on the report, only the Committee Chair/Department Chair can input re-assessed scores/ranking for the faculty member. Committee members will have read-only access and any objection to the scores must be brought up in the Unit Awards Committee meetings. Deans and Chancellors will have read-only access until it is time for them to approve. Any changes the Deans and Chancellors (after consultation with their APCs) must be discussed/coordinated with the Committee Chair/Department Chair who did the audit of the individual faculty members claim of accomplishments. When the UP System receives (electronically) the CU endorsement thru the Chancellor in the restricted **Evaluation and Approval Module**, it shall be understood that there has been agreement at all levels in the CU with respect to such the scores and rankings.