

THE 2010 UP FACULTY REGENT SELECTION PROCESS

The 2010 UP Faculty Regent Selection Process (Selection Process) defines the role of the Faculty Regent, the eligibility to be nominated and the faculty members who are eligible to nominate and vote, and the two-round Selection Process consisting of the Nomination and Election Rounds. This is a consolidation of the proposals approved by the seven (7) University Councils and the inputs of the President and the Chancellors.*

1.0 Role of the Faculty Regent

The Faculty Regent is first and foremost a Regent of the University, whose role is to participate in collegial policy-making, and to ensure that policies are in the best interests of the University, bearing in mind the general interest and welfare of the faculty.

2.0 Term of the Faculty Regent

Based on the UP Charter of 2008, the Faculty Regent shall serve a two-year term.

3.0 Faculty Members Who Can Be Nominated

The nominees for Faculty Regent shall come from a Constituent University (CU) specified on a predetermined rotating basis. Three CUs, namely, UP Open University, UP Mindanao and UP Baguio, shall be clustered as one for purposes of the rotation.

To qualify for Faculty Regent, one must:

- be a permanent faculty member of the predetermined CU who has served at least 10 years;
- not be more than 63 years old to be able to serve the full term;
- not be on leave from the University at the time s/he assumes the position; and
- not have any pending administrative case, or been found guilty of any charge involving grave misconduct or any other offense that is considered detrimental to the public interest.

The above are the minimum qualifications to be nominated as Faculty Regent. However, in the final selection of the Faculty Regent, consideration may be given to the following as reflected in the nominees' curriculum vitae and proposed plans of action, that:

- s/he is established in her/his field and respected by her/his peers;
- s/he has a clear understanding of the role of the faculty as embodied in the UP Charter, i.e. teaching, research and extension;
- s/he has a clear understanding of the role of the Faculty Regent; and
- s/he demonstrates an ability to formulate or contribute to the formulation of concrete policies that will enable the University to pursue its purposes as defined in the UP Charter and to address faculty concerns.

If the nominee has an administrative position in the University, s/he must resign from the position once s/he is among the top five (5) nominees and accepts the nomination.

* The 'Comments and Suggestions on the document "The 2010 Faculty Regent Selection Process"' by Faculty Regent Judy M. Taguiwalo were discussed and some were considered.

If s/he is an officer of a bona fide organization in the University, s/he must take a leave of absence, once s/he accepts the nomination, from the organization during the Selection Process. Should s/he be selected, s/he must resign from the said position as officer and go on leave of absence as member of the said organization until the end of her/his term as Faculty Regent.

If s/he is a member of a bona fide organization in the University, once selected as Faculty Regent s/he must go on leave of absence as member of said organization until the end of her/his term.

4.0 Faculty Members Who Can Nominate and Vote

All regular faculty (full-time, part-time, permanent, temporary or substitute) in active service (excluding lecturers, professorial lecturers, visiting professors/lecturers, clinical professors without compensation) or on official leave are qualified to participate in the Selection Process. In the case of Professors *Emeriti*, they may participate in the Selection Process but they cannot be nominated.

CUs shall provide the Office of the Vice President for Academic Affairs (OVPAA) with their respective certified lists of qualified voters within the deadline to be specified.

5.0 Procedure for the Selection Process

The Selection Process shall consist of two rounds: the Nomination Round and the Election Round.

A CU-level committee for the Selection Process, chaired by the Vice Chancellor for Academic Affairs/Instruction (VCAA/VCI), shall supervise the Selection Process at the CU level. The VPAA shall supervise the Selection Process at the System level.

5.1 Nomination Round

The CU concerned shall prepare the list of faculty members who are qualified as nominees and submit the same to the OVPAA. The OVPAA shall then provide all CUs the list of qualified nominees.

5.1.1 Schedule

The schedule for this round shall be set by the UP President. Within this schedule, each CU shall determine their specific nomination period and inform the OVPAA of their schedule.

5.1.2 Procedure

5.1.2.1 Nomination shall be done by secret balloting at places designated by the units. Each qualified voter shall select one name from the list of qualified nominees.

5.1.2.2 The deans shall submit to the VCAA/VCI the names of the nominees and their respective number of nominations.

5.1.2.3 The CU Committee shall consolidate the CU results using the form to be provided by the OVPAA. The Chancellor shall certify the results and submit the same to the OVPAA.

5.1.2.4 The top five (5) nominees shall be determined by the OVPAA based on the total results submitted by the CUs. The OVPAA report shall be certified by the President.

5.1.2.5 The five (5) nominees shall be asked to submit to the OVPAA, within the period prescribed, hard and soft copies of their curriculum vitae (CV) and their proposed plan of action as Faculty Regent. The OVPAA shall provide the CUs with copies of these documents for posting.

5.2 Information Dissemination

The preferred mode for information dissemination is through electronic means. The University may assist in information dissemination in the UP website through the Office of the Vice President for Public Affairs (OVPPA). There shall be no campaigning.

5.3 Election Round

During the Election Round, the qualified voters of each CU shall choose only one from among the top five (5) nominees.

5.3.1 The schedule for this round shall be set by the UP President. Within this schedule, each CU shall determine their specific date(s) for voting and inform the OVPAA of their schedule.

5.3.2 Voters may choose to vote manually or electronically but not both. In the event of double votes cast by manual and electronic ballots, the manual ballot shall prevail.

5.3.2.1 Manual Voting Procedure

5.3.2.1.1 Each CU shall use secret balloting to vote manually at places designated by the units.

5.3.2.1.2 The voters shall be required to present their University ID, or any competent proof of identity, to verify their identity from the official list of qualified voters.

5.3.2.1.3 Voting hours shall be between 8 a.m. and 4 p.m. within the dates specified by the CU.

5.3.2.2 Electronic Voting System and Procedure

5.3.2.2.1 There shall be a single, secure, transparent and open-source system (System) to be used. This shall be provided by the UP Computer Center under the general supervision of the VPAA. CUs shall not devise their own system.

5.3.2.2.2 Electronic voting shall be open on a 24-hour basis during the voting period specified by the CU, ending at the same time as manual voting.

Example A. If manual voting is scheduled for only one day, e.g., Monday from 8:00AM to 4:00PM, electronic voting will start at 4:01PM of the immediately preceding Sunday and will continue until 4:00PM of Monday.

Example B. If manual voting is scheduled for several days, e.g., Monday to Wednesday from 8:00AM to 4:00PM each day, electronic voting will start at 4:01PM of the immediately preceding Sunday and will continue until 4:00PM of Wednesday.

5.3.2.2.3 The System shall require authentication to ensure eligibility to vote. This shall be in the form of a user name and password to be issued by the UP Computer Center through the OVPAA.

5.3.2.2.4 The System shall allow the qualified voter to vote only once.

5.4 Canvassing/Reporting of Voting Results

Canvassing of votes from both manual and electronic modes shall be done immediately after the voting period closes at 4 pm of the last day.

5.4.1 Canvassing/Reporting of Results from Manual Voting

For manual voting, the Committee headed by the VCAA/VCI of each CU through the deans of the various colleges shall monitor the canvassing and reporting of votes. The deans of the various colleges shall canvass all the votes and submit the results to the VCAA/VCI.

Representatives of the nominees, not more than two (2) each, may be allowed to witness the canvassing.

5.4.2 Canvassing/Reporting of Results from Electronic Voting

For electronic voting, the VCAA/VCI, in the presence of the CU Committee and representatives of the nominees, shall be able to access the results only after the end of the voting period. Access shall be through a specially provided user name and password. The CU Committee shall proceed to determine if there are double votes by comparing the list of voters who voted manually and the list of voters who voted electronically. After which, the results of the electronic voting shall be printed out.

Additional guidelines shall be provided by the OVPAA on the security features of the System and the detailed procedures to access the electronic system as well as checking for double votes.

5.4.3 Consolidation of Manual and Electronic Voting Results

The CU Committee shall consolidate the CU results using the form to be provided by the OVPAA. The Chancellor shall certify the results and submit the same to the OVPAA.

5.5 Mechanism for Appeals

All appeals relating to the conduct of the election should be formally written and submitted to the CU Committee within twenty-four (24) hours from the close of the

canvassing at the CU level. No appeals shall be entertained on grounds not raised and recorded during the voting/canvassing. No appeals shall be entertained after the lapse of the 24-hour period.

All appeals shall be included in the CU's election report.

5.6 Announcement of Results

The VPAA shall submit the consolidated results to the President within twenty-four (24) hours after the deadline for CU submission including any appeals that have been submitted by the CU Committees. Thereafter, the President, as Chief Academic Officer and Head of the Faculty, transmits to the BOR the consolidated results and any appeals that have been submitted.

In the case of a tie, the President shall order a run-off between the nominees garnering the highest number of votes on a date to be set in consultation with the CUs.

The BOR shall proclaim as Faculty Regent the nominee garnering the highest number of votes. Should there be any appeals from the CUs the BOR shall resolve these appeals before proclaiming the Faculty Regent.

6.0 Cessation of Membership in the Board of Regents

According to Section 12 (2) of the UP Charter, membership of the Faculty Regent in the Board ceases upon suspension, separation, or recall.

7.0 Schedule for the UP Faculty Regent Selection Process

The Selection Process starts in October and ends in November of the second year of the incumbent Faculty Regent's term. The specific schedule shall be issued by the OVPAA.

□