

Implementing guidelines for the UP Balik PhD Recruitment Program:

1. Purpose

The UP Balik PhD Recruitment Program, under the UP Expanded Modernization Program, is being launched to invite foreign-trained Filipinos with PhDs/postdoctoral fellows, who will pursue research and mentor the most creative and innovative undergraduate and graduate students, to come home to UP and serve the country. UP is in need of the best and the brightest expert PhD faculty who are committed to teach and mentor the best and the brightest young minds in the country in the years to come.

For CY 2012, UP will recruit at least 25 PhDs/postdoctoral fellows. The Program also offers the candidates a substantial grant for their projects.

Constituent Units or campuses will identify and invite prospective PhD/postdoctoral experts. All foreign-trained Filipino PhDs/postdoctoral experts are encouraged to apply. Each UP campus has a strategic plan with priority areas of research and creative work, teaching and mentoring. This plan is in line with UP's vision of "a great university, taking a leadership role in the development of a globally competitive Philippines".

2. Recruitment Process

2.1 The recruitment is based on the academic and technical expertise needed by the CU of the University. The applicant may consider applying in one or two UP campuses and browse the websites of the various CUs of the UP System – UP Diliman, UP Manila, UP Los Baños, UP Visayas, UP Cebu, UP Mindanao, UP Baguio, and UP Open University.

2.2 OVPAA-BPhD Form 8.0 can be downloaded at the Academic Programs & Research Section (OVPAA link) of the University of the Philippines System website @www.up.edu.ph.

2.3 The application together with the CV, letter of intent, and capsule concept proposal, can be emailed to the Head of the unit, Dean, or Chancellor, (email addresses are found in their websites) of the CU, and cc'd to the Office of the Vice-President for Academic Affairs at phdrecruit.ovpaa.up@gmail.com.

2.3.1 The application will be reviewed and evaluated by the Academic Personnel Committee/Board (APC/APB) of the concerned CU. The APC/APB of the CU concerned may request additional documents that are deemed relevant to the applicant's field of expertise, e.g., plans for research mentoring and

teaching; lecture materials (outline, notes, slides, audiovisuals, reading references and other pedagogical tools); a video of the applicant lecturing on a topic of his/her expertise; copies of three (3) most important publications, etc.

2.3.2 In the interim, the CU concerned will designate a contact person with whom the applicant is encouraged to continuously communicate about mutual concerns and interests through email, Skype, video-conferencing or other modes of technology-enhanced communication.

2.3.3 Exploratory meetings (actual visit by the applicant) to define work and research engagement are encouraged during this period.

2.4 The Head of the unit, Dean, or Chancellor of the CU will notify the applicant of the approval after the APC/APB have reviewed and evaluated the application.

2.5 Upon the recommendation of the application by the APCs/APBs to the Head of the unit, Dean, or Chancellor of the concerned CU/CUs, an endorsement will be made by the Chancellor to the OVPAA.

2.5.1 The applicant is asked to prepare a Full Proposal based on the approved capsule concept proposal incorporating the comments of the UP host unit and publishable in a period of ~1 year.

2.6 Approval for the ranks of Professors and Associate Professors will be granted by the President and Board of Regents while the Chancellor grants the approval for Associate Professors and below.

2.7 The applicant will be notified of the approval and final terms of reference for employment, rank, benefits, duties and responsibilities, and other plans will be discussed with the recruiting office.

2.8 The applicant's documents are then processed at the CU level. When all documents (application form, supporting information, research proposal, relocation expenses, faculty item, entitlements, and tasks/duties/expectations) of the applicant have been completed at the CU level, the OVPAA will accept the CU's endorsement and provide the financial support to the PhD Recruit. This will be a start-up grant not to exceed Php 2.5M for the research proposal and a relocation package not to exceed Php 0.5M. Breakdown of estimated expenses must be approved/endorsed by the Chancellor of the concerned CU.

2.9 An employment contract for a faculty item rank is signed with the CU concerned; work and research engagement starts.

2.10 The OVPAA signs the contract only for the start-up grant and relocation package.

2.11 The PhD Recruit will be guided and monitored for long-term engagement with the CU concerned, e.g., permanent employment, tenure, etc.

3. Eligibility

3.1 All foreign-trained Filipinos with PhDs/postdoctoral fellows are encouraged to apply.

3.2 It is strongly encouraged that foreign-trained Filipinos with PhDs/postdoctoral fellows who are 55 years old or younger, those who can serve UP for at least 10 years, to apply in the Program.

4. Benefits/Entitlements

4.1 The OVPAA will provide a relocation package of Php 0.5M maximum, as an incentive to the PhD Recruit to cover for an economy airfare, based on the lowest of three quotes, from place of origin to the Philippines; transfer of personal effects; shipment of lab materials; and if necessary, provide a reasonable amount of advances for living expenses while the host unit arranges the salary and housing.

4.2 A start-up grant of Php 2.5M for research will be granted to the PhD Recruit.

4.3 The airfare will be reimbursed by the OVPAA to the PhD Recruit after certain requirements, e.g., airfare ticket, have been submitted to the OVPAA by the CU.

4.4 The funds that will be disbursed to the PhD Recruit will be given to the CU so monitoring and clearing will be done at the CU level. This can be given in staggered payments.

4.5 For the release of funds, the OVPAA will provide:

4.5.1 a certification that the PhD Recruit has been awarded the grant

4.5.2 a copy of the research contract stipulating the details of the Php 2.5M start-up grant and Php 0.5 relocation package

4.5.3 a copy of the notice of appointment issued by the CU

5. Expectations/Tasks/Duties

5.1 The applicant is encouraged to identify equipment, supplies, references and other materials from the former lab that may be brought home to UP.

5.2 The applicant is encouraged to explore continued collaboration with the foreign lab and can make an agreement to apply for a grant for the collaboration after the applicant becomes a UP faculty.

5.3 The applicant is encouraged to produce as much output before leaving, which can contribute to a new high-quality (ISI-listed) publication within the first year in UP.

5.4 The applicant is expected to carry out duties/responsibilities as a faculty and to conduct research and extension work.

5.5 The applicant's research output must be published in an ISI-listed journal within a period of ~1 year.

6. Obligations of the host unit

6.1 Ensure that a faculty item is available for the PhD Recruit.

6.2 Facilitate arrangements to meet the PhD Recruit at the airport and organize a welcome event for him/her.

6.3 Discuss with the PhD Recruit a work plan for the first year of employment, including the teaching load, research load, protected time for research, and other duties pertinent to the Contract of Employment.

6.4 Discuss the academic rank, salary and compensation; possible joint appointment at another unit of the PhD Recruit.

6.5 Discuss the components of the Balik PhD Recruitment incentive package and other financial arrangements.

6.6 Facilitate the resettlement and immediate needs of the PhD Recruit in the country.

6.7 The host unit is expected to underscore the expertise and potential contributions of the applicant in the process of recruitment and finally, acceptance to the University.

7. A Contract shall be entered into between OVPAA and the PhD Recruit only for the start-up grant and relocation package; and between the CU and the PhD Recruit for employment as a faculty.