

## **Implementing guidelines for the UP Balik PhD Recruitment Program**

(Approved in the 1398th BOR meeting on 27 March 2025, 1275th BOR Meeting on 24 November 2011, 1317th BOR meeting on 28 April 2016)

### **1. Purpose**

The UP Balik PhD Recruitment Program, under the UP Expanded Modernization Program, is being launched to invite foreign-trained Filipinos and non-Filipinos (*approved in the 1317th BOR Meeting on 28 April 2025*) with PhDs and/or Postdoctoral degrees, 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 and Postdoctoral faculty who are committed to teach and mentor the best and the brightest young minds in the country in the years to come.

Constituent Universities or units will identify and invite prospective PhD/postdoctoral experts. All foreign-trained Filipinos and non-Filipinos (*approved in the 1317th BOR Meeting on 28 April 2025*) with PhDs and/or Postdoctoral degrees 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. Eligibility**

2.1. A doctoral degree holder with at least one year of postdoctoral fellowship training and who has been recently hired by the University within one year following their postdoctoral training. The applicant must indicate their interest and submit the required documents to the Office of the Vice President for Academic Affairs (OVPA) (*Approved in the 1398th BOR meeting on 27 March 2025*).

2.2. The minimum number of publications to be eligible to the BPhD Program depends on the rank. Prospective Assistant Professor, Associate Professor, and Professor must have at least 5, 8, and 10 publications, respectively (*Approved in the 1398th BOR meeting on 27 March 2025*).

### **3. Recruitment Process**

Pre-Application Stage (*Approved in the 1398th BOR meeting on 27 March 2025*)

1. The department or institute identifies and recruits a prospective applicant or any interested individual may initiate contact and express interest through the department or institute. PhD faculty recruitment is contingent upon the availability of a faculty plantilla item in the unit.

2. The applicant prepares and co-develops a project proposal with the department or institute.
3. Following the hiring procedure described in the Faculty Manual, the unit or Constituent University evaluates the documents for faculty appointments.
4. Once the faculty appointment recommendation is approved, the Balik-PhD Program application process may proceed.

Note: The Balik-PhD Program does NOT provide faculty items nor process faculty appointments

4. Application Procedure *(Approved in the 1398th BOR meeting on 27 March 2025)*

4.1. The following documents must be submitted by the applicant through the host unit:

4.1.1 Application letter addressed to the UP President through the Vice President for Academic Affairs (VPAA);

4.1.2 Balik-PhD Recruitment Program Application Form (OVPAA-BPhD Form 8.0);

4.1.3 Balik-PhD Full Research Proposal Form (OVPAA-BPhD Form 3.0);

4.1.4 Line-item budget (LIB) duly reviewed by the CU's Accounting Office (OVPAA-BPhD Form 4.1)

4.1.5 Gantt chart

4.1.6 List (with links) of the 5-10 relevant publications in journals indexed in WoS or Scopus, or books published by reputable publishers, or patents that demonstrate the expertise and competence of the proponent to conduct research and mentor graduate students; For the prospective appointment as assistant professor, associate professor, and professor, the applicant must have at least 5, 8, and 10 publications, respectively.

4.1.7 Certification of postdoctoral training or research experience (at least 1 year) from a post-doctoral supervisor abroad.

4.1.8 A copy of the faculty appointment

4.1.9 The applicant's latest comprehensive curriculum vitae

4.1.10 Copies of academic credentials such as transcript of records and diploma/certificate of graduation or certificate of degree/program completion

4.2 The host unit identifies a tenured faculty member with related research interests to collaborate with the applicant in developing and revising, as necessary, the project proposal. The unit then carries out further review of the updated proposal to ensure that the project proposal is sound and polished before being submitted.

4.3 The applicant and host unit transmit the application documents with attachments to the Dean's Office for endorsement to OVCRD/E or equivalent office.

4.4 The OVCRD/E or equivalent office assesses the completeness of the documents and transmits the application documents with attachments to the Chancellor for endorsement.

4.5 The Chancellor endorses the application to OVPAA.

4.6 The OVPAA may tap an external expert for a final review, and schedule a one-on-one interview with the UP VPAA and AVPAA (Research)

4.7 The VPAA recommends the approval of the BPhD Research Grant to the UP President.

4.8 After the approval of the President has been received, the OVPAA will prepare the transfer of the full amount of the grant to the CU, to be released by the implementing CU Research Office following the entitlements stated in the Benefits/ Entitlement of the Grantee and the Unit (Item 5).

Note: A conferment ceremony with the UP President will also be held to award the BPhD grantee.

## 5. Benefits/Entitlements

Note: The implementing CU has the authority to determine the requirement and percentage of release for the given period. However, the implementing CU must comply with the deliverables required for submission to the UP System. *(Approved in the 1398th BOR meeting on 27 March 2025)*

### Grantee

5.1. One time relocation package amounting to Php 0.5M to assist the Balik-PhD grantee in settling in the Philippines. *(Approved in the 1275th BOR meeting on 24 November 2011 and in the 1398th BOR meeting on 27 March 2025)*

5.1.1. The BalikPhD grantee is only eligible for the relocation package if, at the time of application, the same is still based abroad or up to one (1) year from arrival in the Philippines *(Approved in the 1398th BOR meeting on 27 March 2025)*

5.2. Balik-PhD start-up research grant worth of Php 2.5M for a two-year project implementation. *(Approved in the 1275th BOR meeting on 24 November 2011)*

5.2.1. The research grant of Php 2.5M will be released in tranches by the implementing CU. *(Approved in the 1275th BOR meeting on 24 November 2011)*

Note: A new PhD faculty recruit can only apply for the Balik-PhD start-up Research Grant within one (1) year of receiving the faculty appointment from the University. *(Approved in the 1398th BOR meeting on 27 March 2025)*

5.3. The Php 1 M-grant for research collaboration *(approved in the 1317th BOR meeting on 28 April 2016)* will be released in tranches by the implementing CU *(Approved in the 1398th BOR meeting on 27 March 2025)*.

5.3.1. The grant can be used as funds to cover visits of experts and postdoc fellows to UP, holding and participation in international conferences, and research activities of the grantee with a growing network of collaborators. *(Approved in the 1398th BOR meeting on 27 March 2025)*

5.4. Grant to set up research laboratory/ studio facility, Php 1M *(Approved in the 1398th BOR meeting on 27 March 2025)*

5.4.1. The grantee and the host unit will receive a Php 1M outright grant that will be used by the grantee in setting up the infrastructure for the laboratory or creative studio needed to carry out the research or creative work activities, and student mentoring for the project.

5.4.2. This setting up grant can be used to develop the venue for the research lab or creative studio and may include aircon units, tables and chairs, cabinets and other furniture, lab office equipment, appliances, implements, carpentry/ electrical services, and similar items.

5.4.2. Being an outright grant, budget items need not be approved, and expenses need not be liquidated on an individual basis.

6. Deliverables of the Grantee *(Approved in the 1398th BOR meeting on 27 March 2025)*

6.1. The grantee must co-author with a mentored student at least two publications in a Web of Science-indexed or Scopus-listed journal from the Balik-PhD grant or patents within the duration of the project.

6.1.1. The Balik-PhD Grant should be acknowledged in the publications in order to be accepted as outputs of the grant.

6.2. At the end of the project implementation, the grantee will submit the terminal financial report and return the unexpended funds to the UPSA Reprogrammed Funds.

7. Tasks of the Host Unit *(Approved in the 1398th BOR meeting on 27 March 2025)*

During Pre-Application Stage

7.1. The host unit shall facilitate the recruitment as stipulated in Section 3 (Pre-Application Stage) in securing a faculty appointment.

7.2 The host unit assigns tenured faculty member(s) with related research interests to co-develop the project proposal with the Balik-PhD applicant.

7.3 Provides assistance in accomplishing the required forms, supporting documents, and securing necessary endorsement of the Balik-PhD application.

Upon approval of the grant

7.4 The host unit shall facilitate the setting up of the grantee's laboratory or studio.

7.5 Discuss with the grantee the tenure requirements of the unit.

During project implementation

7.6 Extend support and guidance to the grantee, including giving 3-units of research load credit, thereby increasing the chance of the grantee's future renewal of faculty appointment for the duration of the project.

7.7 Facilitate continuous collaboration of the grantee with other faculty members and/or research groups with related interests. If warranted, assist the grantee in setting up his/ her own research group or creative studio.

7.8 Provide support in the administrative, accounting/ auditing, and procurement activities during the conduct of the Balik-PhD project.

7.9 Monitor the progress of the BPhD grantee in terms of satisfying the requirements of the Balik-PhD project and for obtaining tenure, among others.

8. Tasks of the OVCRD/E or equivalent office *(Approved in the 1398th BOR meeting on 27 March 2025)*

8.1 The OVCRD/E or equivalent office should provide support in the administrative, hiring, accounting/auditing, and procurement activities during the conduct of Balik-PhD project.

8.2 The OVCRD/E must ensure the timely release of the benefits and entitlements stated in Item 5, Benefits/ Entitlements.

8.3 The OVCRD/E must provide an annual report to OVPAA pertaining to the implementation of the BPhD grant, including but not limited to the percentage of

transfer of funds, progress of the research projects, etc.

8.4 The OVCRD/E, as the implementing institution, is expected to handle appeals related to the implementation of the Grant.

9. A Contract shall be entered into between OVPAA and the PhD Recruit only for the start up grant, relocation grant, research collaboration grant, and research laboratory/ studio facility. Contract between the CU and the PhD Recruit is for employment as a faculty.  
*(Approved in the 1275th BOR meeting on 24 November 2011)*