

Enhanced Guidelines in the Selection of Key Officials of Bulacan State University Rationale

Bulacan State University (BulSU) is an institution of higher learning in Central Luzon that has now progressed into one of the biggest educational institutions in Region III (BulSU, 2015) that has the vision of moving from good to great anchored with Ambisyon 2040, UN SDG (Sustainable Development Goals) 2030, and the Philippine Development Plan which will transform BulSU to be a Teaching University by 2020, a Research University by 2025, an Entrepreneurial University by 2030, and then a Sustainable University by 2040 (BulSU Master Development Road Map, nd).

A large university like BulSU that relentlessly cater and furnish the needs of thousands of students deserves to have people who will work hand in hand to achieve her goal in providing education that is accessible to deserving and qualified students through internationally recognized and industry-responsive programs set in a 21st century learning environment. The right people in the right positions make all the difference. It improves satisfaction and productivity, helps enrich institutions' culture and leaves a positive and lasting impact to the community.

Further, the University Charter - RA (Republic Act) 7665 Section 12 states that "There shall be an administrative council consisting of the President of the University as chairperson, the vice-president(s), deans, directors, and other officials of equal rank, whose duty is to implement the policies governing the administration, management, and development planning of the University as approved by the Board. Moreover, RA 8292 (Higher Education Modernization Act of 1997) states that positions shall be classified based on the duties and responsibilities assigned and the qualifications required to do the work and see to it that the process will be acceptable to the community. Finally, the Board of Regents through BOR Resolution No. 64 Series of 2015, "A Resolution Approving the Designation of the Key Officials of the University" may need a further enhancement to cope up with the demands of time.

Thus, these enhanced guidelines in the selection of key officials are proposed to better emphasize and strengthen the role of democratic decision-making processes in the University by the Educational Development Office under the Office of Vice President for Academic Affairs in consultation with concerned officials of the university.


A. Selection of Vice Presidents

Section 6 of RA 8292 states that the administration of the university shall be vested in the President of the University who was appointed by the Board of Regents and shall be assisted by Vice President/s who shall also be appointed by the Board upon the former's recommendation.

Furthermore, the University President has the authority in the selection and recommendation of Vice Presidents and other university officials and create such other offices as the need arises, subject to the approval of the Board of Regents (Revised Code of BulSU,2010).

Moreover, the Code stipulates that the appointed/designated Vice President/s shall acquire the following minimum requirements:

1. Must be a doctorate degree/leadership experience in the industry or its equivalent.
2. Must be a member of the Academic Council.
3. Must not have any on-going administrative/criminal case during the time of appointment/designation.



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4. With at least a very satisfactory evaluation of his/her Office Performance Commitment and Review (OPCR) /Individual Performance Commitment and Review Form (IPCRF) for four consecutive semesters.

5. Must have at least one publication in reputable journals /patented inventions/discoveries/creative works/ innovations (New NBC 461 Guidelines CCE and QCE, 2021) within the last five years.

Hence, the University President may consider this set of criteria in the selection of Vice President/s but not limited to the following:

Criterion	Percent
Educational Qualifications and Leadership Ability*	20%
Planning, Decision Making and Problem-Solving Abilities*	20%
Managerial Competence/ Management Skills*	20%
Acceptability/ External Relations*	20%
Strategic Innovation and Instructional Leadership	20%
Total	100%

See Annex A for the Rubric

*Sourced from: Southeastern Louisiana University. (1997). Policy and Procedure for the Evaluation of President and Vice Presidents. Retrieved from: https://www.southeastern.edu/admin/ir/inst_eff/files/admin_eval_policy.pdf on May 16, 2022.

*BOR Resolution 29, s2016.Criteria in the Selection of BulSU Vice President for Academic Affairs

B. Selection of Other Key Officials

I. The Search Committee

1. The University President shall establish a Search Committee (SC) that will perform duties on the selection of the University Key Officials based on fitness and qualification.
2. The Search Committee (SC) is responsible for identifying a short-list of applications for further consideration and shall:
 - 2.1 Assign a working group for the nomination and pre-selection processes of the deans.
 - 2.2 Prepare and authorize publication of an advertisement for the search based on selection criteria.
 - 2.3 Identify potential nominees to whom direct approaches may be made
 - 2.4 Review applications received/ pre-selection report submitted and identified a short list of candidates for appointment to the position.
3. Members of the Search Committee and the Working Group need to maintain a strict level of confidentiality to protect the privacy of the nominees and to preserve the integrity of the search process. All public comments should be made exclusively by the Search chair, in consultation with the University President.



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II. The minimum qualifications of nominees for the positions of Chancellor/Vice Chancellors/ College or Campus Deans/ Campus or Academic Directors

1. Must be a doctorate degree holder or its equivalent for the Chancellor; a doctorate degree and /or master's degree holder in the aligned discipline for Vice- Chancellor, Academic or Campus Director.
2. Must be a doctorate degree holder for Deanship, except for Commission Higher Education (CHED)- CMO on Policies, Standards and Guidelines (PSG) for specific programs which mandate at least a master's degree, i.e., Nursing and Architecture, and other pertinent requirements as stated in the CHED-PSG (CHED-CMO No. 5 (2008) and CHED-CMO No.6 (2017). Further, nominees for Deans' position should have at least two (2) years of experience as Department Head/Program Chair, College/ Campus Secretary or Unit Head and have been a regular faculty member for 5 years.
3. Must be a member of the Academic Council.
4. Must not have any on-going administrative/criminal case during the time of nomination.
5. Must have earned at least a very satisfactory evaluation in his/her Office Performance Commitment and Review (OPCR) /Individual Performance Commitment and Review Form (IPCRF) for four consecutive semesters.
6. Must have at least one publication in reputable journals /patented inventions/discoveries/creative works/ innovations (*New NBC 461 Guidelines CCE and QCE, 2021*) within the last five years for Chancellor, Vice-Chancellor for IRE, College or Campus Dean, Research Director, and other relevant positions that requiring the same from their constituents

III. Nomination Procedure

- 1.The working group shall conduct a nomination process that will take into consideration the expectations of the unit; the process shall start three months before the expiration of the term of the incumbent (BulSU Faculty Manual).
2. Any faculty member/ employee of the Bulacan State University may submit a nomination individually, by group or by sector. The duly signed nomination letter must be submitted to the working group and must contain the name of the nominee/s and the reason for the nomination; with the attachment of the curriculum vitae, inclusion of the vision, plans and priorities align to the position the faculty member is nominated for (UPSC, 2019).
3. The working group shall send communication letters to qualified nominees.

IV. Pre-Selection Process

1. After the review of documents of the qualified nominees, the working group shall conduct group interviews to ensure balanced perspective, specialized knowledge and equity and gender balance (uwa.edu,2017) of members of the unit constituency such as but not limited to:
 - 1.1 faculty
 - 1.2 non-academic personnel

1.3 random sample of students and leaders of student organizations

2. The incumbent College or Campus Dean/ Campus or Academic Director shall convene a meeting where the candidates shall be given a chance to present to their respective units their views on the plans, programs, and priorities of the unit for the next three years. The working group oversees facilitating the open forum. The working group shall then submit the report to the Search Committee.

In addition, for the position of college or campus dean, the regular faculty members at the concerned academic unit are entitled to cast their votes on their preferred candidate using a polling method under the supervision of the college/campus local FAU Officers and the working group (*see Annex B for the rubric*).

V. Selection Process

1. The shortlisted candidate/s (max of 3) to each position shall submit himself/themselves for a panel interview with all the members of the Search Committee to learn more of the candidates' views on the plans, programs, problems, and priorities of the unit for the next three years, and their expectations, preferences, and reasons for application.
2. The Search Committee shall submit to the Office of the University President a comprehensive report on the nomination and pre-selection process, college/campus poll and the Search Committee interviews.
3. Upon receipt of the Search Committee Report, the University President or his/her authorized representative may meet/ interview the top candidate/s for his/their plans and commitment to serve as administrator and how they will execute plans and programs of the unit.
4. The University President shall recommend to the Board of Regent the name of the preferred candidate for the position.
5. The governing boards shall: (letter G of RA 8292) **appoint** official/s such vice presidents, deans, directors, heads of departments, faculty members and other officials and employees upon the recommendation of the president of the university. This specific duty was granted to the board of directors under Section 36 of Batas Pambansa Blg. 68.
6. In the **exigency of service**, the University President has the authority to designate faculty members in any university key positions that hold his/her trust and confidence subject to the approval of the Board of Regents.

Note: These enhanced guidelines in the nomination, pre-selection, rubrics (Annex B and C) /criteria in the selection of other key officials may be adapted in the selection of other designation/s in the university and can be modified whenever necessary.

VI. Criteria in the Selection

1. Criteria in the Selection of **Chancellor, Vice-Chancellor, Campus or Academic Directors:**

Criteria	Percent
Academic and Administrative/Managerial leadership - Academic qualification - Academic experience and administrative/managerial experience (management position in higher education institution) - Publication and Community involvement	30%
Plans for the unit (BOR Resolution # 64, s2015)	20%
Integrity and Commitment	20 %
Availability to discharge the functions of the office on full time basis (UP BOR,1985)	10 %
Strategic Innovation and Instructional Leadership	20%
Total	100%

See Annex B for the Rubric

2. Criteria in the Selection of **College/Campus Dean:**

Criteria	Percent
Academic and Managerial leadership - Academic qualification and academic/ managerial experience - Publication and Community involvement	20%
Plans for the unit (BOR Resolution # 64, s2015)	20%
Integrity, Commitment, and availability to discharge the functions of the office on a full-time basis (UP-BOR 1985)	20 %
Faculty Consensus	10 %
Strategic Innovation and Instructional Leadership	30%
Total	100%

See Annex C for the Rubric

C. Selection of Laboratory High School Principal

It is the concern of the educational managers of laboratory high schools in State Universities and Colleges (SUCs) to function with utmost competence in order to provide the opportunity for learners to acquire lifelong learning skills in the 21s tcentury (Ganaden,2020).



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I. Minimum Requirements for the BulSU Laboratory High School principal position

1. Must be a master's degree holder
2. Should have at least two (2) years of experience as a Program Head/Subject Coordinator or any relevant experience and have been a regular faculty member for 5 years.
3. Must be a member of the Academic Council
4. Must not have any on-going administrative/criminal case during the time of nomination.
5. Must have gained at least a very satisfactory evaluation in his/her Office Performance Commitment and Review (OPCR)/Individual Performance Commitment and Review Form (IPCRF) for four consecutive semesters.

II. The Position of Laboratory High School Principal shall undergo nomination and pre-selection processes.

1. The assigned committee shall call a meeting of the Laboratory High School regular faculty members where the candidate/s shall be given the chance to explain his/her views on the plans, programs, and priorities of the unit for the next three years.
2. The regular faculty members of the Laboratory high School are entitled to cast their vote on their preferred candidate using the polling method under the supervision of the COED Local Faculty Union (FAU) Officers and the working group.
3. The shortlisted candidate/s (max of 3) shall submit himself/themselves for a panel interview with the Dean of the College of Education and members of the Search Committee.
4. The Search Committee shall submit to the Office of the University President a comprehensive report on the nomination and pre-selection process.
5. The University President shall submit the names of candidate/s indicating his/her preference to the Board of Regents for approval.

III. The Criteria in the selection of Laboratory High School Principal:

Criteria	Percent
Academic and Managerial leadership	20%
Plans for the unit	20%
Integrity, Commitment, and availability to discharge the functions of the office on a full-time basis	20 %
Faculty Consensus	10 %
Strategic Innovation and Instructional Leadership*	30%
Total	100%

**(Ganaden, 2020) Managerial Competency of Laboratory High School Principals of State Universities and Colleges in Region III, Philippines*

See Annex D for the Rubric


D. Term of Office

I. Specific Terms of Office

1. The Vice President/s shall have a term of two (2) years and shall be eligible for reappointment for another term upon the approval of the Board of Regents but not exceeding the term of the incumbent President.
2. The Campus/College Deans' position shall have a term of two (2) years without prejudice for their reappointment for a second term and re-appointment after two years of their second term, and until their successor shall have been appointed. Evaluation by the Search Committee of the performance shall be made of an incumbent Dean who will apply for a second term (BulSU Faculty Manual).
3. The positions of the Chancellors, Vice- Chancellors, Campus or Academic Directors and Laboratory High School Principal shall have a term of two (2) years but may be reappointed for another term, upon the recommendation of his/her immediate supervisor and approval of the University President.

II. General Considerations

1. The appointment of any key officials may be revoked sooner than the allotted term of office by competent authority due to just cause and after observance of procedural due process (Article 282, Labor Code).
2. During the term of office, any appointee/s may serve a concurrent position in any position in the university. However, for the deans' position he/she shall not accept concurrent designation as department head or program chair or coordinator in his/her college/campus.
3. In the event of resignation, the key official/s are required to comply with the 30-day notice and service before leaving the office to maintain smooth operation of the workplace and for proper turn-over of the tasks which the resigning key official/s are handling. The President's acceptance of a resignation tendered by any key official/s is necessary to make the resignation effective (Puerto, 2020). The same 30-day notice is applicable to any key official/s who will be terminated from office for a just cause by a competent authority.
4. Article 300 of the Labor Code must be observed which states that an employee may put an end to the relationship without serving any notice on the employer for any of the following just causes:
 - 4.1 Serious insult by the employer or his representative on the honor and person of the employee.
 - 4.2 Inhuman and unbearable treatment accorded the employee by the employer or his representative.
 - 4.3 Commission of a crime or offense by the employer or his representative against the person of the employee or any of the immediate members of his family; and
 - 4.4 Other causes analogous to any of the foregoing.
5. In case of vacancy by reason of death, resignation, removal for cause or incapacity of the appointee/s to perform the functions of his office, the President of the university shall have the authority to designate an officer-in-charge pending the appointment of a new appointee.
6. **Finally, this Enhanced Guidelines in the Selection of the Key Officials of the University, shall not prejudice to the discretionary power vested to the University President to appoint/designate key officials of the University.**



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Notes:

- *Duties and responsibilities of the appointed key officials can be found in the University Administrative Manual.*
- *The above guidelines are meant to assist the administration and not to preclude the exercise of the legal power vested in the President to designate anybody to any position in the University and not retroactive when approved.*

E. Repealing Clause

All previous guidelines or parts thereof which are inconsistent with the provisions of this enhancement are hereby repealed or modified accordingly.

F. Definition of Terms

Appointees. They are the newly selected key officials of the Bulacan State University who were recommended for positions by the university president with the approval of the governing board.

Candidate. A member of the academic council of the Bulacan State University who passed the nomination process and considered an aspirant in any administrative position in the university.

Key Officials. They are the members of the Academic Council of the Bulacan State University holding administrative positions such as Vice Presidents, Chancellors, Vice-Chancellors, Campus or Academic Directors, College/Campus Deans and Laboratory High School Principal.

Nominee. A member of the academic council of the Bulacan State University whose name is submitted for selection in any administrative position based on fitness and qualification.

Resignation. This is a voluntary termination act of any key official/s from his/her position.

Working Group. They are the BulSU faculty members who are given assignment by the Search Committee and designated by the University President to work on the nomination and pre-selection processes in the selection of key officials of Bulacan State University.

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