



MINDANAO STATE UNIVERSITY
Main Campus, Marawi City
CAMPUS ACADEMIC PROMOTION PANEL

REQUIREMENTS FOR PROMOTION
(STUDIED ON HER/HIS OWN)

ATTACHMENT: (1 folder for Photocopy of Credentials; 1 folder of Original Credentials)

- 1. Recommendation from the Dean/Head of the Unit**
- 2. Personal Data Sheet with email add and contact number/s**
- 3. Summary of Credentials**
- 4. Criteria (with tabbing)**

- I. EDUCATIONAL ATTAINMENT** (TOR for Undergraduate, TOR and Hardbound for Graduate Program/s PLUS APPROVED PERMIT TO STUDY)
- II. WORK EXPERIENCE** (latest Service Record, at least Probationary status)
- III. PRODUCTIVITY**
 1. Published Productivity Output
 - a. Books/Monographs
 - b. Articles in Technical, Scientific, Professional and Scholarly Journals
 - c. Literary Pieces
 2. Unpublished Productivity Output
 - a. Instructional Materials
 - b. Researches
 - c. Literary Pieces(poem, short story, essay)
 - d. Declamation and Oratorical Pieces (delivered), Essay
 - e. Scripts: Drama and Play/Movie
 3. Musical/ Dance Composition and New Games
 4. Paintings and other Works of Arts (per piece)
 5. Inventions, Discoveries or Designs, New Technologies or Procedures, Methods of Production, Original Architectural or Engineering Designs and Computer Programs Proof of authentication/patent by relevant national authority is required.
 6. Papers Read and Poster Presented
 7. Legal Briefs, Court Memoranda (of cases won)
- IV. TEACHING EFFICIENCY RATING (TER)**
- V. PROFESSIONAL GROWTH**
 - a. Professional/Board/Licensure/Bar Examination
 - b. Civil Service Career Professional Eligibility or its equivalent, only one
 - c. Training Program (maximum of one training per year; a written report is required) – arrange by year-
 - d. Role in an Editorial Board of a Technical and Professional Journal/Newsletter
 - e. Consultancy per project
 - f. Professional Awards, Honors, Distinctions
 - g. Seminar, Symposia, Workshops, Conference, Conventions, Congresses, Assemblies, online attendance included (maximum of **three** per year)
- Arrange by month and year---
 - h. Honoris Causa degree, only one (Only for doctorate level)
- VI. INSTITUTIONAL SERVICES/EXTRA-ACADEMIC ACTIVITIES**
 - A. Membership/Official in a Campus/College Committee
 1. Standing Committees
 2. Ad hoc Committees
 3. Program Adviser
 4. Adviser, Student Publication/Organization (per year)
 5. Thesis/Dissertation Adviser/Panel Member
 - a. Graduate (Doctorate Dissertation)
 - b. Graduate (Master's Thesis)
 - c. Undergraduate
 - B. Manpower Training per project per semester
 - C. Information/Communication Program per project per semester
 - D. Arts, Cultural and other similar activities per performance/play/show/production/exhibit
 - E. Pioneering or Founding a Unit/Office or Programs of the University
 - F. Crafting of Academic Policies, Schemes, Guidelines, Institutional Programs
- VII. EXTENSION SERVICES (OUTSIDE MSU)**
 - A. Manpower Training and Involvement in Civic Activities of GOs
 - B. Information/Communication Program per project per semester
 - C. Sports Activities per competition/tournament/session/league
 - D. Arts, Cultural and other similar activities per performance/play/show/production/exhibit

Submission Schedule: Every 1st week of the Month

Follow-Up Schedule: A month after