



University of the Philippines Los Baños
EXTERNAL SEARCH COMMITTEE FOR THE SELECTION OF
THE DEAN OF THE GRADUATE SCHOOL

Schedule of Activities

Activity	Date/Time	Venue
1. Organizational meeting of the Search Committee to discuss the proposed process and schedule	15 March 2018 (Thursday) 4:00 PM	OVCRE Main Office
2. Notification of GS constituents regarding the search process, schedule, and qualifications of nominees	19 March 2018 (Monday)	
3. Meeting with constituents (faculty, REPS, administrative staff and students) and presentation of current dean on the School's thrusts, priorities and achievements; unit's expectations of the next dean for the next 3-6 years*	27 March 2018 (Tuesday) 3:00 PM – 5:00 PM	REDREC
4. Period of Search Committee to accept nominations	from 28 March 2018 until 3 April 2018, 12:00 NN	OVCRE Main Office

5. Search Committee to review nomination documents	3 April 2018 (Tuesday) 3:00 PM	OVCRE Main Office
6. Notification of nominees	4 April 2018 (Wednesday)	
7. Presentation of nominees' plans and programs for GS*	10 April 2018 (Tuesday) 9:00 AM	TBA
8. Interview/consultation with GS constituents	16 April 2018 (Monday) 9:00 AM-12:00 NN (Faculty) 1:00 PM-3:00 PM (GS Students) 3:00 PM-4:00 PM (REPS/Admin)	GS
9. Interview with candidates	16 April 2018 (Monday) 4:00 PM - 6:00 PM	GS
10.1 Search Committee to review and consolidate results of the search process 10.2 Preparation of report	17 - 22 April 2018	
11. Finalization of report by the Search Committee	23 April 2018 (Monday) 3:00 PM	OVCRE Main Office
12. Submission of Search Committee report to the Chancellor	24 April 2018 (Tuesday)	

** upon invitation of the current GS dean*