

- i. To define the standards, consistent with College and University criteria, and approve suitable mechanisms for the evaluation of individual faculty performance;
- j. To define the standards, consistent with College and University criteria, and approve suitable mechanisms for the evaluation of Institute or Department performance in teaching, research, extension, and other relevant activities;
- k. To nominate candidates for Professorial Chairs, unless it decides to delegate this power to an Institute or Department academic personnel committee; and
- l. To evaluate the records and recommend the graduation of students enrolled in the curricular programs of the Institute or Department.

ART. 4. The recommendations of the Institute or Department Faculty concerning the institution, revision, and abolition of curricular, research, and extension programs may be reviewed by the College Faculty Assembly.

ART. 5. The Institute or Department shall be headed by a Director or Chairman, respectively, whose role shall be that of academic leader and administrator to be appointed by the Chancellor for a term of three (3) years; provided, that the Directors of national institutes shall be appointed by the President.

- ART. 6. The functions of the Director or Chairman shall be:
- a. To draft the overall Institute or Department plan and annual program;
 - b. To exercise general supervision over all curricular and research programs, extension services;

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and other related activities of the Institute or Department:

- c. To represent the Institute or Department in the College Executive Board;
- d. To appoint an Assistant to the Director or Chairman; provided, that the Institute or Department has twenty-five (25) or more regular members and/or one hundred (100) student majors; provided, further, that another Assistant may be appointed if the Institute or Department has fifty (50) or more regular members and/or two hundred (200) student majors;
- e. To determine the agenda and preside over meetings of the Institute or Department Faculty; provided, that upon the request of a majority of the Institute or Department Faculty, the Institute Director or Department Chairman shall also call a meeting and discuss its agenda;
- f. To create committees, appoint members thereto, and supervise their work; provided, that the members of the Institute or Department academic personnel committee shall be chosen by the Institute or Department Faculty;
- g. To take the necessary steps to assist and expedite the thesis work of graduate students;
- h. To expeditiously act upon and/or transmit faculty decisions from the Institute or Department to the proper University authorities;
- i. To approve requests for substitution of courses;

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- j. To supervise and evaluate the work of the Institute's or Department's research, extension and professional staff (REPS), and administrative personnel.
- k. To assume responsibility for the procurement and allocation of supplies, materials, and equipment, and the maintenance of Institute or Department facilities.
- l. To assume responsibility for all Institute or Department publications; and
- m. To draft the Institute's or Department's annual report for presentation to the Institute or Department Faculty.

ART. 7. If an urgent matter arises which is not covered by the guidelines promulgated by the Institute or Department Faculty or by the College and University policies, the Director or Chairman shall conduct a referendum and report its results for confirmation by the Institute or Department Faculty.

ART. 8. Students enrolled as majors and in good standing, in academic programs of the Institute or Department may attend and participate in discussions of curricular matters: provided, that they shall have no voting right.

Section 7. Subject to the University Charter, the reorganization of the College of Arts and Sciences in Diliman approved at the 877th meeting of the Board of Regents on 30 September 1976, as amended, and all other previously adopted resolutions, policies, and rules pertaining to the organization of the said College are hereby repealed.