COLLEGE/ UNIT AGENDA
FOR RESEARCH / CREATIVE WORK
(To be updated before the start of each Academic Year)

1. Department Chair/Institute Director/Division Head
   Updates the Agenda for Research/ Creative Work; evaluates and endorses the themes and topics of research/creative work to be undertaken, in consultation with the faculty members of the Department/ Institute/ Division

2. College Research Committee or equivalent body
   Evaluates, harmonizes, consolidates, and endorses the Agenda for Research/ Creative Work; the themes and topics in the Agenda must be itemized and numbered for ease of reference when the faculty member applies for RLC/ CWLC

3. Dean/Head of Unit
   Reports to the Chancellor, through OVCRD, the College/ Unit Agenda for Research/ Creative Work; after the Chancellor’s confirmation, disseminates the Agenda to the faculty

4. Chancellor
   Takes note of the College/ Unit Research/ Creative Work Agenda; returns the same to the Dean/ Head of Unit, copy furnished to OVCRD and other deans as appropriate

March 2012