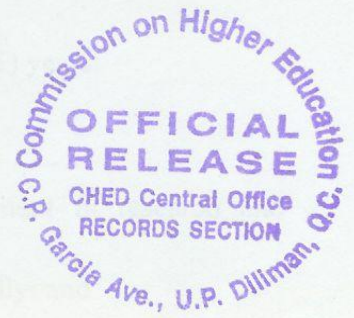


Republic of the Philippines
OFFICE OF THE PRESIDENT
COMMISSION ON HIGHER EDUCATION



CHED MEMORANDUM ORDER

No. 45

Series of 2012

SUBJECT : Implementing Guidelines for the Identification, Support and Development of Centers of Excellence (COEs) and Centers of Development (CODs) for the Anthropology Program

X-----X

In accordance with the pertinent provisions of Republic Act No. 7722, otherwise known as the "Higher Education Act of 1994," the CHED's policies and standards on the Centers of Excellence project, by virtue of the Commission en banc Resolution No. 341-2012 dated October 22, 2012 and for the purpose of establishing Centers of Excellence (COEs) and Centers of Development (CODs) that serve as potent catalysts in Anthropology and social science education needed for the development of world-class scholarships, nation building and national development, the following implementing guidelines for the identification, support and development of COEs and CODs for the Anthropology program are hereby adopted and promulgated by the Commission, thus:

I. RATIONALE

A. POLICY

Section 8 (f) of the "Higher Education Act of 1994" provides that the Commission develop Centers that can spearhead the nation's thrust toward development. It is, therefore, the policy of the Commission to promote quality and excellence in higher education by identifying, supporting and/or developing COEs/CODs in higher education institutions (HEIs). All HEIs offering the Anthropology program are hereby recognized as agencies needed to train graduates who will contribute to the production and transmission of knowledge generated from social research that is informed by economic, political and socio-cultural events in the local and global arena.

B. DEFINITION OF A CENTER OF EXCELLENCE AND CENTER OF DEVELOPMENT FOR ANTHROPOLOGY EDUCATION

1. *Center of Excellence* - a unit within any higher education institution with the following characteristics:
 - a. Existence of undergraduate, MA and PhD degree programs for the last ten (10) years;
 - b. Faculty members hold higher degrees of specialization;
 - c. Adequate access to library, instructional and research facilities;
 - d. Evidence of innovations/improvement on instruction and involvement in research and community extension;
 - e. Academic and research output recognized both locally and internationally; and
 - f. Strong local, national and international linkages.



CHED MEMORANDUM ORDER

No. _____
Series of 2012

SUBJECT : Implementing Guidelines for the Identification, Support and Development of Centers of Excellence (COEs) and Centers of Development (CODs) for the Anthropology Program

X-----X

In accordance with the pertinent provisions of Republic Act No. 7722, otherwise known as the “Higher Education Act of 1994,” the CHED’s policies and standards on the Centers of Excellence project, by virtue of the _____ Commission en banc Resolution No. _____ dated _____ 2012 and for the purpose of establishing Centers of Excellence (COEs) and Centers of Development (CODs) that serve as potent catalysts in Anthropology and social science education needed for the development of world-class scholarships, nation building and national development, the following implementing guidelines for the identification, support and development of COEs and CODs for the Anthropology program are hereby adopted and promulgated by the Commission, thus:

I. RATIONALE

A. POLICY

Section 8 (f) of the "Higher Education Act of 1994" provides that the Commission develop Centers that can spearhead the nation's thrust toward development. It is, therefore, the policy of the Commission to promote quality and excellence in higher education by identifying, supporting and/or developing COEs/CODs in higher education institutions (HEIs). All HEIs offering the Anthropology program are hereby recognized as agencies needed to train graduates who will contribute to the production and transmission of knowledge generated from social research that is informed by economic, political and socio-cultural events in the local and global arena.

B. DEFINITION OF A CENTER OF EXCELLENCE AND CENTER OF DEVELOPMENT FOR ANTHROPOLOGY EDUCATION

1. *Center of Excellence* - a unit within any higher education institution with the following characteristics:
 - a. Existence of undergraduate, MA and PhD degree programs for the last ten (10) years;
 - b. Faculty members hold higher degrees of specialization;
 - c. Adequate access to library, instructional and research facilities;
 - d. Evidence of innovations/improvement on instruction and involvement in research and community extension;
 - e. Academic and research output recognized both locally and internationally; and
 - f. Strong local, national and international linkages.

2. **Center of Development** - a unit within any higher education institution with the following characteristics:
 - a. Existence of undergraduate and MA degree programs for the last five (5) years;
 - b. Faculty members hold higher degrees of specialization;
 - c. Adequate access to library, instructional and research facilities;
 - d. Evidence of innovations/improvement on instruction and involvement in research and community extension;
 - e. Academic and research output recognized both locally and internationally; and
 - f. Strong local, national and international linkages.

C. COE/COD RESPONSIBILITIES AND MINIMUM EXPECTATIONS

For COEs:

1. Act as role models/leaders in the local, regional and national community by sharing best practices and initiating innovative approaches
2. Sustain and enhance research capabilities and upgrade professional or research graduate programs in the discipline
3. Provide technical assistance to agencies/institutions within its geographical area of coverage (e.g., technical consultancies, short-term trainings)
4. Undertake other activities/projects necessary in developing quality education in the specific discipline by sharing developmental programs (e.g., conducting practicum, developing modules)

For COEs and CODs:

1. Accelerate the development of the discipline through strategic developmental programs and projects
2. Enhance the quality of instructional program through faculty development and upgrading of facilities, equipment and library holdings
3. Undertake basic and applied research on emerging trends and advancements in their field
4. Undertake extension and linkage projects through regional, national and international agreements on curricular activities and industry-academe collaborations

II. IDENTIFICATION CRITERIA (QUANTITATIVE AND QUALITATIVE)

For Centers of Excellence:

The COEs shall be identified in accordance with the following criteria:

CRITERIA	POINTS
<i>I. INSTRUCTIONAL QUALITY (45%)</i>	
A. Administration	3
B. Faculty	20
C. Curriculum	10
D. Library	4
E. Other Learning Resources	3
F. Student Support System	2
G. Graduate Profile	3
TOTAL	45

CRITERIA	POINTS
<i>II. RESEARCH AND PUBLICATIONS (30%)</i>	
TOTAL	30
<i>III. EXTENSION AND LINKAGES (20%)</i>	
TOTAL	20
<i>IV. INSTITUTIONAL QUALIFICATIONS (5%)</i>	
TOTAL	5
<i>GRAND TOTAL (100%)</i>	<i>100</i>

For Centers of Development:

The CODs shall be identified in accordance with the following criteria:

CRITERIA	POINTS
<i>I. INSTRUCTIONAL QUALITY (45%)</i>	
A. Administration	3
B. Faculty	20
C. Curriculum	10
D. Library	4
E. Other Learning Resources	3
F. Student Support System	2
G. Graduate Profile	3
TOTAL	45
<i>II. RESEARCH AND PUBLICATIONS (30%)</i>	
TOTAL	30
<i>III. EXTENSION AND LINKAGES (20%)</i>	
TOTAL	20
<i>IV. INSTITUTIONAL QUALIFICATIONS (5%)</i>	
TOTAL	5
<i>GRAND TOTAL (100%)</i>	<i>100</i>

The details of the criteria and other guidelines are contained in “**Annex A**” hereof.

V. IDENTIFICATION PROCEDURE/PROCESS OF SELECTION

The identification of the COEs/CODs shall follow this procedure:

A. Application

1. Application for COE/COD in Anthropology shall be considered open upon issuance of these implementing guidelines.
2. Qualified HEIs shall be shortlisted by the Technical Committee for Anthropology (TCA) and invited to submit to the OPS a letter of intent together with the pertinent documents to support the application. The supporting documents must exhibit evidence of compliance with the selection criteria.
3. The OPS shall endorse the applications to the TCA for evaluation.

B. Initial Paper Evaluation

The TCA shall conduct the initial paper evaluation of all COE/COD applications. Once all applications have been completely evaluated, the TCA prepares and submits to the OPS, copy furnished the CHEDROs, the shortlist of the potential COEs/CODs, together with the proposed schedules of ocular inspection.

C. Ocular Inspection

1. The OPS shall organize a Technical Review Committee (TRC) to visit the shortlisted schools.
2. The TRC shall be composed of one or two (1 or 2) members of the TCA, one (1) representative from the OPS and one (1) representative from the CHEDRO. An orientation meeting shall be initially provided to the TRC prior to the ocular visit.
3. The OPS shall inform the HEI through the CHEDRO about the schedule of the ocular inspection at least one (1) week prior to the visit.
4. The CHEDRO shall inform the HEI to prepare an updated set of documents relative to the evaluation.
5. At the end of the ocular inspection, the TRC shall prepare a report to be submitted to the TCA.

D. Identification

1. The TCA shall recommend an HEI to be a COE for Anthropology if it attains an overall rating of at least 90% and to be a COD if it attains an overall rating of at least 90% of their corresponding set of criteria.
2. The TCA shall recommend COEs and CODs to the CHED Commission en banc (CEB), within thirty (30) days after the completion of ocular inspection.

E. Notification of COEs/CODs

1. Upon approval by the CEB, the list of identified COEs and CODs for Anthropology shall be released through the issuance of a CHED Memorandum Order (CMO).
2. The OPS, through the CHEDRO, shall notify the HEI of the CEB decision.

VI. GRANTS AND BENEFITS

The COEs/CODs are entitled to the following grants and benefits:

1. Certificate of COE/COD shall be awarded to the selected HEI.
2. COEs and CODs may request funding and/or nonmonetary subsidies and awards such as:
 - a. **Institutional Financial Support** -
 - i. **Program Evaluation** - review and evaluation of existing program
 - ii. **Capacity Building** - seminars, workshops, conferences for continuing education related and relevant to the Anthropology discipline
 - iii. **Curricular Benchmarking**- workshops on best practices; harmonization with global standards
 - iv. **Extension and Linkages** - national and international linkage with reputable institutions such as faculty/student exchange, collaborative research, etc.
 - v. **Upgrading of Facilities, Equipment and Library Collection** - acquisition of state-of-the-art facilities and equipment, printed and digital library collection including computer-based reference materials
 - vi. **Instructional Materials Development** - development of modules, teaching guides and manuals including those for distance education

b. Individual Financial Support

- i. Faculty Development (for Graduate Studies)
- ii. Thesis/Dissertation
- iii. Training Fellowships
- iv. Other Forms of Funding

COEs and CODs that would like to **avail of funding/support** from the CHED must submit project proposals for evaluation and approval.

- 3. COEs and CODs shall be given priority as CHED institutional partners for CHED developmental projects.

VII. Duration of the Status as COEs/CODs

The designation as COEs/CODs for Anthropology shall be for a period of three (3) years but shall be revoked at any point if, based on the monitoring by the CHED, found not fulfilling its functions/responsibilities and/or not maintaining compliance with the criteria for COE/COD.

VIII. Effectivity

This order shall take effect immediately.

Issued this ____ day of _____, 2012

PATRICIA B. LICUANAN, Ph.D.
Chairperson

TECHNICAL COMMITTEE FOR ANTHROPOLOGY
CRITERIA FOR THE SELECTION OF CENTERS OF EXCELLENCE (COEs)
AND CENTER OF DEVELOPMENT (CODs)

Criteria	PTS	Operational Indicators of COE	Operational Indicators of COD
A. Instructional Quality (45%)			
a. Administration (3)	3	The Department chair or the administrator (e.g., coordinator, head) in charge of the Anthropology curriculum must hold a doctorate degree in Anthropology.	The Department chair or the administrator (e.g., coordinator, head) in charge of the Anthropology curriculum must hold a doctorate degree in Anthropology.
b. Faculty (20)	4	There are at least five (5) full-time tenured faculty members, all of whom have a PhD degree in Anthropology.	There are at least three (3) full-time tenured faculty members, all of whom have a graduate degree in Anthropology.
	3	All teachers handle courses that they are formally specialized in or exhibit a track record of research, publication, and other relevant professional experience.	All teachers handle courses that they are formally specialized in or exhibit a track record of research, publication, and other relevant professional experience.
	2	Only those with at least a Master's degree teach in the undergraduate programs, and only those with doctorate degrees teach in the graduate programs.	Only those with at least a Master's degree teach in the undergraduate and masteral programs, and only those with doctorate degrees teach in the doctoral programs.
	2	A system for the periodic evaluation of teaching-learning, by administrators, peers, and students, should be in place and effectively used for purposes of improving instruction/learning.	A system for the periodic evaluation of teaching-learning, by administrators and students, should be in place and effectively used for purposes of improving instruction/learning.
	3	All full-time faculty members should have participated in national and international conferences as paper presenters in the past five (5) years.	All full-time tenured faculty members should have participated in national or international conferences as paper presenters in the past five (5) years.
	3	At least 50% of all full-time faculty members should have received awards, fellowships, scholarships, and other forms of recognition from reputable national and international professional organizations in the past five (5) years.	At least 25% of all the full-time faculty members should have received awards, fellowships, scholarships, and other forms of recognition from reputable national and international professional organizations in the past five (5) years.
	3	Twenty-five percent (25%) of full-time tenured faculty members must have served as officers of national and international professional organizations of Anthropology, or any of its specialty areas or closely-related disciplines.	Ten percent (10%) of full-time tenured faculty members must have served as officers of reputable national and international professional organizations of Anthropology, or any of its specialty areas or closely-related disciplines.
	c. Curriculum (10)	5	Existence of undergraduate, masters, and doctoral programs in Anthropology for at least ten (10) years.
5		The graduate programs offer the four (4) fields of Anthropology (i.e., Social/Cultural, Physical/Biological, Linguistic and Archaeological).	The graduate programs offer at least two (2) fields of Anthropology.

TECHNICAL COMMITTEE FOR ANTHROPOLOGY
CRITERIA FOR THE SELECTION OF CENTERS OF EXCELLENCE (COEs)
AND CENTER OF DEVELOPMENT (CODs)

Criteria	PTS	Operational Indicators of COE	Operational Indicators of COD
d. Learning Resources (Information technology capability, facilities, and equipment) (3)	3	Students and faculty members have access to a computer laboratory/facility with licensed or open source software.	Students and faculty members have access to a computer laboratory/facility with licensed or open source software.
e. Library (4)	2	The library has an updated subscription (digitized or hard copy) to refereed/abstracted international and local journals in Anthropology.	The library has an updated subscription (digitized or hard copy) to refereed/abstracted international and local journals in Anthropology or related fields.
	2	The library has least 1,500 books/titles (digitized or hard copy) in the four (4) fields of Anthropology.	The library has at least 1,000 books/titles (digitized or hard copy) in Anthropology and related fields.
f. Student Support System (2)	2	The unit (or the university/college) must have counseling and other student services for the students enrolled in the Anthropology programs.	The unit (or the university/college) must have counseling and other student services for the students enrolled in the Anthropology programs.
g. Graduate Profile (3)	3	At least one (1) PhD graduate and at least six (6) MA graduates in the last five (5) years.	At least three (3) MA graduates in the last five (5) years.
B. Research and Publication (30%)	10	At least 75% of full time tenured/permanent faculty members have published monographs and books, and articles in refereed journals in the last five (5) years.	At least 50% of the full time tenured/permanent faculty members have published monographs and books, and articles in refereed journals in the last five (5) years.
	10	The unit had at least two (2) research programs/projects for the last five (5) years.	The unit had at least one (1) research program/project for the last five (5) years.
	10	All full time tenured/permanent faculty members must have engaged in research (basic or applied) over the last five (5) years.	At least 50% of the full time tenured/permanent faculty members must have engaged in research (basic or applied) over the last five (5) years.
C. Extension and Linkages (20)	15	The unit must have organized at least five (5) seminars, workshops, field schools, or continuing education/training program in the past five (5) years.	The unit must have organized at least three (3) seminars, workshops, field schools, or continuing education/training programs in the past five (5) years.
	5	At least ten (10) local and five (5) international linkages with government or non-government agencies and organizations, academic institutions, and communities in the past five (5) years.	At least five (5) local and three (3) international linkages with government or non-government agencies and organizations, academic institutions, and communities in the past five (5) years.
D. Institutional Qualifications (5%)	5	The unit has been recognized by external agencies (e.g., international or national certification/accreditation, recognition as COE/COD).	The unit has been recognized by external agencies (e.g., international or national certification/accreditation, recognition as COE/COD).

NOTE: Applicant must score at least 90 points to be selected as COE.

NOTE: Applicant must score at least 90 points to be selected as COD.

**COMMISSION ON HIGHER EDUCATION
TECHNICAL COMMITTEE FOR ANTHROPOLOGY**

**APPLICATION FORM
CENTER OF EXCELLENCE/CENTER OF DEVELOPMENT**

Objectives of this assessment:

The objectives of the CHED's Center of Excellence and Center of Development (COE/COD) Program for Anthropology are to "identify, support and develop potential units of excellence in program areas needed for the development of world-class scholarship, nation building and national development" (RA 7722). Thus, the program seeks to accelerate the development of teaching, research, and service/extension programs in Anthropology in higher education institutions.

This assessment instrument seeks to put together an accurate picture of the unit's capacity to take the lead in initiating and sustaining programs that would help accelerate the development of teaching, research, and service/extension programs in Anthropology in the various colleges and universities in the country. As such, the assessment instruments take into account two main considerations:

- (a) the various resources within the unit that can be applied towards this goal; these resources include: the faculty expertise, the curricular programs, laboratories and libraries, and other related student services; and
- (b) the track record of the unit in undertaking productive training, research, and other development programs.

The minimum qualifications for the selection of COE/COD are specified in Annex A.

Assessment, Scoring and Selection Process:

1. Applicants that meet the criterion would be awarded full points for the criterion. Applicants that do not meet the criterion indicated in Annex A shall be given zero (0) for that criterion.
2. The selection of COE and COD shall be determined by using the cut-off score of 90%.

**COMMISSION ON HIGHER EDUCATION
TECHNICAL COMMITTEE FOR ANTHROPOLOGY**

**APPLICATION FORM
CENTER OF EXCELLENCE/CENTER OF DEVELOPMENT IN ANTHROPOLOGY
20__ - 20__**

GENERAL INFORMATION

Discipline applied for: Anthropology
 Designation applied for: _____ Center of Excellence _____ Center of Development

Name of Institution: _____

Address: _____

Name of Chair/Director: _____

Tel / Fax: _____

Email: _____

MINIMUM QUALIFICATIONS

INSTRUCTIONAL QUALITY (45%)

A. Administration

ORGANIZATIONAL STRUCTURE OF THE UNIT

Please attach organizational chart of the unit that reflect the relationship of the unit to other academic units (departments/colleges) in the higher education institution, and that reflects the various leadership/administrative offices within the unit. The names of the persons occupying the administrative positions should be listed and their highest completed degree should be specified in the chart.

(Please indicate the label of the attachment: _____)

B. Faculty

For all the criteria related to faculty, include ALL full-time tenured/permanent faculty members from SY2007-08 to SY2011-12; please list all those who have served during the inclusive period (including those who have retired, resigned, transferred, etc.).

B.1. Educational Credentials of Full-Time Tenured/Permanent Faculty

List of full time tenured/permanent faculty members in the unit (from 2007-2012) and their completed degree with area of specialization, and university from which the degree was obtained.

*Note: Please sort the list by the degree level (PhD>MA/MS>BA) then by the names of faculty alphabetically per degree level. Please consider only the **degree completed** (units only or candidate status should not be included).*

Name of faculty member (list only full time tenured/ permanent faculty members)	Degree(s), specialization, university

Summary of educational credentials by highest degree	Number	%
a) Number of faculty members with PhD Anthropology		
b) Number of faculty members with PhD not in Anthropology but with MA in Anthropology		
c) Number of faculty members with MA Anthropology		
d) Number of faculty members with MA not in Anthropology but with BA in Anthropology		

B.2. Papers presented by full-time tenured faculty in national and international conferences

List of full time tenured/permanent faculty members in the unit (from 2007-2012) and all the papers they presented in national and international conferences. <i>Note: Please list names of faculty members alphabetically, and for each faculty member, list all the papers presented in chronological order, with the most recent conferences listed first.</i>	
Name of faculty member (list only full time tenured/ permanent faculty members)	Paper presented, name/title of conference, date and venue.

Summary of paper presentations of faculty members	Number	%
Number of faculty members who presented papers in international/national conferences		

B.3. Full-Time Tenured Faculty who served as officers of national and international professional organizations of Anthropology

List of full time tenured/permanent faculty members in the unit (from 2007-2012) and all the positions as officers of national and international anthropological organizations, or any of its specialty areas or closely-related disciplines. <i>Note: Please list names of faculty members alphabetically, and for each faculty member, list all the positions in chronological order, with the most recent listed first.</i>	
Name of faculty member (list only full time tenured/ permanent faculty members)	Position, organization, inclusive dates of position

Summary of leadership positions held by faculty members	Number	%
Number of faculty members who served as officers in international/national professional organizations of Anthropology, or any of its specialty areas or closely-related disciplines.		

B.4. Faculty evaluation system

Please attach the following documents:

- B.4.1 Copy of student evaluation form for faculty members (with instructions)
- B.4.2 Sample copies of summaries or reports of student evaluation forms for faculty members (you may hide the identity of the faculty members)
- B.4.3 Copy of policies and forms for evaluation of faculty members
- B.4.4 Sample copies of summaries or reports of faculty evaluation forms

(Please indicate the label of the attachments: _____)

B.5. Professional recognition by national/international groups

List of full time tenured/permanent faculty members in the unit (from 2007-2012) and all their awards, honors, prizes, fellowships, scholarships, and other recognition given by national and international agencies.	
Name of faculty member (list only full time tenured/ permanent faculty members)	Title of recognition, date awarded, agency/ organization that gave the award

Summary of recognition	Number	%
Number of faculty members with professional recognition by national/international groups		

C. ANTHROPOLOGY DEGREE PROGRAMS OF THE UNIT

Degree Program	Year First Offered	Areas of Specialization

NOTE: Please attach copy of the curriculum for each degree.

(Please indicate the label of the attachment: _____)

D. LEARNING RESOURCES (INFORMATION TECHNOLOGY CAPABILITY, FACILITIES, EQUIPMENT)

Please list all learning resources (laboratory facilities and equipment, computer laboratories, software, etc.) that are currently available and used. For software, please ensure that all listed items are properly licensed to the unit or to the higher education institution.

Learning Resource (Laboratory, Museum, Equipment, Software, etc.)	Year installed/ established

E. LIBRARY

Please attach a complete list of all journals in Anthropology and related fields to which your higher education institution has a current (print or online) subscription. Please list the journal alphabetically. Include only online journal subscriptions with full-text access.

(Please indicate the label of the attachment: _____)

Please attach a complete list of all Anthropology books in the HEI library/ies. Please list the books alphabetically and indicate the year of publication.

(Please indicate the label of the attachment: _____)

F. STUDENT SUPPORT SERVICES

Please attach a document explaining the available student services (e.g., counseling, scholarship, etc.) that are available for the Anthropology students in the unit.

(Please indicate the label of the attachments: _____)

G. GRADUATE PROFILE

Program (e.g. BA Anthropology, MA Anthropology, PhD Anthropology)	Number of Graduates				
	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012

RESEARCH AND PUBLICATION (30%)

H. SCHOLARLY PUBLICATIONS

Include ALL full-time tenured/permanent faculty members from SY2007-08 to SY2011-12 (including those who have retired, resigned, transferred, etc.).

List of full time tenured/permanent faculty members in the unit (from 2007-2012) and all their scholarly publications (books, monographs, journal articles) from 2001-2011.	
Name of faculty member (list only full time tenured/ permanent faculty members)	Listing of publications (complete bibliographic citations)

Summary	Number	%
a) Number of faculty members with national/international scholarly publications and/or books/monographs		
b) Total number of all journal articles published by faculty members		
c) Total number of books/monographs published by faculty members		

I. UNIT RESEARCH PROGRAMS/PROJECTS

List the Research Programs/Projects of the unit over the last five (5) years.

Research Program/Project Title	Inclusive Dates

J. FACULTY RESEARCH INVOLVEMENT

Include ALL full-time tenured/permanent faculty members from SY2007-08 to SY2011-12 (including those who have retired, resigned, transferred, etc.).

Name of Faculty Member	Research Program/Project Title	Inclusive Dates

EXTENSION AND LINKAGES (20%)

K. EXTENSION

List of seminars, workshops, field schools, or continuing education/training programs organized by the unit in the past five (5) years.

Title of program	Target beneficiaries/ participants	Venue	Dates of Implementation

L. LINKAGES

List of local and international linkages with government or non-government agencies and organizations, academic institutions, and communities in the past five (5) years.

Name of External Organization/Institution/Community	Nature		Purposes/Function			
	Formal	Informal	Teaching	Research	Extension	Faculty Development

NOTE: Attach supporting documents (e.g., MOA, MOU, Contract, etc.)

(Please indicate the label of the attachments: _____)

INSTITUTIONAL QUALITY (5%)

M. INSTITUTIONAL ACCREDITATION/CERTIFICATION

Please attach a document indicating the current certification or accreditation status of the Anthropology programs of the unit, or any form of external recognition of the unit. Please clearly indicate the date of award of the certification, accreditation, or recognition.

(Please indicate the label of the attachments: _____)

WHAT IS THE UNIQUE ROLE OF YOUR UNIT? OTHER STATEMENTS, COMMENTS AND RECOMMENDATIONS YOU WISH TO ADD WITH REGARD TO YOUR APPLICATION.

CERTIFICATION

I hereby declare, under penalty of perjury, that the foregoing is true and correct.

Signed this ____ day of ____, 2012 at _____.

Unit Head

Endorsements (e.g., Dean, Chancellor or President)
