


B.3 Dean's supervisory program

 <div style="display: inline-block; vertical-align: middle; text-align: center;"> UNIVERSITY OF SOUTHERN MINDANAO Kabacan, Cotabato Philippines </div>
SUPERVISORY PLAN FOR DEAN, COLLEGE OF SCIENCE AND MATHEMATICS

Program of Activities		2nd Semester SY 2024-2025					
		Jan	Feb	March	April	May	Remarks
I. INSTRUCTION		X					Monitored thru Dept. Chairs
1.	Monitor the preparation, implementation, development and evaluation of the undergraduate curricular program as well as diploma or other short-term courses						
2.	Coordinate with the office of the registrar and ICTC to monitor admission, registration, and other status of undergraduate college students	X	X				Monitored thru Dept. admission officer
3.	Monitor syllabi making or revision of the course offering of the college	X	X	X			Monitored thru the Dept. Chairs and DCO
4.	Supervise the curriculum review/revision of college curricular offerings	X	X				Monitored thru DCO and Chairs
5.	Submit faculty profiling for SUC leveling (Doctorate) and other reports	X	X	X			Submitted all required reports
6.	Spearhead the conduct of research, extension, and production projects	X	X	X	X	X	Monitored thru the CRC
7.	Submit training needs analysis for faculty and staff					X	Submitted IDDP
8.	Submit the College for Quality Assessment (e.g. accreditation, ISO, etc.	X	X				Completed all necessary requirements
9.	Monitor the preparation and submission of faculty load by specialization	X	X				Monitored thru Faculty workload
10.	Monitor the conduct of periodic faculty performance evaluation in coordination with the HRMO			X			Monitored in coordination w/ HRMO and UCTO
11.	Monitor the conduct of periodic classroom observation of faculty teaching in coordination with the Department Chairperson and conduct post-observation conference			X	X	X	Monitored thru the Dept. Chairs and CDE
12.	Monitor graduation of students within the prescribed year (e.g. 4 years/5 years/6 years)	X	X	X	X	X	Conducted thru study
13.	Monitor attainment of the above the National Licensure passing performance	X	X	X	X	X	Monitored thru Licensure Exam
II. RESEARCH		X	X	X	X	X	Conducted thru the CRC
14.	Spearhead the conduct of research projects						
15.	Monitors faculty attendance in research in-house/dissemination/fora					X	Conducted thru CRC
16.	Monitor faculty/students published articles	X	X	X	X	X	In-house and journal articles, in-house
III. EXTENSION		X	X	X	X	X	Monitored thru CRC
17.	Spearhead the conduct of extension projects						Conducted w/ the CBC
18.	Monitors faculty attendance in extension in-house/dissemination/fora	X	X	X	X	X	Monitored thru the Dept. Chairs
19.	Monitor faculty as speakers/lecturers/facilitators during seminars and trainings	X	X	X	X	X	Monitored thru the Dept. Chairs
20.	Monitors the critical factors of faculty/Dept. Chairpersons e.g. courtesy, stress tolerance, human relations, public relations, etc.	X	X	X	X	X	Monitored thru Dept. Chairs and HRMO
IV. PRODUCTION		X	X	X	X	X	Engaged in production of materials
21.	Spearhead faculty members to engage in production activities of the college						
V. OTHERS							
Submit College Annual Development Plan and OPCR		X					Completed




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Supervise the monitoring of employability rate of graduates within one year after graduation	X	X	X	X	X	Supervised thru Dept. Chair, Alumni
Consult the Department chairpersons, coordinators, and College faculty on the preparation of College budget proposal	X	X				Chair have consulted
Collaborate with Department heads in the determination and requisition of needed facilities of the Unit	X	X	X	X		Dept. Chairperson inform and involved
Monitor submission of faculty IPCR and DTR	X	X	X	X	X	monitored thru Dept. chairs
Monitor faculty profile in the College	X					Reflected in annual reports
Cascade information to all concerned personnel	X	X	X	X	X	Observed via Open Admin GCs
Attend to various programs and meetings related to work assignment and designations	X	X	X	X	X	attended all mandated programs
Attend seminar-workshop, training and conferences within the evaluation, on time with complete attendance	X	X	X	X	X	Attended all mandated conference/training
Recommend to the University President the designation of Department Chairpersons and other designations in the College	X	X	X	X		Recommended hiring of faculty, designation of dept chairs and coordinator
Perform such other duties as maybe assigned by the President or higher authorities	X	X	X	X	X	Performed as mandated by University President
Monitor faculty/students as members of professional organizations	X	X	X	X	X	monitored thru IPCR
Monitor faculty/students participation in meetings/seminars/school related activities	X	X	X	X	X	monitored thru Dept. chair. w/ attendance

Prepared by:


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CSM Dean