



**OVCA FORM 106A: TRACKING CHECKLIST FOR FACULTY APPLICANTS**

Name of Applicant: **Mr. / Ms. / Dr.** \_\_\_\_\_

Position Applied For: \_\_\_\_\_ Instructor/Professor

*Subject Area*

Semester/Term Applied For:  FIRST  SECOND  THIRD

SY 20   - 20

TRANSACTIONS	STATUS/REMARKS	INSTRUCTIONS
1. Submission of Application Letter and Curriculum Vitae / Credentials		For Demonstration teaching
2. Demonstration Teaching		For Interview by the Department Chair/ Program Director
3. Interview with the Department Chair/Program Director		For Interview by the Dean
4. Interview with the Dean		For interview by the VCA
5. Interview with the Vice Chancellor for Academics		For submission of all requirements.
6. Submission of the Accomplished Application Form and other Pertinent Documents to the HRD		For recommendation to Academic Operations Committee (VCA Council)
7. Endorsement by the Dean to the Academic Operations Committee (VCA Council)		For recommendation to the EXECOM
8. Endorsement by the VCA to the EXECOM		For hiring
9. Faculty Orientation/Signing of Contract		For faculty loading distribution

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