



# Archaeological Studies Program

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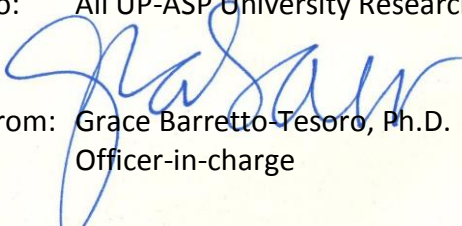


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Memorandum No ASP GBT 2017-5

4 October 2017

To: All UP-ASP University Research Associates

From:   
Grace Barretto-Tesoro, Ph.D.  
Officer-in-charge

Subject: Revised Guidelines for UP-ASP University Research Associates

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Expectations and Guidelines for UP-ASP University Research Associates

(Minutes of the ASP Faculty Meeting on 09 October 2014, amended on 16 May 2016 and 18 September 2017)

1. URAS should present their research to the ASP Community via Binalot Talks, workshops, or seminars at least once during the academic year.
2. URAS should have at least one paper accepted for publication (peer-reviewed journal article, book chapter in an academic publication, or refereed conference proceedings) as sole or lead author in one academic year.
3. URAS are expected to have an independent archaeological research and apply for possible funding through the University and/or equivalent international institution.
4. URAS may join projects other than their own research.
5. URAS working in Laboratories must assist Laboratory Heads in the physical and digital curation of Laboratory specimens and reference collection.
6. URAS should coordinate with the Project/Research/Site Director and/or Laboratory Supervisors for materials that they want/need to analyse for inventory purposes.
7. URAS should follow the protocols of the ASP Laboratories.
8. URAS should submit at the end of each calendar year an annual report of their accomplishments to the Deputy Director who will then forward the reports to the ASP Faculty.
9. URAS are expected to assist in ASP non-research tasks (administrative, extension, and mentoring) that is not more than 25% of their total targets.