



ALAMO  
COLLEGES

ST. PHILIP'S COLLEGE

Office of the Vice President of College Services

## INTEROFFICE MEMORANDUM

**TO:** Dr. Adena Williams Loston, President of St. Philip's College *Adena Williams Loston 8/30/16*

**THRU:** Maureen Cartledge, Vice President of Academic Success *Maureen Cartledge 8-30-16*

**THRU:** Chris Beardsall, Dean of Applied Science and Technology *Chris Beardsall*

**THRU:** Randall Dawson, Dean of Arts and Sciences *Randall Dawson 8/30/16*

**THRU:** Rose Sterling, Dean of Health Sciences *Rose Sterling 8/30/16*

**FROM:** Dr. Maria Hinojosa, Director of Institutional Planning, Research and Effectiveness *MH*

**SUBJECT:** Guidelines/Standard Operating Procedures for Documentation of Faculty Credentials

**DATE:** August 29, 2016

Attached are the guidelines and standard operating procedures for documentation of faculty credentials as prepared and reviewed by St. Philip's College. These guidelines adhere to institutionally adopted Procedure D.2.3.2, based on Board Policy D.2.3 – Qualifications.