

OFFICE OF THE PRESIDENT

July 27, 1987

MEMORANDUM NO. 86
Series of 1987

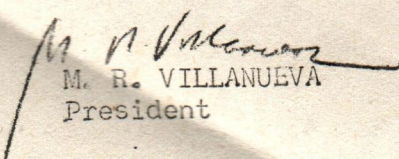
T O: All Academic Staff

R E: Guidelines on Staff Members Pursuing Advance
Degrees without Institutional Approval

In view of some items being encountered by the Academic Personnel Board in the evaluation of the NCC 33 forms, please be reminded of certain guidelines previously approved by the Board of Trustees indicating that credits gained by faculty members from studies not sanctioned by the College or not related to their field of specialization will not merit any point for purposes of reclassification. Therefore, staff members should follow approved fields of study based on the staffing pattern approved by the College for each unit.

However, if the purpose is for self-development, the College will not interfere with any personal plans, provided, pertinent policies of the College are observed.

In this connection, all department/center heads are requested to submit as soon as possible their respective staffing patterns to the Director of Instruction and to the Academic Personnel Board for re-evaluation and subsequent approval by this Office. These staffing patterns must be finalized and approved by the end of the first semester and must be incorporated in the ViSCA's Five Year Development Plan.


M. R. VILLANUEVA
President