

# INSTITUTIONAL DIRECTIVE 2-1

March 13, 2006

## Title: Piedmont Technical College Directives System

### I. Purpose

The purpose of this directive is to define the Piedmont Technical College Directives system, including the procedures for its maintenance and operation.

### II. Policy

It is the policy of Piedmont Technical College to provide a system of directives which state college policies and offer information and guidance regarding procedures to carry out these policies.

### III. Responsibilities

- A. The President will design and maintain the directives system, issue properly approved directives and provide advice concerning the system.
- B. Each administrative manager (i.e., dean, associate vice-presidents, vice-president, institutional officer) is responsible to develop and propose directives (and associated forms) which provide needed guidance to all institutional personnel concerning matters within his/her functional area of responsibility. He/she will assure that directives (and associated forms) in his/her area of responsibility are revised as needed to reflect current realities.
- C. The system should address all matters that have interest widespread enough to merit publication and dissemination on an institutional basis.
- D. Institutional Directives are electronically published through the college's computer system. They may be accessed from the college website as follows:
  1. Visit <http://www.ptc.edu>
  2. Click on the Faculty & Staff Pathway link and follow the instructions that appear on the screen.
  3. Once inside the PTC Online Employee Center, choose Directives from the Quick Links Drop-Down menu.

### IV. Publications in the System

Publications included in the system are:

- A. Institutional Directives - These are college-wide directives published in the Institutional Directives Manual.
- B. Area Commission Policies - These are policies approved by the Area Commission of Piedmont Technical College.

Office of Responsibility: President

- C. Institutional Supplements - These are directives which are published by Piedmont Technical College to interpret for local application certain system-wide policies of a very specific nature issued by the State Board for Technical and Comprehensive Education. For purposes of this directive the Tech Student Code is considered an appropriate document for local supplement.

**V. Procedures**

**A. Proposing and Approving Directives and Associated Forms**

1. Each administrative manager in carrying out his/her responsibilities outlined in paragraphs 2(A) and 2(B) will draft directives as necessary.
2. He/she will forward draft copies to collateral supervisors whose functions may be affected and resolve conflicts, if any, prior to forwarding the proposed directive in final form together with associated forms to the appropriate institutional officer. Approval at each level of supervision is required. The objective of this process is to place in the hands of the appropriate institutional officer a completed directive which is supported by all associates affected.
3. Proposed directives will then be submitted for review and approval by the President and all institutional officers.

**B. Dissemination of Directives**

1. Directives which have completed this process of review and approval will be numbered and signed by the President and distributed through the college computer network.
2. Directives are accessible to associates through the college's administrative computer system.
4. Policy statements and abstracts of approved directives will be submitted by the President to the Area Commission for its endorsement.

**C. Directives Review**

1. Directives will be reviewed on a five-year cycle.
2. Directives scheduled for review will be disseminated to the institutional officers for discussion and suggested revisions.
3. The review process will include a minimum of three "readings" by the Institutional Officers to assure adequate time for broad input.
4. Upon completion of the review, the directive will be reapproved for publication.
5. Policy statements and abstracts of reviewed directives will be submitted to the Area Commission.

**VI. Format for Institutional Directives**

- A. The following guidelines are suggested for the preparation of Institutional Directives:
1. Each directive should address one principal subject.
  2. Conventional outline form should be observed: e.g., “I,” “A,” “1,” “a,” etc.
  3. Date of directive is the date of publication.
  4. The term “Institutional Directive” together with the sequence number will introduce the document. The first digit of the sequence number identifies the functional area in which the directive is placed while the second digit(s) represent the number of the directive within the functional area.
  5. The body of the directive will be introduced by the term “title” followed by a colon and a descriptive title.
  6. Paragraphs should begin with a descriptive term such as purpose, policy, philosophy, responsibilities, and procedures. Other comprehensive terms may be used as applicable. The descriptive term should be underlined for emphasis. The initial paragraph should always be devoted to purpose.
  7. Narrative in directives should contain minimal use of personal pronouns (“We,” “You,” etc.) and references to positions should be by title (not by name of the incumbent).
  8. Forms which are used in the course of implementing the directive should be referenced at the logical place in the directive at which their use is stipulated and copies attached.
  9. Page numbers should be in Arabic numerals, bottom centered, and be consecutive within any one directive.
  10. Page setup will consist of one-inch margins.
  11. Times New Roman type will be used.

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