**PIEDMONT TECHNICAL COLLEGE**

# Policy and Procedure Three Year Cycle Timeline

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## 2016, 2019, 2022

| Policy and/or Procedure | Administrative Responsibility |
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| 1-1-2010 Accreditation and Substantive Change<br>1-1-2010.1 Accreditation<br>1-1-2010.2 Substantive Change | President<br>SACSCOC Liaison |
| 1-2-1020 and 1-1-1020.1 College Communications | President<br>Vice President, Student Affairs and Communication |
| 1-2-1010.2 Website Privacy | Vice President, Student Affairs and Communications<br>Associate Vice President, Information Technology |
| 1-2-1020.3 Management of Information Dissemination through Electronic Media | Vice President, Student Affairs and Communications<br>Associate Vice President, Information Technology |
| 1-2-1020.4 Misrepresentation | Vice President, Student Affairs and Communication |
| 1-3-1000 and 1-3-1000.1 Copyright Compliance | Vice President, Academic Affairs<br>Head Librarian |
| 1-6-1000 and 1-6-1000.1 Institutional Effectiveness and Research | Associate Vice President, Assessment and Compliance |
| 3-1-1010 and 3-1-1010.1 Development, Revision, and Review of Academic Programs | Vice President, Academic Affairs<br>Curriculum Committee |
| 3-1-1012 and 3-1-1012.1 Development and Delivery of Distance Education Courses | Vice President, Academic Affairs<br>Dean, Instructional Development and Academic Support |
| 3-2-1040 and 3-2-1040.1 Retention of Student Records | Vice President, Student Affairs and Communications<br>Registrar |
| 3-2-1050 and 3-2-1050.1 – 3-2-1050.4 Grading System and Standards of Progression, Honors and Probation, Student Attendance, and Transfer, Articulation and Exemption Credit | Vice President, Academic Affairs<br>Vice President, Student Affairs and Communications<br>Registrar |
| 3-2-2040 and 3-2-2040.1 Length of Time in College Preparatory Courses | Vice President, Academic Affairs<br>Dean, Instructional Development and Academic Support |
| 4-5-1011 and 4-5-1011.1 Accountability for Equipment Assets | Director, Facilities Management<br>Inventory Manager |
| 4-4-1060 and 4-4-1060.1 Information Technology | Associate Vice President, Information Technology |

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| 4-2-1011.3 Facilities Utilization | Associate Vice President, Economic Development and Continuing Education |
| 4-8-1010.1 Key Management | Director, Campus Police and Security |
| 4-8-1010.4 Shelter in Place | Director, Facilities Management<br>Director, Campus Police and Security |
| 4-8-1010.2 Campus Control, Traffic and Parking Management | Director, Campus Police and Security<br>Director, Facilities Management |
| 7-3-1010 and 7-3-1010.1 Travel Guidelines and Expense Allowance | |
| 7-8-1011 and 7-8-1011.1 Investment Guidelines | Vice President, Business and Finance |
| 7-10-1010 and 7-10-1010.1 Provision of Secure Storage | Vice President, Business and Finance<br>Controller<br>Associate Vice President, Information Technology |
| 8-7-1000 and 8-7-1000.1 Permanent Positions/Employment Practices | Vice President, Business and Finance<br>Associate Vice President, Human Resources |
| 8-7-1061 and 8-7-1061.1 Supplemental Pay for Academic Administrators | Vice President, Academic Affairs |
| 8-10-1000.2 Tuition Reimbursement Program | Assistant Vice President, Development |

## 2017, 2020, 2023

| Policy and/or Procedure | Administrative Responsibility |
|---|---|
| 1-1-1021 and 1-1-1021.1 Planning System | President's Leadership Team<br>Associate Vice President, Assessment and Compliance |
| 1-1-1022 Campus Committees | President<br>Institutional Officers |
| 3-1-1011 and 3-1-1011.1 Academic Course Operating Standards | Vice President, Academic Affairs |
| 1-7-1010 and 1-7-1010.1 Establishment and Administration of PTC Foundation Scholarships/Monetary Awards | Vice President, Student Affairs and Communications<br>Assistant Vice President, Development |
| 3-2-1010 and 3-2-1010.1 Open Admissions | Vice President, Student Affairs and Communications |
| 3-2-1060 Student Code of Conduct and Grievance | Vice President, Student Affairs and Communications |
| 3-7-1000 and 3-7-1000.1 Selection of Library Resources | Vice President, Academic Affairs<br>Head Librarian |
| 4-8-1010 Campus Safety and Security | Director, Facilities Management<br>Director, Campus Police |
| 4-2-1011.2 Facilities Maintenance | Director, Facilities Management |
| 4-8-1010.5 Incident and Injury Reporting and Insurance | Director, Facilities Management<br>Director, Campus Police<br>Vice President, Human Resources |

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| 4-8-1020 Use of Firearms by Campus Police and Security | President<br>Director, Facilities Management<br>Director, Campus Police and Security |
| 8-7-1050 and 8-7-1050.1 Use of Alcohol and Illegal Drugs | President<br>Director, Campus Police |
| 7-0-1010 and 7-0-1010.1 Payroll Distribution | Associate Vice President, Human Resources |
| 7-3-1010 and 7-3-1010.1 Travel Guidelines and Expense Allowance | VICE PRESIDENT, Business and Finance |
| 7-8-1011 and 7-8-1011.1 Investment Guidelines | Vice President, Business and Finance |
| 8-2-1000 Secondary State Employment/Dual Employment | Associate Vice President, Human Resources |
| 8-2-1040.1 Overtime Compensation | Associate Vice President, Human Resources |
| 8-2-1051.1 Employment of Adjunct Faculty and Part-time Educational Personnel | Associate Vice President, Human Resources<br>Vice President, Academic Affairs |
| 8-3-1021 and 8-3-1021.1 Employee Leave | Associate Vice President, Human Resources |
| 8-3-1060 and 8-3-1060.1 Employee Leave Transfer Program | Associate Vice President, Human Resources |
| 8-7-1000.3 Temporary Grant Position/Employment | Associate Vice President, Human Resources |
| 8-10-1000 and 8-10-1000.1 Faculty and Staff Professional Development | Vice President, Academic Affairs<br>Dean, Instructional Development and Distance Education<br>Associate Vice President, Human Resources |

## 2018, 2021, 2024

| Policy and Procedure | Administrative Responsibility |
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| 1-1-2010.3 Quality Enhancement Plan (QEP) | Vice President, Academic Affairs<br>SACSCOC Liaison |
| 1-1-1010 and 1-1-1010.1 Policy and Procedure Development | President<br>Institutional Officers<br>Associate Vice President, Assessment and Compliance |
| 1-7-1000 and 1-7-1000.1 Solicitation of Institutional Gifts and Fund Raising | Assistant Vice President, Development |
| 1-7-1020.1 Building Naming Opportunities | President<br>Assistant Vice President, Development |
| 3-0-1000 and 3-0-1000.1 Intellectual Property Rights | Vice President, Academic Affairs |
| 3-1-1000 and 3-1-1000.1 Academic Freedom and Responsibility | Vice President, Academic Affairs |
| 3-2-2070 Tuition Waiver for Senior Citizens | Vice President, Business and Finance<br>Vice President, Student Affairs and Communications |
| 3-1-1013 and 3-1-1013.1 Live Work Projects | Vice President, Academic Affairs |

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| 3-1-4010 and 3-1-1040.1 Program Advisory Committee | Vice President, Academic Affairs |
| 3-2-3020 and 3-2-3020.1 Student Activities and Organizations | Vice President, Student Affairs and Communications<br>Associate Dean of Students |
| 3-5-1020 and 3-5-1020.1 Articulation with Educational Institutions | Vice President, Academic Affairs<br>Academic Deans |
| 4-2-1011 and 4-2-1011.1 Physical Facilities | Director, Facilities Management |
| 4-2-1011.3 Vehicle Utilization | Director, Facilities Management |
| 4-8-1010.3 Comprehensive Emergency Operational Plan | President<br>Institutional Officers<br>Director, Facilities Management<br>Director, Campus Police |
| 4-4-1030 and 4-4-1030.1 Network Acceptable Use | Associate Vice President, Information Technology |
| 4-8-1010.6 Occupational Safety and Health Plan | Director, Facilities Management<br>Director, Campus Police<br>Associate Vice President, Human Resources<br>College Safety Committee |
| 4-8-1010.7 Clery act and Violence against Women Act | Vice President, Student Affairs and Communications<br>Director, Campus Police |
| 4-8-1010.8 Public Assembly and Distribution of Print Materials on Campus | President<br>Director, Campus Police and Security |
| 4-8-1060 and 4-8-1060.1 Use of Tobacco Products on Campus | Director, Facilities Management<br>Director, Campus Police |
| 7-8-1010 and 7-8-1010.1 Operational Budget Process | Vice President, Business and Finance |
| 7-8-1012 and 7-8-1012.1 Procurement | Procurement Officer |
| 8-0-1061 and 8-0-1061.1 Retention and Disposition of Files and Records | Vice President, Business and Finance |
| 8-2-1030 and 8-2-1030.1 Full-time Faculty Terms of Employment, Teaching Workload, Overload Compensation, and Responsibilities | Vice President, Academic Affairs |
| 8-2-1090 and 8-2-1090.1 English Fluency Requirements for Faculty Employment | Associate Vice President, Human Resources |
| 8-7-1000.2 Temporary Hiring Process | Vice President, Business and Finance<br>Associate Vice President, Human Resources |
| 8-7-1040 and 8-7-1040.1 Contagious Diseases, Infections, and Pandemics | Vice President, Student Affairs and Communications<br>Associate Vice President, Human Resources<br>Pandemic Planning Committee |