Administrative Responsibilities
It is the primary responsibility of the President of the College with the assistance of the Institutional Officers and the Office of Institutional Research, Planning and Effectiveness to review and revise this procedure.

Procedures

A. Procedural Responsibilities
Each Administrative Manager (i.e., Deans, Associate Deans, Associate Vice-Presidents, Institutional Officers) is responsible to develop and propose policies and procedures which provide needed guidance to all institutional personnel concerning matters within his/her functional area of responsibility. He/she assures that policies and procedures in his/her area of responsibility are reviewed and revised to reflect current realities.

B. Proposing and Approving Policies and Procedures

1. Each Administrative Manager is responsible for drafting and updating policies and procedures.
2. Draft copies of proposed policies and procedures are vetted by all affected areas prior to forwarding the final forms to the appropriate Institutional Officer.

3. The proposed policies are submitted for review and approval by the President and all Institutional Officers.

4. The approved policies are submitted by the President to the Area Commission for its approval.

5. Once policies are approved by the Area Commission, the corresponding procedures are submitted to the President and Institutional Officers for review and approval.

C. Dissemination of Policy and Procedure

1. The approved policies and procedures are published to the online Policy and Procedure system.

2. Email notification is sent by the Office of College Communications to all fulltime and part-time employees that a policy/procedure has been updated.

D. Review Process

1. Policies and procedures are reviewed on a three-year cycle to coincide, when possible, with System Office review of the corresponding State Board for Technical and Comprehensive Education (SBTCE) policy and procedure. Each year, at the beginning of August, the Office of Institutional Research, Planning and Effectiveness (OIRPE) will post a list of all policies and procedures scheduled for review during the academic year. The review and revisions of the listed policies and procedures are to be completed by December 1st and sent to OIRPE.

2. At the time when a SBTCE policy and/or procedure has been revised, the Administrator responsible for reviewing and revising Piedmont Technical College’s (PTC) corresponding policy and procedure makes the necessary revisions. The PTC policy and procedure will remain in the original cyclical year.

3. Each Institutional Officer invites input from all affected areas. Each Institutional Officer presents to the President and all Institutional Officers the revised policies and procedures for their approval.
4. The President presents the revised policies to the Area Commission for their approval.

5. Once the revised policies are approved by the Area Commission, the corresponding procedures are submitted to the President and Institutional Officers for review and approval.

6. These policies and procedures are then published and disseminated to all employees.

E. Numbering of Policy and Procedures
   The following numbering system is followed for all policies and procedures:

   1. General Administration
   2.
   3. Educational Programs and Related Activities
   4. Physical Facilities and Equipment
   5.
   6. Economic Development
   7. Fiscal
   8. Human Resources Management