



# PIEDMONT TECHNICAL COLLEGE

## PROCEDURE

**PROCEDURE NUMBER:** 1-1-1010.1

**PAGE:** 1 of 3

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**TITLE:** Policy and Procedure Development

**RELATED POLICY AND PROCEDURES:** 1-1-1010 Policy and Procedure Development

**DIVISION OF RESPONSIBILITY:** Administrative

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May 17, 2013

October 24, 2018

October 24, 2018

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**Date Approved by President**

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**Date of Last Review**

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**Date of Last Revision**

### **Administrative Responsibilities**

It is the primary responsibility of the President of the College with the assistance of the Institutional Officers and the Associate Vice President, Assessment and Compliance 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. Proposal and Approval of New Policies and Procedures**

1. Each Administrative Manager is responsible for policies and procedure development.



## PIEDMONT TECHNICAL COLLEGE

### PROCEDURE

**PROCEDURE NUMBER: 1-1-1010.1**

**PAGE: 2 of 3**

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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. Approved new policies are submitted by the President to the Area Commission for its approval.
5. Once new 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. An email is sent by the Associate Vice President for Assessment and Compliance to notify all fulltime and part-time employees of updates to policies and procedures..

#### **D. Policy and Procedure Review Process**

1. Policies and procedures are reviewed on a three-year cycle. Each year, at the beginning of September, the Associate Vice President for Assessment and Compliance will email a list of the policies and procedures scheduled for review during the academic year. The review and revision of the listed policies and procedures are to be completed by October 1<sup>st</sup> and sent to the Associate Vice President, Assessment and Compliance or designee.
2. As SBTCE policy and/or procedure revisions occur, the Administrator receiving notification of the update, will notify the AVP for Assessment and Compliance of the revision so that the PTC Policy and Procedure System can be updated.
3. Each Institutional Officer invites input during the revision process from all affected areas.



## PIEDMONT TECHNICAL COLLEGE

### PROCEDURE

**PROCEDURE NUMBER: 1-1-1010.1**

**PAGE: 3 of 3**

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4. Each Institutional Officer or their designee presents to the President and the Leadership Team policy and corresponding procedure revisions for approval.
5. The President presents the revised policies to the Area Commission for their approval.
6. The approved policy and procedure revisions are published to the online Policy and Procedure System and all employees are notified of the update to the system.

#### **E. Policy and Procedure Numbering System**

The following numbering system is followed for all policies and procedures:

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