



**PIEDMONT TECHNICAL COLLEGE**

**Policy and Procedure Three Year Cycle Timeline**

**2016, 2019, 2022**

<b>Policy and/or Procedure</b>	<b>Administrative Responsibility</b>
1-1-2010 Accreditation and Substantive Change 1-1-2010.1 Accreditation 1-1-2010.2 Substantive Change	President SACSCOC Liaison
1-2-1020 and 1-1-1020.1 College Communications	President Vice President, Student Affairs and Communication
1-2-1010.2 Website Privacy	Vice President, Student Affairs and Communications Associate Vice President, Information Technology
1-2-1020.3 Management of Information Dissemination through Electronic Media	Vice President, Student Affairs and Communications 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 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 Curriculum Committee
3-1-1012 and 3-1-1012.1 Development and Delivery of Distance Education Courses	Vice President, Academic Affairs Dean, Instructional Development and Academic Support
3-2-1040 and 3-2-1040.1 Retention of Student Records	Vice President, Student Affairs and Communications Registrar
3-2-1050 and 3-2-1050.1 - .4 Grading System and Standards of Progression, Honors and Probation, Student Attendance, and Transfer, Articulation and Exemption Credit	Vice President, Academic Affairs Vice President, Student Affairs and Communications Registrar
3-2-2040 and 3-2-2040.1 Length of Time in College Preparatory Courses	Vice President, Academic Affairs Dean, Instructional Development and Academic Support
4-5-1011 and 4-5-1011.1 Accountability for Equipment Assets	Director, Facilities Management Inventory Manager
4-4-1060 and 4-4-1060.1 Information Technology	Associate Vice President, Information Technology

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 Director, Campus Police and Security
4-8-1010.2 Campus Control, Traffic and Parking Management	Director, Campus Police and Security Director, Facilities Management
7-3-1010 and 7-3-1010.1 Travel Guidelines and Expense Allowance	
7-8-1012 and 7-8-1012.1 Investment Guidelines	Vice President, Business and Finance
7-10-1010 and 7-10-1010.1 Provision of Secure Storage	Vice President, Business and Finance Controller Associate Vice President, Information Technology
8-7-1000 and 8-7-1000.1 Permanent Positions/Employment Practices	Vice President, Business and Finance 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**

<b>Policy and/or Procedure</b>	<b>Administrative Responsibility</b>
1-1-1021 and 1-1-1021.1 Planning System	President's Leadership Team Associate Vice President, Assessment and Compliance
1-1-1022 Campus Committees	President 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 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 Head Librarian
4-8-1010 Campus Safety and Security	Director, Facilities Management 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 Director, Campus Police Vice President, Human Resources

4-8-1020 Use of Firearms by Campus Police and Security	President Director, Facilities Management Director, Campus Police and Security
8-7-1050 and 8-7-1050.1 Use of Alcohol and Illegal Drugs	President 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 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 Dean, Instructional Development and Distance Education Associate Vice President, Human Resources

**2018, 2021, 2024**

<b><u>Policy and Procedure</u></b>	<b><u>Administrative Responsibility</u></b>
1-1-2010.3 Quality Enhancement Plan (QEP)	Vice President, Academic Affairs SACSCOC Liaison
1-1-1010 and 1-1-1010.1 Policy and Procedure Development	President Institutional Officers 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 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 Vice President, Student Affairs and Communications
3-1-1013 and 3-1-1013.1 Live Work Projects	Vice President, Academic Affairs

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 Associate Dean of Students
3-5-1020 and 3-5-1020.1 Articulation with Educational Institutions	Vice President, Academic Affairs 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 Institutional Officers Director, Facilities Management 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 Director, Campus Police Associate Vice President, Human Resources College Safety Committee
4-8-1010.7 Clery act and Violence against Women Act	Vice President, Student Affairs and Communications Director, Campus Police
4-8-1010.8 Public Assembly and Distribution of Print Materials on Campus	President Director, Campus Police and Security
4-8-1060 and 4-8-1060.1 Use of Tobacco Products on Campus	Director, Facilities Management 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 Associate Vice President, Human Resources
8-7-1040 and 8-7-1040.1 Contagious Diseases, Infections, and Pandemics	Vice President, Student Affairs and Communications Associate Vice President, Human Resources Pandemic Planning Committee