



# PIEDMONT TECHNICAL COLLEGE PROCEDURE

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**TITLE:** Policy and Procedure Development

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

**DIVISION OF RESPONSIBILITY:** Administration

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<u>May 17, 2013</u>	<u>November 2, 2021</u>	<u>November 2, 2021</u>
<b>Date Approved by President</b>	<b>Date of Last Review</b>	<b>Date of Last Revision</b>

## **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, Institutional Effectiveness and Compliance to review and revise this procedure.

## **Procedure**

### **A. Procedural Responsibilities**

Each Administrative Manager (i.e., Deans, Associate Deans, Associate Vice- Presidents, and 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.
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.



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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 Manual on the College website.
2. An email is sent by the Associate Vice President for Institutional Effectiveness 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 Institutional Effectiveness 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 revisions sent to the Associate Vice President, Institutional Effectiveness and Compliance or designee. Necessary off-cycle reviews follow this procedure.
2. As SBTCE policy and/or procedure revisions occur, the Administrator receiving notification of the update, will notify the AVP for Institutional Effectiveness and Compliance of the revision so that the PTC Policy and Procedure Manual can be updated. SBTCE policy and procedure revisions may result in the need for an off-cycle review of related PTC policies and/or procedures.
3. Each Institutional Officer invites input during the revision process from all affected areas.
4. The Associate Vice President for Institutional Effectiveness and Compliance schedules a meeting for the review and approval of revisions to the policies and procedures. During the meeting, each Institutional Officer or their designee presents to the President and the Leadership Team policy and corresponding procedure revisions for approval.
5. The Associate Vice President for Institutional Effectiveness and Compliance presents the revised policies to the Area Commission for their approval.



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6. The approved policy and procedure revisions are published to the online Policy and Procedure Manual and all employees are notified of the revisions.

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

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

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