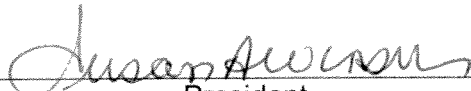


**AIKEN TECHNICAL COLLEGE  
PROCEDURE**

Procedure Title:	LEGAL AUTHORITY - ATC POLICY MANUAL	Procedure Number: 1-1-101.1
Institutional Authority:	President	
Associated SBTCE Policy/Procedure:		
Governing ATC Policy:	1-1-101	

Approved: \_\_\_\_\_

  
President

Date

Adopted: 07/01/2004

Date

Revised: 02/22/2010

**DISCLAIMER**

**PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY.**

Management

The management of the College's policies and procedures and policy manual is the responsibility of the Vice President of Administrative Services. Management of the College's policies and procedures includes;

- A. Maintaining signed original policies and procedures;
- B. Compilation and assignment of policy manuals;
- C. Distribution of new and revised policies and procedures; and
- D. Assigning appropriately the annual review of policy manuals to ensure they are current.
- E. Publishing policy and procedure review schedule.

Distribution

ATC policy manuals will be assigned as follows:

1. President
2. Vice President of Administrative Services
3. Vice President of Student Services
4. Vice President of Education and Training
5. Director, Office of Planning and Research
6. Director, Office of Public Information
7. Director, ATC Library
8. Director, Office of Human Resources
9. President, Faculty Assembly

New and revised policies and procedures will be distributed to the individuals assigned a policy manual who, in turn, shall place these policies and procedures in the appropriate section of the policy manual. Only the most recent copy will be retained in the policy manual. Should a policy or procedure be deleted, the Vice President of Administrative Services will notify the individuals assigned a policy manual of such action. The deleted policy or procedure should be removed from the policy manual upon notification from the Vice President of Administrative Services.

#### Policy/Procedure Review

Policies will be reviewed on a three-year cycle in accordance with the review cycle listed on the Policy Review section of the policy. The individual assigned as "Institutional Authority" is responsible for completing policy and procedure review on or before the review date. Procedures accompanying policies will be reviewed when the policy for that procedure is reviewed. Policies and procedures may be reviewed on a more frequent basis as needed.

#### Approval Process

The ATC Area Commission must approve changes to existing policies and adoption of new policies. The following steps will be followed to ensure appropriate input is received prior to Area Commission review/approval:

1. President presents new/revised policy to the Executive Staff for review/comment.

2. President will a) approve new/revised policy and forward to the ATC Area Commission for approval, or b) return the new/revised policy with recommendations for additional changes to the institutional authority.
3. The review/approval process will continue until final action is taken by the ATC Area Commission.