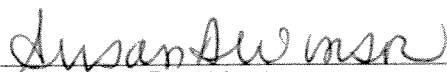


**AIKEN TECHNICAL COLLEGE
PROCEDURE**

Procedure Title:	ORGANIZATION CHART	Procedure Number:	1-3-112.1
Institutional Authority:	President		
Associated SBTCE Policy/Procedure:			
Governing ATC Policy:	1-3-112		

Approved: _____


President

Date

Adopted: 07/01/2004

Date

Revised: 02/01/2010

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.

I. Preparation

The Office of Human Resources is responsible for maintaining a current and accurate organization chart depicting all permanent positions within the College.

The organization chart will include appropriate descriptive information for each permanent position with the College, without regard to whether the position is filled or vacant.

The organization chart will reflect the structure of the following Divisional areas:

1. Office of the President
2. Education & Training Division
3. Administrative Services Division
4. Student Services Division

II. Changes and Distribution

1. Approved changes in the College's organizational structure or personnel will be communicated to the Human Resources Director through the President's Office or the Vice President of Administrative Services.

2. The Human Resources Office will submit those changes that require approval to the State Board for Technical and Comprehensive Education (SBTCE).
3. Upon notice of approval from SBTCE or OHR, the Human Resources Director will make the appropriate changes to the organizational chart.
4. The Office of Human Resources will update the organization chart on the college website as changes are made to the College's organizational structure.

A copy of the College's organization chart is attached to the policy and procedure manual as Appendix D.