

**AIKEN TECHNICAL COLLEGE
PROCEDURE**

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| 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: 01/23/2023

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 is the responsibility of the Chief Human Resources Officer. Management of the College's policies and procedures includes;

- A. Maintaining signed original policies and procedures;
- B. Posting of new and revised policies and procedures to the College Website; and
- C. Assigning the annual review of policies and procedures as appropriate to ensure they are current.
- D. Publishing policy and procedure review schedule.

Policy/Procedure Review

Policies will be reviewed on a five-year cycle in accordance with a cycle established by Executive Staff. The individual assigned as "Institutional Authority" is responsible for completing

the 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 the 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 the new/revised policy and forward it 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 the ATC Area Commission takes final action.