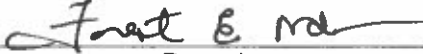


**AIKEN TECHNICAL COLLEGE
PROCEDURE**

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: 07/11/2022

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 Human Resources Division 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.

The President shall serve as the primary administrator of the College.

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

1. Academic and Student Affairs Division
2. Administrative Services Division
3. Advancement Division
4. Human Resources Division

II. Changes and Distribution

1. Approved changes in the College's organizational structure or personnel will be communicated to the Chief Human Resources Officer through the President's Office.
2. The Chief Human Resources Officer will make the appropriate changes to the organizational chart.
3. The Human Resources Division will update the organization chart on the College website as changes are made to the College's organizational structure.