Aiken Technical College
PROCEDURE

Procedure Title: ORGANIZATION CHART

Institutional Authority: President
Associated SBTCE Policy/Procedure:
Governing ATC Policy: 1-3-112

Approved:  
President

Date Adopted: 07/01/2004
Date Revised: 02/22/2019

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. Academic and Student Affairs Division
3. Administrative Services Division
4. Institutional Effectiveness and Accreditation 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 Office of Human Resources will update the organization chart on the college website as changes are made to the College's organizational structure.