

# PROCEDURE

Number: 1.3.1.1  
Related Policy: 1.3.1  
Title: Adherence to College and State Board Policy and Procedures  
Responsibility: President

Original Approval Date: 08-01-1994  
Last Cabinet Review: 04-14-2021  
Last Revision: 01-17-2018

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President

## 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. Purpose

If, as a part of the ongoing administration of the College, any faculty, staff, or department head who determines a need for the development or revision of a policy, a procedure, or both, will follow the procedure indicated below.

### II. General

The individual responsible for the policy and procedure, as indicated under responsibility on the appropriate policy or procedure, will review and submit any new or revised policies or procedures as outlined below. Recommendations for new or revised policies or procedures will be in memorandum form to the appropriate member of Cabinet.

### III. Timeline for Review Process of Policies and Procedures

It shall be the responsibility of the individual identified as "Responsible" to review policies and procedures minimally once every three (3) years. If changes are required, the process identified below shall be followed.

### IV. Method

#### A. Policies

Any faculty or staff member can submit recommendations for a new or revised policy to their department head for approval. Recommendations will then be forwarded to the appropriate member of Cabinet for review, with final approval by the President. Policies are then forwarded to the Area Commission for review and approval.

Once final approval is granted, the appropriate Cabinet member will inform the responsible party (as indicated on the document) of the approved policy, who in turn is responsible for informing their staff of the approval.

In addition, the responsible party has the responsibility for reviewing any procedures that the policy change may affect and for submitting them in the format outlined below.

#### B. Procedures

Recommendations for development of or changes in the procedures of the College will follow the same basic steps as recommendations for a new or revised policy. However, in the case of a procedure, approval of the Area Commission is not necessary. The responsible party will submit recommendations to for Cabinet review, with final approval by the President.

Once final approval is granted, the appropriate member of Cabinet will inform the responsible department head (as indicated on the document) of the approved procedure; the department head is responsible for informing their appropriate staff of the approval.

#### C. Distribution of Approved Documents

Upon approval, newly developed or revised policies and procedures with the President's initials and date on the Policy or Procedure will then be forwarded to the staff of the Assistant Vice President for Institutional Support for archiving. The Policy and Procedures Manual will be maintained on the Horry-Georgetown Technical College Website through the office of Public Relations and Marketing.