



**PIEDMONT TECHNICAL COLLEGE**

**Policy and Procedure Three Year Cycle Timeline**

**2022, 2025, 2028**

| <b>Policy and/or Procedure</b>  | <b>Administrative Responsibility</b>   |
|---|--|
| 1-1-2010 Accreditation and Substantive Change<br>1-1-2010.1 Accreditation<br>1-1-2010.2 Substantive Change  | President<br>SACSCOC Liaison   |
| 1-2-1020 and 1-1-1020.1 College Communications  | President<br>Vice President, Student Affairs and Communication   |
| 1-2-1010.2 Website Privacy  | Vice President, Student Affairs and Communications<br>Associate Vice President, Information Technology |
| 1-2-1020.3 Management of Information Dissemination through Electronic Media   | Vice President, Student Affairs and Communications<br>Associate Vice President, Information Technology |
| 1-2-1020.4 Misrepresentation  | Vice President, Student Affairs  |
| 1-2-1021.5 Social Media   | Assistant Vice President, College Communications   |
| 1-3-1000 and 1-3-1000.1 Copyright Compliance  | Vice President, Academic Affairs<br>Head Librarian   |
| 1-6-1000 and 1-6-1000.1 Institutional Effectiveness and Research  | Associate Vice President, Assessment and Compliance  |
| 3-1-1010 and 3-1-1010.1 Development, Revision, and Review of Academic Programs  | Vice President, Academic Affairs<br>Curriculum Committee   |
| 3-1-1012 and 3-1-1012.1 Development and Delivery of Distance Education Courses  | Vice President, Academic Affairs<br>Dean, Instructional Development and Academic Support               |
| 3-2-1040 and 3-2-1040.1 Retention of Student Records  | Vice President, Student Affairs and Communications<br>Registrar  |
| 3-2-1050 and 3-2-1050.1 – 3-2-1050.4 Grading System and Standards of Progression, Honors and Probation, Student Attendance, and Transfer, Articulation and Exemption Credit | Vice President, Academic Affairs<br>Vice President, Student Affairs and Communications<br>Registrar    |
| 3-2-2080 and 3-2-2080.1 Guarantee of Degree, Diploma, and Certificate Graduates in Technical Programs   | Vice President, Academic Affairs   |
| 4-5-1011 and 4-5-1011.1 Accountability for Equipment Assets   | Director, Facilities Management<br>Inventory Manager   |
| 4-4-1060 and 4-4-1060.1 Information Technology  | Associate Vice President, Information Technology   |

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| 4-2-1011.3 Facilities Utilization                                    | Associate Vice President, Economic Development and Continuing Education                                |
| 4-8-1010.1 Key Management  | Director, Campus Police and Security   |
| 4-8-1010.4 Shelter in Place  | Director, Facilities Management<br>Director, Campus Police and Security                                |
| 4-8-1010.2 Campus Control, Traffic and Parking Management            | Director, Campus Police and Security<br>Director, Facilities Management                                |
| 7-3-1010 and 7-3-1010.1 Travel Guidelines and Expense Allowance      |  |
| 7-8-1011 and 7-8-1011.1 Investment Guidelines                        | Vice President, Business and Finance   |
| 7-10-1010 and 7-10-1010.1 Provision of Secure Storage                | Vice President, Business and Finance<br>Controller<br>Associate Vice President, Information Technology |
| 8-7-1000 and 8-7-1000.1 Permanent Positions/Employment Practices     | Vice President, Business and Finance<br>Associate Vice President, Human Resources                      |
| 8-7-1061 and 8-7-1061.1 Supplemental Pay for Academic Administrators | Vice President, Academic Affairs   |
| 8-10-1000.2 Tuition Reimbursement Program                            | Assistant Vice President, Development  |

**2023, 2026, 2029**

| <b>Policy and/or Procedure</b>  | <b>Administrative Responsibility</b>   |
|---|--|
| 1-1-1021 and 1-1-1021.1 Planning System   | President's Leadership Team<br>Associate Vice President, Assessment and Compliance   |
| 1-6-1000 and 1-6-1001.1 Institutional Effectiveness and Research  |  |
| 1-1-1022 Campus Committees  | President<br>Institutional Officers  |
| 3-1-1011 and 3-1-1011.1 Academic Course Operating Standards   | Vice President, Academic Affairs   |
| 1-7-1010 and 1-7-1010.1 Establishment and Administration of PTC Foundation Scholarships/Monetary Awards   | Vice President, Student Affairs and Communications<br>Assistant Vice President, Development  |
| 3-2-1000 Dual Enrollment<br>3-2-1010 and 3-2-1010.1 Admission Criteria<br>3-2-1010.2 International Admissions<br>3-2-1010.3 Credit Program Admissions Procedures<br>3-2-1010.4 Non-credit Program Admissions Procedures | Vice President, Student Affairs and Communications<br>Vice President, Academic Affairs<br>Vice President, Business, Finance, and Facilities Management |
| 3-2-1060 Student Code of Conduct and Grievance<br>3-2-1060.1 Student Code of Conduct  | Vice President, Student Affairs and Communications   |

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| 3-2-1060.2 Student Code Procedures for Addressing Alleged Acts of Sexual Violence and Sexual Harassment<br>3-2-1060.3 Student Grievance                    |   |
| 3-2-2070 Tuition Waiver for Senior Citizens  | Vice President, Student Affairs<br>Vice President, Business, Finance, and Facilities Management   |
| 3-7-1000 and 3-7-1000.1 Selection of Library Resources   | Vice President, Academic Affairs<br>Head Librarian  |
| 4-2-1011.2 Facilities Maintenance  | Director, Facilities Management   |
| 4-8-1010 Campus Safety and Security  | Director, Facilities Management<br>Director, Campus Police  |
| 4-8-1010.5 Incident and Injury Reporting and Insurance   | Director, Facilities Management<br>Director, Campus Police<br>Vice President, Human Resources   |
| 4-8-1020 Use of Firearms by Campus Police and Security   | President<br>Director, Facilities Management<br>Director, Campus Police and Security  |
| 8-7-1050 and 8-7-1050.1 Use of Alcohol and Illegal Drugs   | President<br>Director, Campus Police  |
| 7-0-1010 and 7-0-1010.1 Payroll Distribution   | Associate Vice President, Human Resources   |
| 7-3-1010 and 7-3-1010.1 Travel Guidelines and Expense Allowance  | VICE PRESIDENT, Business and Finance  |
| 7-8-1011 and 7-8-1011.1 Investment Guidelines  | Vice President, Business and Finance  |
| 8-2-1000 Secondary State Employment/Dual Employment  | Associate Vice President, Human Resources   |
| 8-2-1040 Overtime Compensation<br>8-2-1040.1 Overtime Compensation   | Associate Vice President, Human Resources   |
| 8-2-1051 Employment of Adjunct Faculty and Part-time Educational Personnel<br>8-2-1051.1 Employment of Adjunct Faculty and Part-time Educational Personnel | Associate Vice President, Human Resources<br>Vice President, Academic Affairs   |
| 8-3-1021 Employee Leave<br>8-3-1021.1 Family and Medical Leave Act   | Associate Vice President, Human Resources   |
| 8-3-1060 and 8-3-1060.1 Employee Leave Transfer Program  | Associate Vice President, Human Resources   |
| 8-2-1080 Temporary Grant Positions/Employment<br>8-7-1000.2 Temporary Positions/Employment   | Associate Vice President, Human Resources   |
| 8-10-1000 and 8-10-1000.1 Faculty and Staff Professional Development   | Vice President, Academic Affairs<br>Dean, Instructional Development and Distance Education<br>Associate Vice President, Human Resources |

**2024, 2027, 2030**

| <b><u>Policy and Procedure</u></b>   | <b><u>Administrative Responsibility</u></b>   |
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| 1-1-2010.3 Quality Enhancement Plan (QEP)  | Vice President, Academic Affairs<br>SACSCOC Liaison   |
| 1-1-1010 and 1-1-1010.1 Policy and Procedure Development   | President<br>Institutional Officers<br>Associate Vice President, Assessment and Compliance  |
| 1-4-1000 Artificial Intelligence   | Academic Affairs  |
| 1-7-1000 and 1-7-1000.1 Solicitation of Institutional Gifts and Fund Raising   | Assistant Vice President, Development   |
| 1-7-1020 Building Naming Opportunities<br>1-7-1020.1 Building Naming Opportunities                                   | President<br>Assistant Vice President, Development  |
| 3-0-1000 and 3-0-1000.1 Intellectual Property Rights   | Vice President, Academic Affairs  |
| 3-1-1000 and 3-1-1000.1 Academic Freedom and Responsibility  | Vice President, Academic Affairs  |
| 3-2-2070 Tuition Waiver for Senior Citizens  | Vice President, Business and Finance<br>Vice President, Student Affairs and Communications  |
| 3-1-1013 and 3-1-1013.1 Live Work Projects   | Vice President, Academic Affairs  |
| 3-1-4010 and 3-1-1040.1 Program Advisory Committee   | Vice President, Academic Affairs  |
| 3-2-3020 and 3-2-3020.1 Student Activities and Organizations<br>3-2-3020.2 PTC Field Trip or Group Travel Procedures | Vice President, Student Affairs and Communications<br>Associate Dean of Students  |
| 3-5-1020 and 3-5-1020.1 Articulation with Educational Institutions   | Vice President, Academic Affairs<br>Academic Deans  |
| 4-2-1011 and 4-2-1011.1 Facilities   | Director, Facilities Management   |
| 4-2-1011.3 Vehicle Utilization   | Director, Facilities Management   |
| 4-8-1010.3 Comprehensive Emergency Operational Plan  | President<br>Institutional Officers<br>Director, Facilities Management<br>Director, Campus Police                                   |
| 4-4-1030 and 4-4-1030.1 Network Acceptable Use   | Associate Vice President, Information Technology  |
| 4-8-1010.6 Occupational Safety and Health Plan   | Director, Facilities Management<br>Director, Campus Police<br>Associate Vice President, Human Resources<br>College Safety Committee |
| 4-8-1010.7 Clery act and Violence against Women Act  | Vice President, Student Affairs and Communications<br>Director, Campus Police   |
| 4-8-1010.8 Public Assembly and Distribution of Print Materials on Campus   | President<br>Director, Campus Police and Security   |

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| 4-8-1060 and 4-8-1060.1 Use of Tobacco Products on Campus   | Director, Facilities Management<br>Director, Campus Police   |
| 7-8-1010 and 7-8-1010.1 Operational Budget Process  | Vice President, Business and Finance   |
| 7-8-1012 and 7-8-1012.1 Procurement   | Procurement Officer  |
| 8-0-1061 and 8-0-1061.1 Retention and Disposition of Files and Records  | Vice President, Business and Finance   |
| 8-2-1030 and 8-2-1030.1 Full-time Faculty Terms of Employment, Teaching Workload, Overload Compensation, and Responsibilities | Vice President, Academic Affairs   |
| 8-2-1090 and 8-2-1090.1 English Fluency Requirements for Faculty Employment   | Associate Vice President, Human Resources  |
| 8-7-1040 and 8-7-1040.1 Contagious Diseases, Infections, and Pandemics  | Vice President, Student Affairs and Communications<br>Associate Vice President, Human Resources<br>Pandemic Planning Committee |

Note: SBTCE policies and procedures linked in the PTC Policy and Procedure Manual are reviewed and links updated when changes occur. The VP, Human Resources monitors these reviews and notifies the AVP, Institutional Effectiveness of changes.