

## Section 1 Introduction

### Greenville Technical College Administrative Policies

#### 1-1 Purpose of the Administrative Policies

Insertion Date: 09-20-10  
Revision Date: \_\_\_\_\_  
Removal Date: \_\_\_\_\_

Approved by President:

*Leah Miller*

The Greenville Technical College Area Commission (GTCAC) and the South Carolina Technical College System (SCTCS) adopts policies to afford direction to the College administration for the establishment of programs and the formulation of procedures for accomplishment of the institutional mission.

It is the responsibility of the President to create administrative policies to carry out the express and implied directions of the Area Commission. It is the President's responsibility to create detailed procedural information to support the GTCAC and SCTCS policy statements. This procedural information will be collected together and included in a publication called the Greenville Technical College Administrative Policies.

The Greenville Technical College Administrative Policies serve as the operational standard for the College and all functions administered by the College. The Policies follow all policies of the Greenville Technical College Area Commission, Statutes of the state of South Carolina, the policies and procedures of the South Carolina Technical College System and applies to all faculty and staff of Greenville Technical College.

State and Federal laws supersede the Administrative Policies. These policies serve as a resource to the College.

#### **What is a Greenville Technical College Administrative Policy?**

Greenville Technical College Administrative Policies are written directives and directions established by the administration and approved by the President. Before submission for the President's approval, input is solicited from President's Cabinet, individual employees, and affected departments, when appropriate. Legal counsel is sought when needed.

#### **Who determines when Policies need to be created, revised or eliminated?**

The need for a new Policy, or to revise or eliminate an existing Policy, can be communicated by any College employee, President's Cabinet, or any Department.

#### **What are the criteria for approval of Administrative Policies?**

In order to be approved, a proposed Policy must meet the following criteria:

- Adhere to and be compliant with GTCAC and SCTCS policy.
- Provide reinforcement to, clarification of, or explanation of GTCAC policy or College practice.

- Support the College's Mission Statement and advance the goals of the institution.
- Provide direction which enable the institution and departments to operate more effectively and efficiently.
- Revisions must make meaningful corrections or improvements to existing procedures when those needs are discovered. All Policies will normally be reviewed on an annual basis or sooner, if needed.
- Elimination of Policies will occur when it has determined that a Policy is obsolete, illegal, or found to be non-essential with the approval of the President.

**What is the process for creation of Policies?**

1. The need for a Policy is determined and communicated to the President's Office in writing.
2. The person requesting the policy will produce a preliminary draft, if deemed necessary.
3. The draft is submitted to the President's Cabinet for input, as appropriate.
4. The President either approves or suggests changes.
5. The President indicates approval by his signature.
6. The approved Policy becomes a part of the Administrative Policies.

**The purpose of the Administrative Policies is to provide necessary information to the faculty and staff of Greenville Technical College. How will this information be disseminated?**

Administrative Policies will be available to all staff and faculty at [www.gvltec.edu](http://www.gvltec.edu)

**How will Policies be implemented?**

Following final approval by the President, President's Cabinet will review the Policy to determine operational requirements created by the Policy and the type of personnel training necessary to implement it.