

TECHNICAL COLLEGE OF THE LOWCOUNTRY

PROCEDURE

PROCEDURE NUMBER: 1-1-101

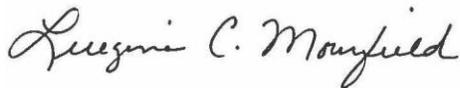
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PROCEDURE TITLE: ESTABLISHING OR MODIFYING PROCEDURES

BASED ON POLICY:

REVISION NUMBER: 3

OFFICE OF RESPONSIBILITY: ADMINISTRATIVE SERVICES



PRESIDENT

December 3, 2013
DATE

PURPOSE

The purpose of this procedure is to outline the process for implementing and revising procedures.

PROCEDURE

Any full-time Technical College of the Lowcountry employee may recommend new procedures or modifications to existing procedures. After discussion with the appropriate individuals, the person wishing to recommend the new or modified procedure should submit the modifications or new procedure in electronic form to the office of the Strategic Leadership Team member who has responsibility for that area.

After appropriate College review, the Strategic Leadership Team member will then submit the new or revised procedures to the Strategic Leadership Team for consideration. The proposed or revised procedure should be submitted using the template available upon request from the VP for Administrative Services' administrative assistant.

The Strategic Leadership Team will then review and, if necessary, revise the procedure.

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After the Strategic Leadership Team has considered and approved the procedure, the procedure will be signed, assigned a number (if necessary), and archived. The signed, original procedures are maintained in the Vice President for Administrative Services' office. The approved procedures are also available at www.tcl.edu.