

**Williamsburg Technical College  
PROCEDURE**

**SECTION A – COLLEGE ORGANIZATION AND GOVERNANCE**

Title <b>DEVELOPMENT OF NEW OR REVISED POLICIES AND PROCEDURES</b>	Number <b>A-10.1</b>
Division of Responsibility <b>President</b>	Approval Date Page <b>1/21/2021 1 of 4</b>
Approval Vice President  _____  President  _____	Supersedes Procedure No. <b>A-10.1</b> Date <b>5/24/10</b>

**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. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.**

**I. POLICY FORMATION**

The Williamsburg Technical College Area Commission is the legal entity, in conjunction with the State Board for Technical and Comprehensive Education (SBTCE), responsible for the development and review of all college policy in accord with Act 58 of 1969. The Commission may choose to charge the WTC administration with the responsibility for reviewing, evaluating, and making appropriate recommendations to the Area Commission concerning new or existing policies.

One third of all Policies and Procedures will be reviewed annually or as needed.

**II. PROCEDURE FORMATION**

- A. Procedures cover the normal and routine activities that are necessary to implement or accomplish an objective or policy at a specific managerial level. Procedures should spell out the responsibilities, relationships, and activities necessary to accomplish the objective. When deemed necessary, the detailed method of carrying out the activities may also be included.
- B. Procedures should be developed by personnel at the level at which the procedures will be carried out. The administrator responsible for accomplishing the objective is responsible for developing the procedures.
- C. Procedures should be worded broadly enough to allow for individual differences among those who will be implementing the procedures.

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- D. The following sequence covers the development, dissemination, and implementation of new procedures:
1. Identification of the need for a new procedure or a change in an old one. This may come from any level of personnel from staff to the President.
  2. Determination of person responsible for implementation of the proposed procedure.
  3. Research to determine the responsibilities, relationships, and activities necessary for inclusion in the procedure. All persons having any relationship to the proposed activities, and most especially those who are responsible for carrying out the activities, should be involved in the process.
  4. Development of a proposed procedure.
  5. Upon completion of development of the procedure, the administrator of the originating division must submit the procedure to the President’s Council. The President’s Council will review the procedure and recommend approval or disapproval to the President.
  6. The procedure will be formatted by the President’s Office showing approval date and date of the procedure being revised or superseded (if applicable). The President’s Office will update the master index and post the changes and the procedure to the college’s website where it can be accessed by WTC employees at any time. Employees may print policies and procedures from the website as needed.

**III. PUBLICATIONS IN THE SYSTEM**

- A. Institutional policies and procedures
- B. State Board for Technical and Comprehensive Education (SBTCE) policies are considered a part of the institutional policies and procedures system. In some cases, institutional procedures will be issued to interpret local application of state policies.

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**IV. FORMAT FOR INSTITUTIONAL POLICIES AND PROCEDURES**

The following guidelines are suggested for preparation of institutional policies and procedures:

- A. The term "Section" together with the designated letter will be located as shown on Attachment 1. The name of the section will follow at the top of the page. The approved sections are:
  1. Section A: College Organization and Governance
  2. Section B: Administration and Finance
  3. Section C: Human Resources Management
  4. Section D: Educational Affairs
  5. Section E: Facilities Management
  6. Section F: Public Information
  
- B. Each policy should have one principal subject, and the title or subject will be placed in the "Title" area of the form.
  
- C. The first position of the policy/procedure number is an alpha character which identifies the section area in which the policy/procedure is placed, and the second position following the hyphen is a number which represents the number of the policy/procedure within the section area. If the document is a "procedure," a third position will be added by placing a ".1" (period and number one) after the number to identify that it is a "procedure" and not a "policy." This complete number is placed in the area designated as "Number."
  
- D. Date of policy is date of publication.
  
- E. The "Division of Responsibility" denotes the division of the College that will implement and/or enforce the policy. This office will be so designated in the area marked as such.

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- F. Conventional outline form should be observed, e.g., I.A.I.a.(I) (a) l. a. when appropriate.
- G. Paragraphs should begin with a descriptive term. Other comprehensive terms may be used as applicable.
- H. Forms which are used in the course of implementing the procedure should be referenced at the logical place in the procedure at which their use is stipulated, and copies of the forms should be included in the appropriate place in the manual.
- I. When Legal Authority exists to support policies, it shall be referenced in the Policies.