



TECHNICAL COLLEGE
OF THE LOWCOUNTRY

**PROCEDURE: Establishing or Modifying Procedures
Number: 1.2.4.1**

Responsibility: Executive Administration
Last Updated: October 10, 2023
Related Policy: 1.2.4 Local Policy Development

President

Purpose:

The purpose of this procedure is to outline the process for implementing, revising, adding, disseminating, and storing 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 the electronic form to the President's Cabinet member responsible for that area.

After appropriate College review, the President's Cabinet member will submit the new or revised procedure to the Cabinet for consideration. The proposed or revised procedure should be submitted using the template available from the College president's administrative assistant. The President's Cabinet will review and, if necessary, revise the procedure. After the President's Cabinet has considered and approved the procedure, the procedure will be signed by the College president, assigned a number (if necessary), and archived in the president's office. Approved procedures are also available at www.tcl.edu.

Once final approval is granted, each member of the President's Cabinet will inform the relevant associate and assistant vice presidents, deans, and directors in their division of the approved procedures. These individuals are responsible for notifying the appropriate employees in their department(s).