

State Board for Technical and Comprehensive Education and Tri-County Technical College Policies & Procedures

Number	Name	Policy /Procedure	State /TCTC	Person Responsible
Roles and Relationships				
0-1-100	Adherence to Applicable Law	Policy	State	State Tech. Executive Director
0-1-100.1	Adherence to Applicable Law	Procedure	State	State Tech. Executive Director
0-1-101	Functions of the State Board for Technical and Comprehensive Education	Policy	State	State Tech. Executive Director
0-1-101.1	Functions of the State Board for Technical and Comprehensive Education	Procedure	State	State Tech. Executive Director
0-1-102	Policy Development	Policy	State	State Tech. Executive Director
0-1-102.1	Policy Development	Procedure	State	State Tech. Executive Director
0-1-103	Coordination with State Agencies	Policy	State	State Tech. Executive Director
0-1-103.1	Coordination with State Agencies	Procedure	State	State Tech. Executive Director
0-1-104	Functions of the Executive Director	Policy	State	State Tech. Executive Director
0-1-104.1	Functions of the Executive Director	Procedure	State	State Tech. Executive Director
0-1-105	Agency Head Evaluation Process	Policy	State	State Tech. Executive Director
General Administration				
1-1-100	Functions of an Area Commission	Policy	State	State Tech. Executive Director

1-1-101	Local Policy Development	Policy	State	State Tech. Executive Director
1-1-1000	Functions of the Tri County Technical College Area Commission	Policy	TCTC	President
1-1-1010	Policy and Procedure Development	Policy	TCTC	President
1-1-1010.1	Policy and Procedure Development and Review	Procedure	TCTC	President
1-1-102	Functions of a Technical College President	Policy	State	State Tech. Executive Director
1-1-103	Presidential Search Committee Appointments	Policy	State	State Tech. Executive Director
1-2-100	Criteria for the Naming of an Institution	Policy	State	State Tech. Executive Director
1-2-100.1	Request to Change Name of an Institution	Procedure	State	State Tech. Executive Director
1-2-101	Geographic Service Areas of Technical Colleges	Policy	State	State Tech. Executive Director
1-2-101.1	Inter-Service Area Contractual Programs	Procedure	State	State Tech. Executive Director
1-2-101.2	Inter-Service Area Curriculum Programs	Procedure	State	State Tech. Executive Director
1-2-102	Dissemination of Information by Technical Colleges	Policy	State	State Tech. Executive Director
1-2-102.1	Printed and Electronic Materials	Procedure	State	State Tech. Executive Director
1-2-1021	Publishing Mission Statement in College Publications	Policy	TCTC	President
1-2-1022	Discrimination Statement for Publication	Policy	TCTC	Assistant VP for Human Resources
1-2-1024	Communications	Policy	TCTC	President
1-2-1024.3	Communications Procedure	Procedure	TCTC	President
1-2-1025	Social Media Policy	Policy	TCTC	Senior VP
1-2-1025.1	Social Media Procedure	Procedure	TCTC	Senior VP
1-2-1030	Administrative Systems and Data Security	Policy	TCTC	Vice President for Business Affairs

1-2-1030.1	Administrative Systems and Data Security	Procedure	TCTC	Vice President for Business Affairs
1-2-1030.2	Identity Theft Red Flag Identification and Prevention Procedure	Procedure	TCTC	Vice President for Business Affairs
1-2-1040	Accreditation	Policy	TCTC	President
1-2-1040.1	Accreditation	Procedure	TCTC	President
1-3-100	Copyright	Policy	State	State Tech. Executive Director
1-6-1010	Institutional Review Board	Policy	TCTC	President
1-6-1010.1	IRB Review for Human Subjects Research	Procedure	TCTC	Senior VP
1-6-1011	Institutional Effectiveness	Policy	TCTC	President
1-6-1011.1	Institutional Effectiveness	Procedure	TCTC	Senior VP
1-6-1020	External Gifts and Grants	Policy	TCTC	Executive Director Foundation
1-6-1020.1	College Fund-raising Priorities	Procedure	TCTC	Executive Director Foundation
1-6-1020.2	Solicitation, Acceptance and Acknowledgment of Gifts	Procedure	TCTC	Executive Director Foundation
1-6-1020.3	Grants Development and Management	Procedure	TCTC	Executive Director Foundation
1-6-1030	Alumni Development	Policy	TCTC	Executive Director Foundation
1-6-2010	College and Employee Involvement with External Groups, Boards and Consortia	Policy	TCTC	President
1-6-2010.1	College and Employee Involvement with External Groups, Boards and Consortia	Procedure	TCTC	President
1-6-3010	Americans With Disabilities Act	Policy	TCTC	Assistant VP for Human Resources
1-6-3010.1	Americans With Disabilities Act of 1990 (Students and Employees)	Procedure	TCTC	Assistant VP for Human Resources and Senior VP
1-7-1000	College Decision-making Process	Policy	TCTC	President
1-7-1000.1	Decision-making Systems	Procedure	TCTC	President

1-7-1000.3	Project Management	Procedure	TCTC	Vice President for Business Affairs
1-7-1012	Committee Structure	Policy	TCTC	President
1-7-1012.1	Committee Structure	Procedure	TCTC	President
1-8-1010	Reproduction of Copyrighted Print and Non-print Materials	Policy	TCTC	Senior VP
1-8-1010.1	Reproduction of Copyrighted Print Materials	Procedure	TCTC	Senior VP
1-9-1010.1	Order of Merit	Procedure	TCTC	President
1-9-1011	Employee Recognition	Policy	TCTC	Assistant VP for Human Resources
1-9-1011.1	Presidential Medallion for Instructional Excellence	Procedure	TCTC	Senior VP
1-9-1011.2	Presidential Award for Outstanding Adjunct Faculty Member	Procedure	TCTC	Senior VP
1-9-1011.3	Presidential Medallion for Staff Excellence	Procedure	TCTC	Assistant VP for Human Resources
1-9-1011.5	Flowers for College Employees	Procedure	TCTC	Assistant VP for Human Resources
1-9-1011.6	Recognition Upon Retirement or Resignation	Procedure	TCTC	Vice President for Business Affairs

Educational Programs and Related Activities

3-0-100	Intellectual Property Rights	Policy	State	State Tech. Executive Director
3-0-100.1	Intellectual Property Rights	Procedure	State	State Tech. Executive Director
3-1-100	Academic Freedom and Responsibility - Copyright	Policy	State	State Tech. Executive Director
3-1-101	Structure of Associate Degree, Diploma, and Certificate Programs	Policy	State	State Tech. Executive Director
3-1-101.1	Structure of Associate Degree, Diploma, and Certificate Programs	Procedure	State	State Tech. Executive Director
3-1-1010.2	Curriculum Development and Revision	Procedure	TCTC	Senior VP
3-1-1015	Distance Learning	Policy	TCTC	Senior VP

3-1-1015.1	Distance Learning (Credit, Internet Courses)	Procedure	TCTC	Assistant VP for Curriculum and Instruction
3-1-102	Non-Credit Continuing Education Programs	Policy	State	State Tech. Executive Director
3-1-102.1	Non-credit Programs: Definition of Terms	Procedure	State	State Tech. Executive Director
3-1-1021.1	Continuing Education Unit (CEU)	Procedure	TCTC	Government Relations and Economic Development Director
3-1-103	Course Levels	Policy	State	State Tech. Executive Director
3-1-103.1	Course Levels	Procedure	State	State Tech. Executive Director
3-1-301	Instructional Program Evaluation	Policy	State	State Tech. Executive Director
3-1-301.1	Instructional Program Evaluation Timetable and Procedures	Procedure	State	State Tech. Executive Director
3-1-401	Instructional Program Advisory Committees	Policy	State	State Tech. Executive Director
3-1-4010.1	Instructional Program Advisory Committees	Procedure	TCTC	Senior VP
3-1-4010.2	Outstanding Advisory Committee Award	Procedure	TCTC	Senior VP
3-1-5000	Circulation of Library Materials	Policy	TCTC	Senior VP
3-1-5000.1	Circulation of Library Materials	Procedure	TCTC	Senior VP
3-1-5011	Selection, Acquisition, and Weeding of Library Materials	Policy	TCTC	Senior VP
3-1-5011.1	Selection, Acquisition, and Weeding of Library Materials	Procedure	TCTC	Senior VP
3-1-5012	Challenged Library Materials	Policy	TCTC	Assistant VP for Student Support and Engagement
3-1-5012.1	Challenged Library Materials	Procedure	TCTC	Senior VP
3-1-5013	Sale of Textbooks and Educational Supplies	Policy	TCTC	Vice President for Business Affairs
3-1-5014	Instructional Materials/Property	Policy	TCTC	Senior VP
3-1-5014.1	Instructional Materials/Property	Procedure	TCTC	Senior VP

3-1-5015	Student Access to Adjunct Instructors	Policy	TCTC	Senior VP
3-1-5015.1	Student Access to Adjunct Instructors	Procedure	TCTC	Senior VP
3-1-502	Approval For Cancelled Curriculum	Policy	State	State Tech. Executive Director
3-1-502.1	Approval For Cancelled Curriculum	Procedure	State	State Tech. Executive Director
3-1-601	Enterprise Zone Act Training	Policy	State	State Tech. Executive Director
3-1-601.1	Enterprise Zone Act Training	Procedure	State	State Tech. Executive Director
3-2-100	Dual Enrollment	Policy	State	State Tech. Executive Director
3-2-100.1	Dual Enrollment	Procedure	State	State Tech. Executive Director
3-2-101	Open Admissions	Policy	State	State Tech. Executive Director
3-2-101.1	Open Admissions	Procedure	State	State Tech. Executive Director
3-2-1010	Open Admissions	Policy	TCTC	President
3-2-1010.2	Open Admissions	Procedure	TCTC	Senior VP
3-2-1010.3	Curriculum Program Admission with Advanced Standing	Procedure	TCTC	Assistant VP for Curriculum and Instruction
3-2-1010.4	Placement Retesting	Procedure	TCTC	Senior VP
3-2-1010.5	Course Waiver	Procedure	TCTC	Senior VP
3-2-1010.6	Credit Program Registration	Procedure	TCTC	Senior VP
3-2-1010.7	Assessment Center Fee Structure	Procedure	TCTC	Senior VP
3-2-1011	Student Classification	Policy	TCTC	Senior VP
3-2-1012	Catalog Rights	Policy	TCTC	Assistant VP Instruction and Institutional Effectiveness
3-2-1013	Requirements for Graduation	Policy	TCTC	Senior VP
3-2-1013.1	Graduation Application	Procedure	TCTC	Senior VP

3-2-1014	Student Financial Aid	Policy	TCTC	Vice President for Business Affairs
3-2-1014.1	Student Financial Aid	Procedure	TCTC	Vice President for Business Affairs
3-2-1015	Placement Testing	Policy	TCTC	Senior VP
3-2-1015.1	Changing Recommended Placement Scores	Procedure	TCTC	Senior VP
3-2-102	Status of International Students	Policy	State	State Tech. Executive Director
3-2-102.1	Admission of International Students	Procedure	State	State Tech. Executive Director
3-2-103	Minimum Age for Admission	Policy	State	State Tech. Executive Director
3-2-1035	SC Illegal Immigration Reform Act	Policy	TCTC	Senior VP
3-2-1035.1	SC Illegal Immigration Reform Act	Procedure	TCTC	Assistant VP Student Support and Engagement
3-2-104	Retention of Student Records	Policy	State	State Tech. Executive Director
3-2-1040.1	Retention of Student Records	Procedure	TCTC	Senior VP
3-2-1041	Confidentiality of Student Records	Policy	TCTC	Senior VP
3-2-1041.1	Confidentiality of Student Records	Procedure	TCTC	Senior VP
3-2-1042	Credit Students' Educational Goals	Policy	TCTC	Senior VP
3-2-1042.1	Credit Students' Educational Goals	Procedure	TCTC	Senior VP
3-2-105	Grading System and Standards of Student Progress	Policy	State	State Tech. Executive Director
3-2-105.1	Grading System and Standards of Student Progress	Procedure	State	State Tech. Executive Director
3-2-1050.1	Grading System Credit and Non-credit Courses	Procedure	TCTC	Senior VP
3-2-1050.3	Credit Course Grade Timetable and Grade Change	Procedure	TCTC	Senior VP
3-2-1050.4	Auditing of Credit Courses	Procedure	TCTC	Senior VP
3-2-1050.5	Standards of Academic Progress	Procedure	TCTC	Senior VP
3-2-1051	Repeat Grade	Policy	TCTC	Senior VP

3-2-1053	Attendance for Credit Students	Policy	TCTC	Senior VP
3-2-1053.1	Attendance for Credit Students	Procedure	TCTC	Senior VP
3-2-1054	Recognition of Academic Achievement	Policy	TCTC	Senior VP
3-2-1054.1	Recognition of Academic Achievement	Procedure	TCTC	Senior VP
3-2-1055	Joint Participation of Credit and Continuing Education Departments in Delivering Credit Courses	Policy	TCTC	Senior VP
3-2-106	The Student Code and Grievance Procedure for the South Carolina Technical College System	Policy	State	State Tech. Executive Director
3-2-106.1	The Student Code for the South Carolina Technical College System	Procedure	State	State Tech. Executive Director
3-2-106.2	Student Code Procedures for Addressing Alleged Acts of Sexual Violence and Sexual Harassment	Procedure	State	State Tech. Executive Director
3-2-106.3	The Student Grievance Procedure for the South Carolina Technical College System	Procedure	State	State Tech. Executive Director
3-2-1061	Substance Abuse	Policy	TCTC	Assistant VP for Human Resources
3-2-1061.1	Student Alcohol and Other Drugs	Procedure	TCTC	Senior VP
3-2-1062	Firearms on Campus	Policy	TCTC	Vice President for Business Affairs
3-2-201	Length of Academic Semesters	Policy	State	State Tech. Executive Director
3-2-2011	Student Activity Period	Policy	TCTC	Senior VP
3-2-202	Maximum Student Load	Policy	State	State Tech. Executive Director
3-2-2020	Maximum Student Load	Policy	TCTC	Senior VP
3-2-2020.1	Maximum Student Load	Procedure	TCTC	Senior VP
3-2-203	Dropping and Adding Courses	Policy	State	State Tech. Executive Director
3-2-2030	Credit Course Add and Drop Periods	Policy	TCTC	Senior VP
3-2-204	Length of Time in Developmental Education	Policy	State	State Tech. Executive Director
3-2-2040	Length of Time in Comprehensive Studies	Policy	TCTC	Senior VP

3-2-2040.1	Length of Time in Comprehensive Studies	Procedure	TCTC	Senior VP
3-2-205	Four Percent Fee Waiver	Policy	State	State Tech. Executive Director
3-2-205.1	Procedure for Awarding the Four Percent Fee Waiver	Procedure	State	State Tech. Executive Director
3-2-2050	Four Percent (4%) Tuition Fee Waiver	Policy	TCTC	Vice President for Business Affairs
3-2-2050.1	Four Percent (4%) Tuition Fee Waiver	Procedure	TCTC	Vice President for Business Affairs
3-2-206	Abatement of Out-of-State Tuition for Workforce Development	Policy	State	State Tech. Executive Director
3-2-301	Athletic Programs	Policy	State	State Tech. Executive Director
3-2-301.1	Athletic Programs	Procedure	State	State Tech. Executive Director
3-2-3020.2	Student Activities and Organizations	Procedure	TCTC	Assistant VP for Student Support and Engagement
3-2-3020.4	Student Fund-raising Activity	Procedure	TCTC	Senior VP
3-2-307	Lottery Tuition Assistance Administration	Policy	State	State Tech. Executive Director
3-2-307.1	Lottery Tuition Assistance Administration	Procedure	State	State Tech. Executive Director
3-2-5010	Death of Student	Policy	TCTC	Senior VP
3-2-5010.1	Death of Student	Procedure	TCTC	Senior VP
3-3-101	Data Base Reporting Requirements	Policy	State	State Tech. Executive Director
3-3-101.1	Required Data Base Reporting Elements	Procedure	State	State Tech. Executive Director
3-4-101	Innovative Technical Training	Policy	State	State Tech. Executive Director
3-5-101	Transfer of Student Credits Among Technical Colleges	Policy	State	State Tech. Executive Director

3-5-101.1	Transfer of Student Credits Among Technical Colleges	Procedure	State	State Tech. Executive Director
3-6-101	Articulation Requirements of South Carolina School-To-Work Act	Policy	State	State Tech. Executive Director
3-6-101.1	Procedures for Developing Course and Program Articulation Between Secondary Schools and Technical Colleges	Procedure	State	State Tech. Executive Director

Physical Facilities and Equipment

4-1-101	Dormitories	Policy	State	State Tech. Executive Director
4-2-1000	Historical Data for Tri-County Technical College Buildings	Policy	TCTC	Vice President for Business Affairs
4-2-101	Permanent Improvements	Policy	State	State Tech. Executive Director
4-2-101.1	Permanent Improvements	Procedure	State	State Tech. Executive Director
4-2-1011	Facility and Program Names and Plaques	Policy	TCTC	President
4-2-1011.1	Naming of Tri-County Technical College Facilities	Procedure	TCTC	President
4-2-1011.2	Plaques	Procedure	TCTC	Vice President for Business Affairs
4-2-1012	College Facility Utilization	Policy	TCTC	Vice President for Business Affairs
4-2-1012.1	College Facility Utilization	Procedure	TCTC	Vice President for Business Affairs
4-2-1013	Maintenance Plan for Equipment, Buildings, and Grounds	Policy	TCTC	Vice President for Business Affairs
4-2-1013.1	Facility Maintenance and Work Request	Procedure	TCTC	Vice President for Business Affairs
4-2-1013.2	Eating and Drinking in Tri-County Technical College Facilities	Procedure	TCTC	Vice President for Business Affairs
4-2-1014	Tobacco Products	Policy	TCTC	Vice President for Business Affairs
4-2-1014.1	Tobacco and Vaporizing Products	Procedure	TCTC	Vice President for Business Affairs

4-2-1016	College Vehicle Utilization	Policy	TCTC	Vice President for Business Affairs
4-2-1016.1	College Vehicle Utilization	Procedure	TCTC	Vice President for Business Affairs
4-2-102	Criteria for Ranking State Capital Improvement Funding Requests	Policy	State	State Tech. Executive Director
4-2-102.1	Criteria for Ranking State Capital Improvement Funding Requests	Procedure	State	State Tech. Executive Director
4-2-1020	Minors On Campus	Policy	TCTC	Vice President for Business Affairs
4-2-1020.1	Children Unattended On Campus	Procedure	TCTC	Vice President for Business Affairs
4-3-101	Federal Excess Property	Policy	State	State Tech. Executive Director
4-4-101	Acquisition of Information Technology Systems	Policy	State	State Tech. Executive Director
4-4-101.1	Procurement of Information Technology Equipment, Software, and Services	Procedure	State	State Tech. Executive Director
4-4-1010.2	Copyrighted Computer Software and Electronic Materials	Procedure	TCTC	Vice President for Business Affairs
4-4-1011	Computer Standards	Policy	TCTC	Vice President for Business Affairs
4-4-1011.1	Computer Hardware and Software Standards	Procedure	TCTC	Vice President for Business Affairs
4-4-102	Wide Area Network (TECHNET): Purpose and Functions	Policy	State	State Tech. Executive Director
4-4-103	Network Acceptable Use	Policy	State	State Tech. Executive Director
4-4-1031	Acceptable Use of Information Technology Resources	Policy	TCTC	Vice President for Business Affairs
4-4-1031.1	Acceptable Use of Information Technology Resources	Procedure	TCTC	Vice President for Business Affairs
4-4-104	Web Accessibility	Policy	State	State Tech. Executive Director

4-4-105	Information Security	Policy	State	State Tech. Executive Director
4-6-101	Security	Policy	State	State Tech. Executive Director
4-5-101	Capital Assets	Policy	State	State Tech. Executive Director
4-5-101.1	Capital Assets	Procedure	State	State Tech. Executive Director
4-8-1010	Campus Police	Policy	TCTC	Vice President for Business Affairs
4-8-1010.1	Campus Police	Procedure	TCTC	Vice President for Business Affairs
4-8-1011	Gangs and Gang-like Activities	Policy	TCTC	Vice President for Business Affairs
4-8-1011.1	Gangs and Gang-like Activities	Procedure	TCTC	Vice President for Business Affairs

Economic Development

6-1-100	Customized Training	Policy	State	State Tech. Executive Director
6-1-100.1	Customized Training	Procedure	State	State Tech. Executive Director
6-1-101	The Center for Accelerated Technology Training in a Temporary Facility	Policy	State	State Tech. Executive Director
6-1-102	Enterprise Zone Job Retraining Program	Policy	State	State Tech. Executive Director

Fiscal

7-0-100	Salaries Paid to Classified and Unclassified Employees	Policy	State	State Tech. Executive Director
7-0-2000	Tri-County Technical College/Tri-County Technical College Foundation Relationship	Policy	TCTC	President
7-1-101	Efficiency and Administrative Policies Act of 2011	Policy	State	State Tech. Executive Director

7-1-101.1	Higher Ed Efficiency and Administrative Policies Act of 2011	Procedure	State	State Tech. Executive Director
7-1-201	Instructional Program Funding	Policy	State	State Tech. Executive Director
7-1-201.1	Fundable Programs Description and Classification	Procedure	State	State Tech. Executive Director
7-1-201.2	State Funds Allocation Formula For Program Operations	Procedure	State	State Tech. Executive Director
7-1-202	Tort Liability Coverage	Policy	State	State Tech. Executive Director
7-2-101	Student Fee Structure	Policy	State	State Tech. Executive Director
7-2-101.1	Approval of Student Fees	Procedure	State	State Tech. Executive Director
7-2-1010.1	Student Fee Structure	Procedure	TCTC	Vice President for Business Affairs
7-2-1012	Tuition and Fee Refund for Credit Programs	Policy	TCTC	Vice President for Business Affairs
7-2-1012.1	Tuition and Fee Refund for Credit Programs	Procedure	TCTC	Vice President for Business Affairs
7-2-1012.2	Tuition and Fee Refund for Credit Programs for Unusual, Unforeseeable and Extenuating Circumstances	Procedure	TCTC	Vice President for Business Affairs
7-2-1013	Refunds of Tuition and Fees for Non-credit Courses	Policy	TCTC	Vice President for Business Affairs
7-2-1013.1	Refunds for Non-credit Courses	Procedure	TCTC	Vice President for Business Affairs
7-2-102	Transfer of Tuition Fees for Capital Expenditures	Policy	State	State Tech. Executive Director
7-3-101	Investments	Policy	State	State Tech. Executive Director
7-3-1010	Travel and Subsistence Expenses	Policy	TCTC	Vice President for Business Affairs
7-3-1010.1	Reimbursement for Travel and Subsistence Expenses	Procedure	TCTC	Vice President for Business Affairs

7-3-1010.2	Reimbursement for Meals Associated with Official College Business	Procedure	TCTC	Vice President for Business Affairs
7-5-101	Uniform Accounting System	Policy	State	State Tech. Executive Director
7-5-1011	Writing Off Bad Debts	Policy	TCTC	Vice President for Business Affairs
7-5-1011.1	Writing Off Bad Debts	Procedure	TCTC	Vice President for Business Affairs
7-5-102	Uniform Audit Guide	Policy	State	State Tech. Executive Director
7-6-101	Expenditures for Promotional Activities	Policy	State	State Tech. Executive Director
7-6-101.1	Eligible Expenditures for Promotional Purposes	Procedure	State	State Tech. Executive Director
7-7-101	Expenditure of Auxiliary Income	Policy	State	State Tech. Executive Director
7-7-1010	Expenditure of Auxiliary Income	Policy	TCTC	Vice President for Business Affairs
7-7-1010.1	Expenditure of Auxiliary Income	Procedure	TCTC	Vice President for Business Affairs
7-8-101	Budget and Plan of Operation	Policy	State	State Tech. Executive Director
7-8-1010.1	Preparation of College Budgets	Procedure	TCTC	Vice President for Business Affairs
7-8-1011	Investment of Fund Balances	Policy	TCTC	Vice President for Business Affairs
7-8-102	Installment Purchase Plan Funding	Policy	State	State Tech. Executive Director
7-9-101	Minority Business Enterprise	Policy	State	State Tech. Executive Director
Human Resource Management				
8-0-100	Labor Relations	Policy	State	State Tech. Executive Director

8-0-100.1	Labor Relations	Procedure	State	State Tech. Executive Director
8-0-1010	Academic Freedom	Policy	TCTC	Assistant VP for Human Resources
8-0-1010.1	Academic Freedom	Procedure	TCTC	Assistant VP for Human Resources
8-0-102	Personal Benefits from Projects	Policy	State	State Tech. Executive Director
8-0-1020	Personal Benefit from Projects or Written Materials	Policy	TCTC	Assistant VP for Human Resources
8-0-1021	Intellectual Property Rights	Policy	TCTC	Assistant VP for Human Resources
8-0-103	Political Activity	Policy	State	State Tech. Executive Director
8-0-104	Honorariums and Gratuities	Policy	State	State Tech. Executive Director
8-0-105	Ethics Requirements For Employees and Public Officials	Policy	State	State Tech. Executive Director
8-0-105.1	Ethics Requirements For Employees and Public Officials	Procedure	State	State Tech. Executive Director
8-0-106	Personnel Files	Policy	State	State Tech. Executive Director
8-0-1060	Personnel Files	Policy	TCTC	Assistant VP for Human Resources
8-0-1060.1	Personnel Files	Procedure	TCTC	Assistant VP for Human Resources
8-0-107	Freedom of Information	Policy	State	State Tech. Executive Director
8-0-107.1	Freedom of Information	Procedure	State	State Tech. Executive Director
8-1-100	Separation Incentive Programs	Policy	State	State Tech. Executive Director
8-1-100.1	Retirement Incentive Program	Procedure	State	State Tech. Executive Director

8-1-100.2	Voluntary Separation Program	Procedure	State	State Tech. Executive Director
8-1-101	Voluntary Furlough Program	Policy	State	State Tech. Executive Director
8-1-101.1	Voluntary Furlough Program	Procedure	State	State Tech. Executive Director
8-1-102	Mandatory Furlough Programs	Policy	State	State Tech. Executive Director
8-1-102.1	Mandatory Furlough Programs	Procedure	State	State Tech. Executive Director
8-2-100	Secondary State Employment/Dual Employment	Policy	State	State Tech. Executive Director
8-2-100.1	Secondary State/Dual Employment	Procedure	State	State Tech. Executive Director
8-2-1000.1	Secondary State Employment	Procedure	TCTC	Assistant VP for Human Resources
8-2-101	Notification of Employment Status	Policy	State	State Tech. Executive Director
8-2-101.1	Notification of Employment Status	Procedure	State	State Tech. Executive Director
8-2-102	Classified and Unclassified Employment Compensation	Policy	State	State Tech. Executive Director
8-2-102.1	Compensation Plan for Unclassified Faculty Personnel	Procedure	State	State Tech. Executive Director
8-2-102.2	Compensation Plan for Unclassified Non-Teaching Personnel (UNTP)	Procedure	State	State Tech. Executive Director
8-2-102.3	Compensation Plan for Unclassified Senior Vice Presidents, Vice Presidents, Associate Vice Presidents and Assistant Vice Presidents	Procedure	State	State Tech. Executive Director
8-2-1022	Standards for Hiring Adjunct Faculty	Policy	TCTC	Assistant VP for Human Resources
8-2-103	Faculty Teaching/Work Load and Overload Compensation	Policy	State	State Tech. Executive Director
8-2-103.1	Faculty Teaching/Work Load and Overload Compensation	Procedure	State	State Tech. Executive Director

8-2-1030	Faculty Teaching Load and Overload Compensation	Policy	TCTC	Assistant VP for Human Resources
8-2-1030.1	Teaching Load for Full-time Faculty	Procedure	TCTC	Assistant VP for Human Resources
8-2-1030.2	Terms of Employment and Overload Compensation for Full-time Faculty	Procedure	TCTC	Assistant VP for Human Resources
8-2-1030.3	Sponsoring College Activities	Procedure	TCTC	Assistant VP for Human Resources
8-2-1031	Academic Advising	Policy	TCTC	Senior VP
8-2-1031.1	Academic Advising	Procedure	TCTC	Senior VP
8-2-104	Overtime Compensation	Policy	State	State Tech. Executive Director
8-2-104.1	Overtime Compensation	Procedure	State	State Tech. Executive Director
8-2-1040.1	Overtime Compensation	Procedure	TCTC	Assistant VP for Human Resources
8-2-105	Compensation for Temporary (Adjunct) Faculty	Policy	State	State Tech. Executive Director
8-2-105.1	Compensation for Temporary (Adjunct) Faculty	Procedure	State	State Tech. Executive Director
8-2-1051	Temporary Employee Pay	Policy	TCTC	Assistant VP for Human Resources
8-2-1051.1	Temporary Employee Pay	Procedure	TCTC	Assistant VP for Human Resources
8-2-106	Salary Supplements: Technical College Employees	Policy	State	State Tech. Executive Director
8-2-106.1	Salary Supplements: Technical College Employees	Procedure	State	State Tech. Executive Director
8-2-107	Salary Supplements: Technical College Presidents	Policy	State	State Tech. Executive Director
8-2-107.1	Salary Supplements: Technical College Presidents	Procedure	State	State Tech. Executive Director
8-2-108	Temporary Grant Positions/Employment	Policy	State	State Tech. Executive Director

8-2-108.1	Temporary Grant Positions/Employment	Procedure	State	State Tech. Executive Director
8-2-109	English Fluency Requirements for Faculty Employment	Policy	State	State Tech. Executive Director
8-2-109.1	English Fluency Requirements for Faculty Employment	Procedure	State	State Tech. Executive Director
8-2-1090.1	English Fluency Requirements for Faculty Employment	Procedure	TCTC	Assistant VP for Human Resources
8-2-110	Classification and Compensation Plan for Classified Positions/Personnel	Policy	State	State Tech. Executive Director
8-2-110.1	Classification Plan for Classified Positions	Procedure	State	State Tech. Executive Director
8-2-110.2	Compensation Plan for Classified Personnel	Procedure	State	State Tech. Executive Director
8-2-111	Employment/Compensation Plan for Technical College Presidents	Policy	State	State Tech. Executive Director
8-3-100	Annual Leave	Policy	State	State Tech. Executive Director
8-3-100.1	Annual Leave	Procedure	State	State Tech. Executive Director
8-3-101	Faculty Nonwork Days	Policy	State	State Tech. Executive Director
8-3-101.1	Faculty Nonwork Days	Procedure	State	State Tech. Executive Director
8-3-1010.1	Faculty Nonwork Days	Procedure	TCTC	Assistant VP for Human Resources
8-3-102	Sick Leave	Policy	State	State Tech. Executive Director
8-3-102.1	Sick Leave	Procedure	State	State Tech. Executive Director
8-3-102.2	Family and Medical Leave Act	Procedure	State	State Tech. Executive Director
8-3-103	Other Leave Types	Policy	State	State Tech. Executive Director

8-3-103.1	Court Leave	Procedure	State	State Tech. Executive Director
8-3-103.2	Voting Leave	Procedure	State	State Tech. Executive Director
8-3-103.3	Military Leave	Procedure	State	State Tech. Executive Director
8-3-103.4	Funeral Leave for Death in the Immediate Family	Procedure	State	State Tech. Executive Director
8-3-103.5	American Red Cross Certified Disaster Service Leave, Blood Drive and Donation Leave, Bone Marrow Donor Leave, Organ Donor Leave, and Administrative Leave	Procedure	State	State Tech. Executive Director
8-3-103.6	Worker's Compensation Leave	Procedure	State	State Tech. Executive Director
8-3-103.7	Extended Disability Leave	Procedure	State	State Tech. Executive Director
8-3-103.8	Family and Medical Leave Act	Procedure	State	State Tech. Executive Director
8-3-104	Break In Service	Policy	State	State Tech. Executive Director
8-3-104.1	Break In Service	Procedure	State	State Tech. Executive Director
8-3-105	Hazardous Weather and Emergency Leave	Policy	State	State Tech. Executive Director
8-3-105.1	Hazardous Weather and Emergency Leave	Procedure	State	State Tech. Executive Director
8-3-1050.1	Hazardous Weather	Procedure	TCTC	Assistant VP for Human Resources
8-3-106	Employee Leave Transfer Program	Policy	State	State Tech. Executive Director
8-3-106.1	Employee Leave Transfer Program	Procedure	State	State Tech. Executive Director
8-3-108	Holidays	Policy	State	State Tech. Executive Director
8-3-108.1	Holidays	Procedure	State	State Tech. Executive Director

8-4-100	Employee Performance Management System (EPMS)	Policy	State	State Tech. Executive Director
8-4-100.1	Employee Performance Management System (EPMS)(Review Date Option)	Procedure	State	State Tech. Executive Director
8-4-100.2	Employee Performance Management System (EPMS) Universal Performance Appraisal Options	Procedure	State	State Tech. Executive Director
8-4-101	Faculty Performance Management System (FPMS)	Policy	State	State Tech. Executive Director
8-4-101.1	Faculty Performance Management System (FPMS)	Procedure	State	State Tech. Executive Director
8-4-1010.1	Student Evaluation of Credit Courses and Faculty	Procedure	TCTC	Senior VP
8-4-1010.2	Adjunct Faculty Orientation, Supervision, and Evaluation	Procedure	TCTC	Assistant VP for Human Resources
8-5-100	Disciplinary Action	Policy	State	State Tech. Executive Director
8-5-100.1	Disciplinary Action	Procedure	State	State Tech. Executive Director
8-5-101	Anti-Harassment	Policy	State	State Tech. Executive Director
8-5-101.1	Anti-Harassment	Procedure	State	State Tech. Executive Director
8-5-102	Workplace Violence	Policy	State	State Tech. Executive Director
8-5-103	Non-Fraternization	Policy	State	State Tech. Executive Director
8-6-100	Grievances and Appeals	Policy	State	State Tech. Executive Director
8-6-100.1	Grievances and Appeals	Procedure	State	State Tech. Executive Director
8-7-100	Employment Practices	Policy	State	State Tech. Executive Director
8-7-100.1	Employment Practices	Procedure	State	State Tech. Executive Director

8-7-100.2	Temporary Employment	Procedure	State	State Tech. Executive Director
8-7-1000	Employment Practice	Policy	TCTC	Assistant VP for Human Resources
8-7-1000.1	Employment Practice	Procedure	TCTC	Assistant VP for Human Resources
8-7-101	Secondary Employment Outside the Technical Education System	Policy	State	State Tech. Executive Director
8-7-101.1	Secondary Employment Outside State Government	Procedure	State	State Tech. Executive Director
8-7-1010.1	Secondary Non-State Employment	Procedure	TCTC	Assistant VP for Human Resources
8-7-102	Employment of Relatives (Nepotism)	Policy	State	State Tech. Executive Director
8-7-103	Reduction in Force	Policy	State	State Tech. Executive Director
8-7-103.1	Reduction in Force	Procedure	State	State Tech. Executive Director
8-7-104	Communicable Diseases and Infections	Policy	State	State Tech. Executive Director
8-7-1040.2	Student HIV/AIDS	Procedure	TCTC	Assistant VP for Student Support and Engagement
8-7-105	Employee Alcohol/Drug Use	Policy	State	State Tech. Executive Director
8-7-1050	Employee Alcohol and Drug Use	Policy	TCTC	Assistant VP for Human Resources
8-7-106	Telecommuting	Policy	State	State Tech. Executive Director
8-7-106.1	Telecommuting	Procedure	State	State Tech. Executive Director
8-7-1060.1	Telecommuting	Procedure	TCTC	Assistant VP for Human Resources
8-7-107	Teacher and Employee Retention Incentive Program (TERI)	Policy	State	State Tech. Executive Director

8-7-107.1	Teacher and Employee Retention Incentive Program (TERI)	Procedure	State	State Tech. Executive Director
8-7-109	Criminal Background Checks	Policy	State	State Tech. Executive Director
8-7-109.1	Criminal Background Checks	Procedure	State	State Tech. Executive Director
8-8-100	Exit Interview	Policy	State	State Tech. Executive Director
8-8-100.1	Termination	Procedure	State	State Tech. Executive Director
8-9-100	Solicitation and Distribution	Policy	State	State Tech. Executive Director
8-9-100.1	Solicitation and Distribution	Procedure	State	State Tech. Executive Director
8-9-1000.1	Solicitation and Distribution of Materials, Goods and Services within College Facilities	Procedure	TCTC	Assistant VP for Human Resources
8-10-100	Employee Development	Policy	State	State Tech. Executive Director
8-10-100.1	Employee Development	Procedure	State	State Tech. Executive Director
8-10-1000	Employee Development	Policy	TCTC	Assistant VP for Human Resources
8-10-1000.1	Employee Development	Procedure	TCTC	Assistant VP for Human Resources
8-10-1010	Use and Dissemination of Personal Information	Policy	TCTC	Assistant VP for Human Resources
8-10-1010.1	Use and Dissemination of Personal Information	Procedure	TCTC	Assistant VP for Human Resources