



Policy Source: TCSG/Gwinnett Tech	Owner: President	Effective: 7/15/2015
Division: Office of the President	Reviewed: 1/2016, 3/2018, 3/2019, 12/2020 Revised: 3/2019	

### **1.1p GT TCSG Gwinnett Tech's Policy Approval**

The State Board of the Technical College System of Georgia has designated the president of the College as responsible for developing local policies governing the institution. Local policies must be in accord with the established Technical College System of Georgia policies, and federal and state statutes.

Suggestions for additional policies and procedures, and or revision to existing policies and procedures may be presented by any member of the faculty or staff of the College. The preferred method of submission is through the Strategic Impact Teams (SITs) of the College. However, suggestions may be submitted directly to the President's Leadership Team member representing the employee's division. The president will ensure the policy and procedures manual is reviewed annually.

The president has designated the Leadership Team as the committee where final policy and procedures are presented for deliberation, review and ultimately approval and inclusion in the Standard Operating Policy and Procedures Manual of the College. The president may ask for legal counsel review of policy and procedure when necessary, or ask for a committee to review and make recommendations if needed. No policy or procedure is official until signed and dated by the president. The director of institutional effectiveness serves as the designated policy and procedures manual custodian. The complete policy and procedures manual is available to all faculty, staff, and to the public via the College's website. The custodian of the policy and procedures manual will ensure each new policy and/or revision is updated on the policies and procedures website with the designated date of approval, review, and/or revision.

All faculty, staff, students, contractors, and visitors are required to comply with the College's policy. In the event of a conflict between a college policy and a State Board of the Technical College System of Georgia policy, the Technical College System of Georgia policy will supersede.

Gwinnett Technical College follows the Technical College System of Georgia (TCSG) 1.1 - Development, Approval, and Review of TCSG Policies and Procedures policy (<https://tcsq.edu/tcsqpolicy/files/1.1.pdf>) and procedures (<https://tcsq.edu/tcsqpolicy/files/1.1p.pdf>), which can be found in the Introduction section of the State Board Policies and TCSG Procedures Manual.