

DOCUMENT CONTROL ROUTING FORM

(PLEASE PRINT ON LIGHT BLUE PAPER)

Organizational Handbook	
<input type="checkbox"/> Addition - Is this a new position? <small>(If so, attach job description and revised Organizational Chart.)</small>	
<input type="checkbox"/> Deletion	
<input type="checkbox"/> Replacement (What position does it replace?)	
<input type="checkbox"/> Correction, Revision, or Clarification <small>(Attach hard copy with "red-line" changes.)</small>	
Nature of Revision:	
<input type="checkbox"/> Change in Job Title	
<input type="checkbox"/> Change in Job Description	
<input type="checkbox"/> Change in Organizational Chart	
Does change require reappoint factoring?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, signature approval by the Compensation Committee is required. * (see below)	
Notes:	

Other Handbooks/Manuals	
<input type="checkbox"/> Administrative Procedures Manual	
<input type="checkbox"/> Faculty Handbook	
<input type="checkbox"/> Academic Procedures Manual	
<input type="checkbox"/> Performance Appraisal Manual	
<input type="checkbox"/> Employment and Affirmative Action Manual	
<input type="checkbox"/> Academic Advisor's Handbook	
<input type="checkbox"/> Counseling Services Handbook	
<input type="checkbox"/> SGA-Clubs and Organizations Procedures Manual	
<input type="checkbox"/> Substantive Change Procedures Manual	
<input type="checkbox"/> Online Standards Handbook	
<input type="checkbox"/> Advisory Committee Handbook	
<input type="checkbox"/> Credit for Prior Learning Handbook	
<input type="checkbox"/> Standard Operating Procedures	
<input type="checkbox"/> Other	

<input type="checkbox"/> Addition (new) <input type="checkbox"/> Deletion	
<input type="checkbox"/> Replacement	
<input type="checkbox"/> Correction, Revision, or Clarification	
This is a change in:	
<input type="checkbox"/> Procedure change only (Does not effect Board policy)	
<input type="checkbox"/> Board approved policy	
(If checked, approval by the Board of Trustees is required. ** see below)	

Forms	
<input type="checkbox"/> Fill-in Forms (IEA website)	
<input type="checkbox"/> Replace current form in Performance Evaluation Manual	
<input type="checkbox"/> Replace current form in Employment and Affirmative Action Manual	
<input type="checkbox"/> Other form actions <small>(Add details in notes below)</small>	

<input type="checkbox"/> Addition (new) <input type="checkbox"/> Deletion	
<input type="checkbox"/> Form number assignment	
<input type="checkbox"/> Replacement	
<input type="checkbox"/> Correction, Revision, or Clarification	
Notes:	

SIGNATURES REQUIRED	DATE
Person Requesting	
Supervisor	
Organizational Handbook Proponent	
President's Initials <small>(Approval to send to Compensation Committee)</small>	
Compensation Committee Chairperson <small>*(Required if change to point-factoring)</small>	
President (Final Approval)	

SIGNATURES REQUIRED	DATE
Person Requesting	
Supervisor	
Handbook/Manual Proponent	
President	
** Date of Board Approval	

SIGNATURES REQUIRED	DATE
Person Requesting	
Supervisor	
Blank Form/Handbook/Manual Proponent	
VP for Human Resources & Institutional Effectiveness/Assessment	

After all approvals send copies to:
Office of Human Resources & Institutional Effectiveness/Assessment/Office of Business & Finance
Organizational Handbook Proponent
FTCC Form D-11

After all approvals send copies to:
Handbook/Manual Proponent
Office of Human Resources & Institutional Effectiveness/Assessment

After all approvals send copies to:
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Revised 10/07/2010