

# DOCUMENT CONTROL ROUTING FORM

(PLEASE PRINT ON LIGHT BLUE PAPER)

## Organizational Handbook

- Addition - Is this a new position?  
(If so, attach job description and revised Organizational Chart.)
- Deletion
- Replacement (What position does it replace?)
- Correction, Revision, or Clarification  
(Attach hard copy with "red-line" changes.)

**Nature of Revision:**

- Change in Job Title
- Change in Job Description
- Change in Organizational Chart

Does change require re-point factoring?

Yes  No

If yes, signature approval by the Compensation Committee is required. \* (see below)

**Notes:**

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

**After all approvals send copies to:**

President/Human Resources/Business & Finance  
Organizational Handbook Proponent  
Office of Institutional Effectiveness and Assessment  
FTCC Form D-11

## Other Handbooks/Manuals

- Administrative Procedures Manual
- Faculty Handbook
- Academic Procedures Manual
- Performance Evaluation Manual
- Employment and Affirmative Action Manual
- Academic Advisor's Handbook
- Counseling Services Handbook
- SGA-Clubs and Organizations Procedures Manual
- Substantive Change Procedures Manual
- Online Standards Handbook
- Advisory Committee Handbook
- Credit for Prior Learning Handbook

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- Addition (new)  Deletion
- Replacement
- Correction, Revision, or Clarification

This is a change in:

- Procedure change only (Does not effect Board policy)
- Board approved policy

(If checked, approval by the Board of Trustees is required. \*\* see below)

SIGNATURES REQUIRED	DATE
Person Requesting	
Supervisor	
Handbook/Manual Proponent	
President	

**After all approvals send copies to:**

Handbook/Manual Proponent  
Office of Institutional Effectiveness and Assessment

## Forms

- Fill-in Forms (IEA website)
- Replace current form in Performance Evaluation Manual
- Replace current form in Employment and Affirmative Action Manual
- Other form actions  
(Add details in notes below)

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- Addition (new)  Deletion
- Form number assignment
- Replacement
- Correction, Revision, or Clarification

**Notes:**

SIGNATURES REQUIRED	DATE
Person Requesting	
Supervisor	
Blank Form/Handbook/Manual Proponent	
Director of IEA	

**After all approvals send copies to:**

Blank Form/Handbook/Manual Proponent  
Office of Institutional Effectiveness and Assessment