

Subject: Distribution and Use of Policies and Procedures
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1. This Policies and Procedures Manual is a compilation of official policies and procedures that apply to all faculty and staff on the Beaufort campus. As of January 1, 2008, this manual supersedes any previously issued USC Beaufort Policies and Procedures Manual.
2. Policies and procedures that are printed in the faculty Manual, the Undergraduate Bulletin, and the Student Handbook are not duplicated here.
3. Revisions to the policies and procedures or new policies and/or procedures may be issued at any time by the Vice/Associate Chancellor promulgating the policy and shall be effective on the date of issue. Each newer revised policy should be put in Word format (latest used version) on a disk and given to the Business Office. The Vice Chancellor for Finance and Operations will notify the campus via e-mail when new or revised policies are issued.
4. The official version of the manual will be maintained by the Vice Chancellor for Finance and Operations.