

## WHAT IS A POLICY?

A policy is a high-level statement that outlines the University's overall goals, values, and expectations. It serves as a guiding principle and sets the tone for decision-making and actions within the organization. Policies are often broad and do not delve into specific step-by-step details.

### *Policies are...*

- ...general in nature and are designed to provide a framework for decision-making. They are typically applicable across various situations and scenarios.
- ...broad and concise, addressing the overall objectives and principles without delving into specific implementation details.
- ...generally more flexible and allow for interpretation and adaptation to different situations.
- ...provide guidance, establish principles, and communicate the organization's overall stance on various matters

Policies set the overarching framework and direction, while procedures provide detailed instructions for implementing those policies in day-to-day operations. Together, they contribute to organizational effectiveness, compliance, and consistency.

## WHAT IS A PROCEDURE?

A procedure is a detailed set of steps or actions to be followed in a specific situation or to achieve a particular task. It provides a more granular and specific guideline on how to carry out a particular activity.

### *Procedures are...*

- ...specific and detailed, focusing on the step-by-step actions required to perform a particular task or handle a specific situation.
- ...detailed and specific, outlining the exact steps to be taken in a given situation or to achieve a specific outcome.
- ...more rigid and are meant to be followed precisely to achieve consistent and standardized results.
- ...operational tools that provide specific instructions for carrying out tasks efficiently and consistently.

