

September 2010 Draft  
Reviewed by UGC September & October 2010  
Revised November 2010  
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## **Policy<sup>1</sup> Definitions for the University of Scranton:**

**Institutional Policies:** the general guidelines that inform decision-making and the development of procedures throughout the University. May include policies that are required of the University by way of federal legislation or other mandates.

- Govern institutional procedures
- Widespread application: guides work of the campus as a whole
- Changes less frequently, and then only through formal policy review process (University Governance Council review). Approval rests with President's Cabinet and/or the University President.
- Expressed in broad terms

**Inter-divisional Policies:** guidelines that inform practices and procedures created by a particular division that relate to, guide, or mandate operations in one or more other divisions.

- Govern the procedures of more than one division
- Developed/approved/changed through divisional policy development and in consultation with other division heads as needed; does not need to be vetted or approved through formal University policy review process
- Changes at discretion of the division head, with consultation as needed

**Divisional Policies:** the general guidelines that inform decision-making and the development of procedures within a specific division of the University. Student conduct policies are divisional policies within Student Life. Academic policies are divisional policies within Academic Affairs.

- Govern divisional procedures or processes
- Has application only within the division
- Changes less frequently, and then only through the division's policy review process. Approval rests with division head.

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<sup>1</sup> These definitions apply to all policies enacted by or within the University of Scranton, excepting those that are developed under the auspices of the Faculty Collective Bargaining Agreement.

Note that the President of the University, in his or her executive capacity, can enact or suspend a policy in the event of an emergency situation until such time as it can be reviewed by the University Governance Council or other groups.

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**Administrative<sup>2</sup> Departmental Policies:** the general guidelines that inform decision-making and the development of procedures within a specific department of the University.

- Govern the procedures or processes of the department
- Has application only within the department
- Departmental manager has discretion to change. Approval rests with department head.

**Procedures:** those documents describing the operational processes required to implement institutional, divisional, or departmental policies.

- Describe the process by which a policy is implemented, or in the case of SOPs (see below), the standard practice that is to be followed. Describe process in specific detail.
- Narrow application; adopted by those with job requirements to follow or manage processes. If procedure supports a divisional or departmental policy, the procedure may guide how members of the functional area respond to others outside of the division or department.
- Can be changed at the operational level, approval rests with department or division head.
- Prone to change, and do not need to go through a formal policy review process. However, policy owners for policies that the procedure impacts must be notified. Policy owners and/or the department(s) responsible for implementation of the procedures are responsible for identifying and consulting relevant advisory or other groups which the procedures may impact.

**Standard Operating Procedures (SOPs):** those documents describing or guiding regular processes, practices, or responsibilities that may not necessarily be related to a particular policy, but which requires a consistently applied approach.

**Guidelines:** documents that outline suggestions for best practice and appropriate standards; although these do not present requirements to be met, they are strongly recommended.

**Standards:** Required specifications, regulations, or rules. Outline minimal degree of compliance. Create consistency and uniformity of a process or activity. Differ from guidelines, which are recommended best practices.

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2. Academic department policies are not included in this policy process.