Policy[1] Definitions for the University of Scranton:

The following definitions articulate the types of policies, and policy related documents, that may exist at the University of Scranton. The type of policy, and the development and review process for that policy, is determined by its scope and the level of accountability it requires. The policy review and approval process follows several tiers; the level of review for each type is indicated in parenthesis[2].

Institutional Policies: the general guidelines that inform decision-making and the development of procedures throughout the University. May include policies that are required due to legislation or other external mandates. *(Tier 3 review)*

- Mandates requirements for members of the University Community. Govern institutional procedures.
- Expressed in comprehensive terms, and has broad application; applies to all administrators, faculty, staff, and students.
- 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. Board approval may also be required.

Inter-divisional Policies: the general guidelines that inform decision making, the development of procedures, or general practices of a particular division that relate to, guide, or mandate operations in one or more other divisions. Govern the procedures of more than one division. *(Tier 2 Review)*

- Application more selective; applies to the members of one or more University divisions, or those served by those divisions.
- Changes at discretion of the division head, with consultation as needed.
- Developed/approved/changed through divisional policy development and in consultation with other division heads as needed; does not need approved through formal University policy review process.

Divisional Policies: the general guidelines that inform decision making, the development of procedures, or general practices of a specific division of the University. Student conduct and academic policies are divisional policies within Academic Affairs. *(Tier 1 review)*

- Govern divisional procedures or processes.
- Has application only within the division.

---

[1] 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.
Provisional approval: 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.
[2] See attached description of policy review tiers.

This document reviewed annually by the University Governance Council.

- Changes less frequently, and then only through the division's policy review process. Approval rests with division head.

Administrative[3] Departmental Policies: the general guidelines that inform decision making, the development of procedures, or general practices of a specific department of the University. *(Tier 1 review)*

- Govern the procedures or processes of the department.
- Has application only within the department.
- Departmental manager has discretion to change, in consultation with divisional vice president as needed. Approval rests with department head.

Procedures: those documents describing the operational processes required to implement institutional, interdivisional, divisional, or departmental policies. Procedures may be part of a larger policy, or as a separate appendix document, but are not policy in and of themselves. *(Review level varies by policy type).*
- 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. *(Tier 1 Review)*

Guidelines: documents that outline suggestions or recommendations for best practice; although these do not present requirements to be met, they are strongly recommended. *(Tier 1 Review)*

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. *(Tier 1 Review)*

---

[3] Academic department policies are not included in this policy process.