Determining Whether a Statement is a Policy or a Procedure

Policies:

- Guiding principles that express the institutional culture, goals, and philosophy.

- Policies promote consistence and operational efficiency, enhance the University's mission and mitigate significant institutional risk.

- May be required by USM Board of Regents Policy, Federal, or State regulations.

- Approved through shared governance and the President. Maintained on the UMBC Policy page.

Procedures:

- May be referenced or required in USM BOR or UMBC Policies as 'policies and procedures'.

- Step-by-step descriptions of the tasks required to support and carry out organizational policies.

- Procedures articulate the process for accomplishing controls.

- Outlines specific restrictions and exclusions.

- Approval is made within departmental/area leadership. Policies and procedures with a broad impact should be socialized to the extent reasonable, but shared governance approval is not required.

Policies	Procedures
Have widespread application	Have a narrower focus
Are non-negotiable, change infrequently	Are subject to change and continuous improvement
Are expressed in broad terms	Are a more detailed description of activities
Are statements of *what* and/or *why*	Are statements of *how*, *when* and/or *who* & sometimes *what*
Answer major operational issues	Detail a process