



POLICY VS PROCEDURE

POLICY	PROCEDURE
Broad theme-based	Subject-based
High-level	More detailed
Principles only	Roles, responsibilities, processes, templates, forms and workflow
Short – 4 pages maximum	As long as needed (succinct still preferred)
Developed in consultation with Policy and Compliance Services	Developed in consultation with Policy and Compliance Services
Approved by appropriate authority	Approved by Accountable Officer
Published in the online Policy Library	Published in the online Policy Library
Major change / review requires full approval process	Can be modified with approval of Accountable Officer
Be consistent with, and not duplicate another Act, University Statute, Regulation or Policy	Be linked to one or more authority objects (Act, Statute, Regulation, Agreement, Code or Policy)
Create relationships to other Policies and Procedures with which they interact	Create relationships to other procedures with which they interact