



University of California Policy Process

Determining Whether a Statement is a Policy or a Procedure

Systemwide policies are 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. Policies allow for some discretion by guiding decision making and limiting or setting parameters or choices.

Because policies typically require extensive review and executive – level approval, we encourage policy writers to separate policies from procedures in University policy documents.

Procedures are step-by-step descriptions of the tasks required to support and carry out organizational policies. Procedures articulate the process for accomplishing controls. Procedures might also document a course of action accomplished in a defined order, ensuring the consistent and repetitive approach to accomplish control activities

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 <i>what</i> and/or <i>why</i>	Are statements of <i>how</i> , <i>when</i> and/or <i>who</i> & sometimes <i>what</i>
Answer major operational issues	Detail a process