DOCUMENT CLASSIFICATION GUIDE

POLICY	PROCEDURE	GUIDELINE
A formal, high-level statement with broad application that sets out the University's position on a particular issue and provides governing principles that mandate actions or establish rights or obligations. Policies are mandatory and must be followed. Policy ensures coordinated compliance with applicable laws and regulations, promotes operational efficiency, and/or reduces institutional risk.	Detailed step-by-step instructions on how to implement a policy or operationalize a process. Procedures are specific and actionable and define the roles, responsibilities, expectations, and resources necessary to achieve a desired outcome. Procedures ensure that a policy is consistently and effectively applied.	A non-binding set of recommendations, or additional information, intended to support industry best practice, educate the workforce on how to achieve a desired outcome, or otherwise assist the workforce in making informed decisions under certain circumstances.

CRITERIA

POLICY	PROCEDURE	GUIDELINE
☐ States an institutional position, commitment, or governing principle that compels the decisions and actions of UConn.	☐ Outlines required actions by objective and/or role. "How" something is done, "who" does it and "when".	☐ Provides general recommendations based on best-practice.
☐ Mandates or prohibits actions, establishes rights or obligations.	☐ Does not contain Policy Statements. Provides instruction.	☐ Educational tool used to inform the workforce on how to achieve a desired outcome.
☐ Has broad application.	☐ May have a narrower application than Policy.	☐ Varies in scope. May be specific to certain units or have an organizational focus.
☐ Enforceable and non-negotiable. Non-compliance may result in disciplinary action.	☐ Enforceable. May be negotiable at the discretion of leadership. Non-compliance may result in disciplinary action.	☐ Generally allows end-user discretion in interpretation, implementation, or use.
☐ Changes infrequently. Must be reviewed once every three (3) years or sooner.	☐ Changes as needed to update processes or improve efficiency. Must be reviewed once every three (3) years or sooner.	☐ Changes as needed to update best practice. Must be reviewed once every three (3) years or sooner.