Distinguishing between a university policy or standard, or a unit-level rule

**University Policy or University Standard**

Does it...

- Apply broadly across the university?
- Govern the OSU community of students, faculty, staff, volunteers, licensees, and contractors?
- Contain governing principles or rules that create university-level administrative structures?
- Delegate authority over or articulate responsibilities for enacting university-wide functions?
- Promote the university’s mission, values, and relationships with key stakeholders?

**Unit-level rule or procedure**

Does it...

- Apply solely to your unit or to the functions over which your unit has authority?
- Govern a range of individuals (students, faculty, staff, etc.) but only as it pertains to their interactions with your unit?
- Describe mechanisms for the administration of programs and unit-specific functions?
- Support or specify procedures for implementing a university policy or standard?
- Contain detailed descriptions of how tasks are performed and accomplished?

**Examples:**

- *Animals on Campus*—applies to all individuals at all university locations
- *Veterans Preference Employment Policy*—applies to all applicants and hiring committees; promotes university-wide compliance with state and federal law; and promotes the university’s values
- *International Travel*—applies to all students, faculty, and staff undertaking any university-sponsored international travel; establishes authorities over university-wide functions; describes responsibilities of all travelers; contributes to university-wide risk mitigation

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