

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

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?

Then

University Policy
or University
Standard

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

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?

Then

Unit-level rule
or procedure

Examples:

OSU Library policies—While these would apply broadly to students, faculty, staff, and visitors, they are specific to how a unit (the library) delivers its services

Policy on Purchase Orders—within a manual overseen by Procurement and Contracting Services (PaCS), this rule describes a range of activities related to issuing Purchase Orders. While this would apply broadly to any acquisitions of goods and services by any individuals, it applies specifically to functions overseen by a specific unit (PaCS).