



# POLICY OR PROCEDURE

<p><b>Purpose</b></p>	<p>The purpose of this document is to clarify the differences between polices and procedures. This document is intended to be used as a supplement to the <b>Guidance on Writing Policies</b>.</p>
<p><b>Who Should Know This Policy</b></p>	<p>All employees who write or update policies or procedures.</p>
<p><b>Contact</b></p>	<p>Office of the President directs this policy to be administered by the director of operations. Questions should be directed electronically to <a href="mailto:policy@libi.edu">policy@libi.edu</a>.</p>

## DEFINITIONS

Together, policies and procedures define who we are institutionally and ensure that things go smoothly. The terms “policies” and “procedures” should not be used interchangeably.

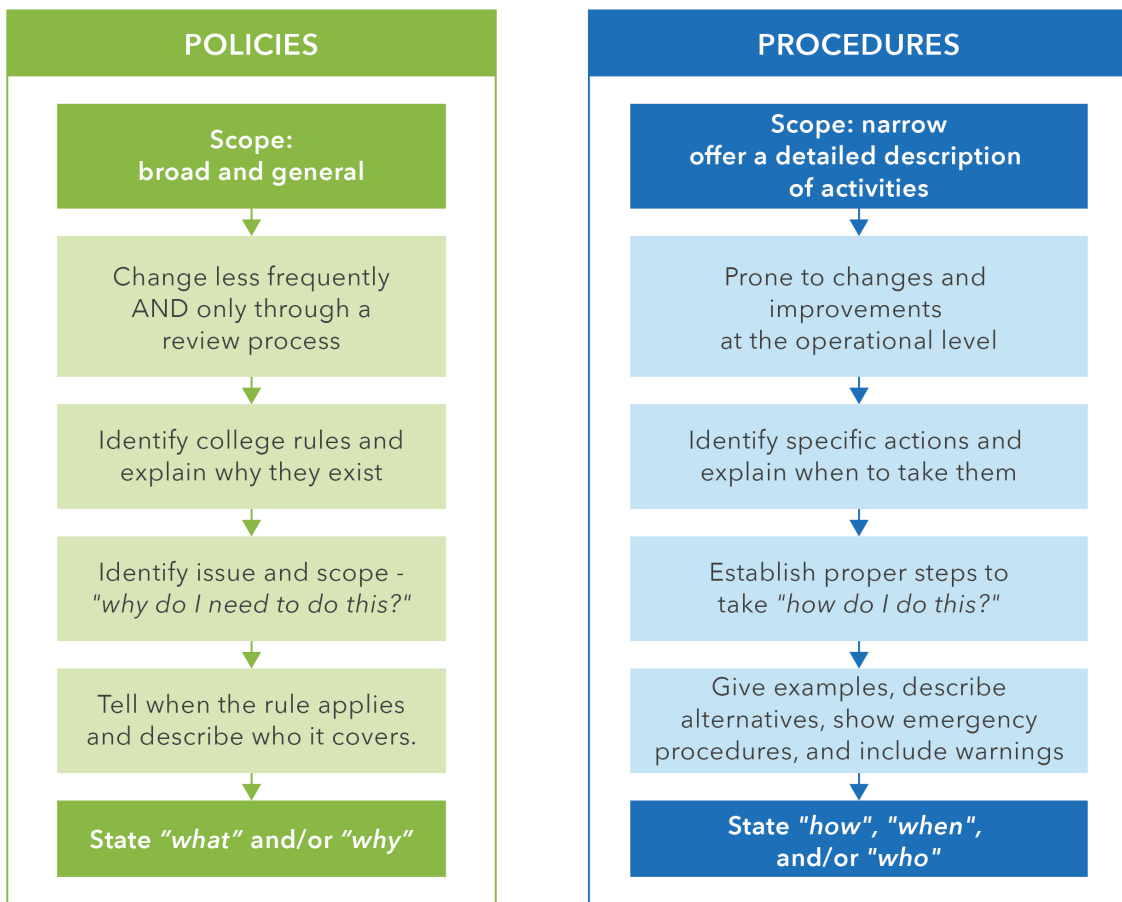
- **Policies**

Policies are the big, overarching principles of our institution – the foundation that determines our direction as a college. Policies set direction, provide formal guidance and shape decision-making. Policies guide our day-to-day actions and strategies because they provide the operational framework within which we function. More specifically, policies provide us with a guide to decision making under a given set of circumstances. An effective policy outlines what members of the LIBI community must do or not do, provides direction, sets limits, articulates principles, and gives guidance for decision making. Policies answer questions like: What? Why?

- **Procedures**

Procedures are the counterpart to policies; they are the instructions on how policies are to be followed. Procedures, therefore, are the operational processes required to implement institutional policies. Procedures are comprised of steps that must be followed in a consistent manner to reduce variability in the application of college policies across the institution. Procedures are extremely valuable when we train new employees, for compliance purposes to ensure that all three locations are uniform in their application of institutional policies, and for process improvement purposes. Procedures answer questions like: How? When and/or who?

## **POLICY SPECIFICS**



*Revision History:*

*This document does not replace the Guidance on Writing Policies.  
This is a clarification complimentary to the policy revised January 2020.*