



NORTH CAROLINA A&T STATE UNIVERSITY

DEFINITIONS

Supplement to University Policy 1106, Policy on Policies

- (1) “Academic Policy” means a policy that directly affects the pedagogical and/or research mission of the University.
- (2) “Administrative Policy” means a non-academic policy that governs the University’s operations.
- (3) “Confidential Standard” means a standard that is exempt from public records disclosure under North Carolina law and for which campus distribution may be limited to employees in specific defined roles. Access to Confidential Standards may require written confidentiality agreements. Unit Standards or University Standards may be Confidential Standards.
- (4) “Division” includes: Academic Affairs, Athletics, Business Affairs, the Chancellor’s Office, Information Technology, Research, Student Affairs, University Advancement, or University Communications.
- (5) “Guidelines” means information intended to advise people on how something should be done or what something should be.
- (6) “Interim Policy” means a policy issued by the Chancellor when a University policy must be established in a time period too brief to permit the completion of the process set forth in the Policy on Policies. An Interim Policy may remain in force until the next Board of Trustees meeting, and the Board of Trustees shall be advised of all Interim Policies.
- (7) “Policy” means a written statement of management philosophy and direction, established to provide guidance and assistance to the University community in the conduct of University affairs. A University policy:
 - (a) enhances the University’s mission;
 - (b) contains an official, concise statement to guide the governance and/or operations of the University on an issue or subject matter;
 - (c) is a governing principle that mandates or constrains actions;
 - (d) has institution-wide application;
 - (e) changes infrequently and sets a course for the foreseeable future;
 - (f) helps ensure compliance with applicable laws and regulations;
 - (g) reduces institutional risk;
 - (h) promotes effectiveness and efficiency; and
 - (i) is approved at the executive levels of the University (Board of Trustees, Chancellor, Provost).

- (8) “Policy initiator” means any faculty, staff member, or student who identifies a University-level issue and develops a policy proposal.
- (9) “Policy owner” means the appropriate University officer (Chancellor, Provost, etc.) whose jurisdiction covers the subject matter of the policy.
- (10) “Procedure” means a guideline or series of interrelated steps taken to help implement a policy. University procedures:
 - (a) should identify and link to the applicable University policy;
 - (b) should be reviewed and updated as necessary to ensure agreement with the most current version of the University policy; and
 - (c) generally do not require formal approval by senior University officials.
- (11) “Responsible Office” means the office or unit designated to develop and administer specified University policies.
- (12) “Stakeholder” means any individual or group directly or indirectly impacted by a given policy.
- (13) “Standard” means a written prescriptive statement that provides technical direction and requirements in support of an established policy and describes how a policy will be implemented and enforced. Standards identify mandatory actions and establish constraints.
- (14) “Student policies” are policies that directly affect student life at the University.
- (15) “Supporting Documents” or “Resources” mean procedures, standards, guidelines or other documents that contain specific mechanisms or processes related to and authorized by a policy to establish how that policy should be carried out. Supporting Documents may include detailed instructions, steps, or forms that facilitate compliance with a policy.
- (16) “Unit” means a Center, Department, Institute, Office, School, College, or other operational segment within a Division of the University.
- (17) “Unit Policy” means a policy that has application only within the issuing unit (e.g. applies only to unit employees, staff, students, and/or others working for or within the unit).
- (18) “Unit Standard” means a standard which applies to a single Unit.
- (19) “University Standard” means a standard which applies to the University community.