

Policy and Procedure Definitions
Approved by College Council May 5 , 2006

Policy and Procedure Definitions

Policies are formal statements of principles or rules that members of Lane Community College are expected to follow.

Procedures tell members how to carry out or implement a policy. They are the normal methods for following policies

Comparison of Policies and Procedures

- Policies indicate the *general course of action* that should be taken in response to a particular event or situation. Procedures indicate the *specific steps* that should be taken in response to a particular event
- Policy is the "*what*" and the procedure is the "*how to*."

Council Relations to Policies and Procedures

- "Policy decisions that are the responsibility of governance councils are indicated by the scope section of the councils' charters and their decision matrices." (Governance Charter)
- College procedures may be reviewed by councils on a consultative basis, which may result in their modification.

