

# OPERATIONAL DEFINITIONS 2007-2008

DRAFTED at 02-21-08 Elected Faculty Workshop

REVIEWED and amended at 03-06-08 Elected Faculty Workshop

Endorsed at joint meeting of Standing Committee Chairs and ECUS 03-20-08

Recommended for review and use at the May 8, 2008 Governance Retreat and further review during 2008-2009

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## Policy (Developed during 2006-2007)

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**POLICY DEFINITION DRAFT from ECUS on 11-14-06 (endorsed by USBGCC on 11-15-06)**

*A policy is a statement of record that governs the conduct of the university community and/or embodies a general principle that guides university affairs.*

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## Procedure

Virginia Commonwealth: Procedures are defined, mandatory series of steps established to accomplish a particular policy.

*A procedure is a written statement of the method required to implement a policy.*

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## Guideline

Virginia Commonwealth: Guidelines suggest how policies should be accomplished and represent the recommended course of action.

*A guideline is a suggestion for the development or implementation of policy or procedure.*

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## Practice

*A practice is a customary way of operating or behaving.*

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## Exhibit

*An exhibit is a written statement presented for consideration, such as supporting documents or forms.*

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## Resolution

*A resolution is a formal expression of opinion, will, or intention placed before an assembly for consideration.*

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## Concern

*A concern is a matter that engages a person's attention, interest, or care, or that affects a person's welfare or happiness.*

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## Information Item

*An information item is a statement or document that provides context or illuminates a point under consideration.*