Policy 101

UNC INSTITUTIONAL INTEGRITY AND RISK MANAGEMENT

Policy sets behavioral expectations and defines boundaries of the University community. University Policy, Processes, and Procedures can be found in the University Policy Repository. If your Unit has not stored policies in the University Policy Repository, please check with your dean. Also, academic Policies can be found in the University Catalog.

Key Terminology

Term	Definition/Description
Policy	Panoramic, high-level, strategic documents that set aspirational goals, aligns with the University's mission and values, and ensures legal compliance.
Standard	Serves as a middle-role between Policy and Procedures setting minimal limits, measurements, or rules to comply with a policy successfully.
Procedure	Tactical, detail-oriented, applied documents that detail actionable steps towards fulfilling a standard or a policy.
University Policy	A policy that applies to two or more schools or Administrative Units (i.e. the Facilities Use Policy).
Unit Policy	An internal policy that applies to a single school or Administrative unit (i.e. the School of Medicine).

Policy Lifecycle

Different schools and Administrative Units across campus coordinate to revise their policies. Policy review is an ongoing process, and divisions constantly revise their policies to stay current with the University's needs. You can learn more about the Policy Lifecycle, and where you fit into your division's policy process, on the Office of Ethics and Policy's website.

Policy Development
Issuing Unit subject matter experts (SME) creates new policy or update existing policy.

Policy Feedback
Issuing Unit gets feedback about draft from relevant stakeholders.

Policy Maintenance
Issuing Unit review policy document at least once every three years to ensure policy content remains up-to-date. Proceed to policy development steps if edits are needed.

Policy Review Committee
Issuing Unit shares new or substantively updated policies with Policy Liaisons on the PRC for written comment and verbal discussion.

Policy Communication
Issuing Unit communicates policy updates to relevant stakeholders. Policy Office publishes finalized draft on policies.unc.edu.
IIRM VC briefs Cabinet monthly on policy updates.

Policy Approval
Issuing Unit VC or Dean (for designee) approves final draft.
If high-risk: The Executive Policy Approval Committee (EPAC) also reviews and approves.

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