Policy Development Table

MICHIGAN STATE UNIVERSITY

(6/1/22)

This document is intended to assist in distinguishing University-wide policies from Unit-level policies, Procedures, Bylaws, Handbooks, Manuals, and Guidelines.

DESCRIPTION	DEFINITION	CRITERIA	EXAMPLE(S)
University-wide Policy	A university-wide policy is developed through the university policy process providing specific direction for operations, administration, or programs on a university-wide basis.	• Mandates actions or constraints, specifies behavior and articulates desired outcomes. • Enhances the university's mission, mitigate institutional risk, and/or promotes operational effectiveness and efficiency. • Are broad and general and change infrequently. • Applies to all MSU employees, students, vendors, and visitors.	**Anti-Discrimination Policy- Anti Discrimination Policy** **Acceptable Use Policy for MSU Information Technology Resources- Acceptable Use Policy** **Conflict of Interest in Employment- Conflict of Interest Policy- University-wide**
Unit-level Policy	A unit level policy is developed, updated, administered, communicated, and trained to at the college/unit level and only applies to the issuing unit.	• Addresses the specific need for operations, administration, or programs of Colleges, Units, or departments of the university. • Applies only to a specific college, unit, or department. • Can have additional specifications, requirements, or restrictions as compared to but cannot contradict or be less restrictive than a university-wide policy. • Is approved by department or unit leadership.	

DESCRIPTION	DEFINITION	CRITERIA	EXAMPLE(S)
Procedures	The operational actions necessary to implement a policy.	• Provides step by step instructions, including: • "Who" performs the action • "What" steps should be taken • "When" steps should be taken • "How" steps should be performed • Regularly reviewed and updated to improve and reflect current best practices. • May have narrower focus/scope than a policy	**Conflict of Interest in Employment-** **Conflict of Interest Policy-Employment**
Bylaws	Provide the general framework for the organization, administration, and operations of the university or one of its colleges, units, departments, or other organizational structures.	• Protect from potential problems by clearly outlining rules around authority levels, rights, and expectations	**Board of Trustees Bylaws- Board of Trustees Bylaws** **Michigan State University Academic Governance Bylaws- Academic Governance Bylaws**
DESCRIPTION	DEFINITION	CRITERIA	EXAMPLE(S)
Handbooks/ Manuals	A reference document that provides information for a particular group of people or with respect to a particular topic.	• Often includes policies, procedures, or other important documents relevant to a group or topic, as well as information about how to implement, interpret and comply with policies.	**Support Staff Handbook- support-staff-handbook** **On-Campus Housing Handbook- MSU Housing Handbook** **Bio-Safety Manual- MSU Biosafety Manual**

DESCRIPTION	DEFINITION	CRITERIA	EXAMPLE(S)
Guidelines	Non-binding recommendations published with the intent of encouraging a particular group of people to take a particular course of action.	• Provides helpful information or recommendations based on a best practice. • Do not contain official University mandates or agreements.	**Technical Guidelines (WCAG 2.0)- Web access Policy and Technical Guidelines** **MSU Guidelines for Mentoring and Advising- MSU guidelines for graduate-student-mentoring and advising**