MICHIGAN STATE UNIVERSITY

MSU Policy Library Advisory Committee Charter

The Michigan State University Policy Library Advisory Committee (the "Committee") advises on matters of University Policy formulation, drafting, reviewing, approving, dissemination, training and compliance. The Committee will research and promote best practices for the development, implementation, revision, organization and archiving of University Policy promulgated by the appropriate University authority. The "Committee" will include selected representation across the University units and departments. The Office of Audit, Risk and Compliance (OARC) Institutional Ethics and Compliance Assistant Director will lead and direct the Committee's work and provide staffing support.

Policy Library Advisory Committee members also serve as official Policy Liaisons who function as key advisors, facilitators, and coordinators for policy-related matters originating from or related to their respective areas of jurisdiction. Responsibility for University Policy compliance resides with each policy's Responsible Executive and Responsible Office, the affected constituencies, and the University community at large. Those responsible for a policy are also responsible for developing and managing effective systems or activities to ensure appropriate policy awareness, training opportunities, and accountability.

All University Policies must support Michigan State University's mission and goals, promote consistency and transparency, manage or mitigate risk, and provide clear guidance for the conduct of University operations.

Mission:

The mission of the MSU Policy Library Advisory Committee is to assist the Office of Audit, Risk and Compliance (OARC) in implementing and establishing the foundation and framework for a University wide Policy Library to communicate: organizational values and expectations regarding employee behavior; internal standards for compliance with laws and regulations; and the consequences of noncompliance to both the organization and the employee.

Key Responsibilities:

Specifically, the committee will:

- Assist the OARC in researching and recommending best practices as it relates to a University Policy Library;
- Assist in developing and approving a Policy on Policy Development, Management and Review that establishes a clear process for proposing, approving, revising and disseminating policies;
- Establish a universal Policy Template to ensure that policies are formatted and presented in a consistent manner, to the extent practicable;
- Assist in evaluating and recommending a Policy Management Software vendor for procurement;
- Review current policies to ensure that duplicative or erroneous versions or copies of policies are removed from circulation and that conflicts or inconsistencies between policies are eliminated to the extent possible;
- Review current polices to ensure that they are classified appropriately as a policy and determine whether they should in fact be cataloged in the policy library;
- Ensure that there are appropriate opportunities for stakeholder engagement in the policy process.

Meetings and Reporting:

The Committee shall meet as needed with an aggressive schedule initially and potentially less frequent as requirements are substantially completed. Members shall make every effort to attend meetings in-person/virtual and review information by email or at the meetings.

Miscellaneous

All members of the Committee agree to cooperate to accomplish the key responsibilities of the Committee.

Authority

Approved by: Marilyn Tarrant, Associate Vice President and Chief Audit, Risk and Compliance Officer, February 19, 2021

Issued by: Marilyn Tarrant Associate Vice President and Chief Audit, Risk and Compliance Officer, February 22, 2021

Review Date: Feb 19, 2024