

# Policy Development Table

(8/9/23)

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)
<b>University-wide Policy</b>	A university-wide policy is developed through the university policy process providing specific direction for operations, administration, or programs on a university-wide basis.	<ul style="list-style-type: none"> <li>• Mandates actions or constraints, specifies behavior and articulates desired outcomes.</li> <li>• Enhances the university's mission, mitigate institutional risk, and/or promotes operational effectiveness and efficiency.</li> <li>• Are broad and general and change infrequently.</li> <li>• Applies to all MSU employees, students, vendors, and visitors.</li> </ul>	<p><a href="#">Policy Development, Management and Review</a></p> <p><a href="#">Clery Act Compliance Policy</a></p> <p><a href="#">Relationship Violence and Sexual Misconduct and Title IX Policy</a></p>
<b>Unit-level Policy</b>	A unit level policy is developed, updated, administered, communicated, and trained to at the college/unit level and only applies to the issuing unit.	<ul style="list-style-type: none"> <li>• Addresses the specific need for operations, administration, or programs of Colleges, Units, or departments of the university.</li> <li>• Applies only to a specific college, unit, or department.</li> <li>• Can have additional specifications, requirements, or restrictions as compared to but cannot contradict or be less restrictive than a university-wide policy.</li> <li>• Is approved by department or unit leadership.</li> </ul>	<p><a href="#">Postings and Signage-Secchia Center</a></p>
DESCRIPTION	DEFINITION	CRITERIA	EXAMPLE(S)

<b>Procedures</b>	The operational actions necessary to implement a policy.	<ul style="list-style-type: none"> <li>• Provides step by step instructions, including:</li> <li>• "Who" performs the action</li> <li>• "What" steps should be taken</li> <li>• "When" steps should be taken</li> <li>• "How" steps should be performed</li> <li>• Regularly reviewed and updated to improve and reflect current best practices.</li> <li>• May have narrower focus/scope than a policy</li> </ul>	<a href="#">Single/Sole Source Purchases</a>
<b>Bylaws</b>	Provide the general framework for the organization, administration, and operations of the university or one of its colleges, units, departments, or other organizational structures.	<ul style="list-style-type: none"> <li>• Protect from potential problems by clearly outlining rules around authority levels, rights, and expectations</li> </ul>	<a href="#">Board of Trustees Bylaws</a>  <a href="#">Michigan State University Bylaws for Academic Governance</a>
DESCRIPTION	DEFINITION	CRITERIA	EXAMPLE(S)
<b>Handbooks/ Manuals</b>	A reference document that provides information for a particular group of people or with respect to a particular topic.	<ul style="list-style-type: none"> <li>• 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.</li> </ul>	<a href="#">Support Staff Handbook</a>  <a href="#">MSU Biosafety and Biosecurity Manual</a>
DESCRIPTION	DEFINITION	CRITERIA	EXAMPLE(S)
<b>Guidelines</b>	Non-binding recommendations		<a href="#">Social Media Guidelines</a>

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.

[MSU Guidelines for Graduate Student Mentoring and Advising](#)