

The Michigan State University Process for Developing a New or Revised Policy



A need for a new or revised policy is identified by a Unit/ Department, Employee, or Governing Body.

The Responsible Office submits a Policy Intent Form to the OARC Policy Analyst at msupolicylibrary@msu.edu

The OARC Policy Analyst will review the Policy Intent Form and contact the Responsible Office to review the Policy Development Process and next steps.

The Responsible Office will create a draft of the policy using the standard MSU Policy Template.

The Responsible Office will complete a Policy Submission Form and forward the draft policy to the OARC Policy Analyst.

The OARC Policy Analyst will assist the Responsible Office with determining Approval Authority, policy category, policy history and possible policy stakeholders for review.

The Responsible Office will provide the proposed policy to the appropriate policy stakeholders for an opportunity to review and comment on the policy.

After considering input from stakeholders and making changes to the policy as appropriate, the Responsible Office will route the proposed policy to the Responsible Executive.

Once reviewed, the Responsible Executive will either approve or send the proposed policy back to the Responsible Officer for modifications.

If approved by the Responsible Executive, the Responsible Executive will sign off on the Policy Submission Form and return it back to the Responsible Officer.

The Responsible Office will send the Policy Submission Form, with signatures, final policy document and Communications Plan to OARC Policy Analyst.

The OARC Policy Analyst completes final review and assigns a policy number and review date.

The OARC Policy Analyst submits the Policy Submission Form, policy and Communication Plan to the Approval Authority for final approval.

If approved by the Approval Authority, the OARC Policy Analyst will notify the Responsible Office of the approval and permission to proceed with the Communication Plan.

The OARC Policy Analyst will publish the approved policy on the University Policies website and store a preservation copy of the policy in its electronic records archives.

OARC - Office of Audit, Risk and Compliance