The Michigan State University Process for Developing a New Policy

Step 1: Identification

Step 2: Analysis, Approval to Proceed, and Draft Development

Step 3: Further Development and Approval for Submission

Step 4: Submission for Final Approval

Step 5: Issuance and Communication

Step 1: Identification

A need for a new policy is identified by an administrative unit, governing body, employee, or student

The Responsible Office and Responsible Officer (RO) are accountable for implementing and administering the policy is identified. The MSU Policy Library Advisory Committee may assist in identifying a Responsible Executive (RE) and/or Office as needed.

Step 2: Analysis, Approval to Proceed, and Draft Development

The RO will assess the need for the policy and any implications and coordinate with applicable policy stakeholders.

The RO will develop the new policy using the MSU Policy Template.

The RO will submit a standardized University Policy Submission Form, a draft of the proposed policy, and any accompanying policy analysis to the appropriate Responsible Executive (RE).

If approved by the RE, the RO will submit the proposed policy to the OARC to determine the appropriate Approval Authority and policy category.

Step 3: Further Development and Approval for Submission

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

After considering input from stakeholders and making changes to the policy as appropriate, the RO will route the proposed policy to the RE, who will determine whether the policy is approved and will proceed.

Step 4: Submission for Final Approval

Once the policy is completed and approved by the RE, the RO will send the final policy document, the University Policy Submission Form, and the Policy Communications Plan to the OARC at msupolicylibrary@msu.edu

OARC completes final review and assigns a policy number and review date.

After the OARC final review, the OARC will submit the policy for final approval by the Approval Authority.

Step 5: Issuance and Communication

After the policy has received final approval from the Approval Authority, the OARC will notify the Responsible Executive/Officer that final approval has been granted and that they can proceed with the Policy Communications Plan

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

Legend

RO - Responsible Officer
RE - Responsible Executive
OARC- Office of Audit, Risk and Compliance