# **Process for Developing a New Policy Flowchart**

## Michigan State University

## Office of Audit, Risk and Compliance

The following is an outline of the process steps associated with the development of a new university-wide policy:

1. Identification

 Step 1. A need for a new policy is identified by an administrative unit, governing body, employee, or student.

 Step 2. The Responsible Office and Responsible Officer that are accountable for implementing and administering the policy is identified. The MSU Policy Library Advisory Committee may assist in identifying a Responsible Executive and/or Responsible Officer as needed.

1. Analysis, Approval to Proceed, and Draft Development

 Step 1. The Responsible Officer will assess the need for the policy and any implications and then coordinate with applicable policy stakeholders.

 Step 2. The Responsible Officer will develop the new policy using the MSU Policy Template.

 Step 3. The Responsible Officer will submit a standardized University Policy Submission Form, a draft of the proposed policy, and any accompanying policy analysis to the appropriate Responsible Executive.

 Step 4. If approved by the Responsible Executive, the Responsible Officer will submit the proposed policy to the Office of Audit, Risk and Compliance to determine the appropriate Approval Authority and policy category.

1. Further Development and Approval for Submission

 Step 1. The Responsible Officer will provide the proposed policy to appropriate policy stakeholders for an opportunity to review and comment.

 Step 2. After considering input from stakeholders and making changes to the policy as appropriate, the Responsible Officer will route the proposed policy to the Responsible Executive, who will determine whether the policy is approved and will proceed.

1. Submission for Final Approval

 Step 1. Once the policy is completed and approved by the Responsible Executive, the Responsible Officer will send the final policy document, the University Policy Submission Form, and the Policy Communications Plan to the Office of Audit, Risk and Compliance at msupolicylibrary@msu.edu.

 Step 2. The Office of Audit, Risk and Compliance completes final review and assigns a policy number and review date.

 Step 3. After the Office of Audit, Risk and Compliance final review, the Office of Audit, Risk and Compliance will submit the policy for final approval by the Approval Authority.

1. Issuance and Communication

 Step 1. After the policy has received final approval from the Approval Authority, the Office of Audit, Risk and Compliance will notify the Responsible Executive/Officer that final approval has been granted and that they can proceed with the Policy Communications Plan.

 Step 2. The Office of Audit, Risk and Compliance will publish the approved policy on the University Policies website and store a preservation copy of the policy in its electronic records archives.