

November 1, 2023

MEMORANDUM

TO: MSU Executive Leadership Team, Deans, Directors, and Chairs

FROM: Mike Yankowski, Institutional Ethics and Compliance Assistant Director
Marilyn K. Tarrant, Associate Vice President and Chief Audit, Risk and Compliance Officer

SUBJECT: MSU Policy Management Program and University Policies Website

The Office of Audit, Risk and Compliance (OARC) was tasked with creating the foundation and framework for a centralized Michigan State University (MSU) Policy Management Program and University Policies website. After researching best practices and conducting a national and Big Ten peer review, a vision and framework was created for the MSU Policy Management Program.



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As part of the foundation for the MSU Policy Management Program, the MSU Policy Library Advisory Committee was formed to assist the OARC in establishing the framework of the program. The mission of the Committee is to assist the OARC in implementing and establishing the foundation and framework for a university-wide policy management program and policy website. The Committee includes selected representation across the university units and departments. The OARC Institutional Ethics and Compliance Assistant Director, Mike Yankowski, leads and directs the Committee's work and provides staffing support.

After a multi-year effort that engaged stakeholders across campus, I am pleased to announce that MSU has launched the first phase of the MSU Policy Management Program with the publication of the Policy Development, Management and Review policy (UW-03-01) [MSU Policy Development, Management and Review Policy](#).

The MSU Policy Management Program will provide the University's first centralized system for developing, maintaining, reviewing, revising, approving, retiring, and communicating university-wide policies for the MSU Community.

The Policy Development, Management and Review policy sets the framework for handling all university-wide policies and lays the foundation for units and

departments to develop and manage an electronic policy management system that will standardize formats and simplify the policy process.

In addition to the policy, the first edition of the policy library website is now live at [University Policies | Michigan State University \(msu.edu\)](https://www.msu.edu/policies) .

The online, searchable policy website will serve as the official, up-to-date resource for all university-wide policies at MSU. The website features extensive search functionality that allows users to search by category or key words. The MSU University Policy website will also include resources and tools that should be used for development of a new policy or revision of an existing policy.

In the initial phase, the Policy Development, Management and Review policy only applies to university-wide policies. All existing university-wide policies will be revised, updated, and converted to the new template by December 31, 2025.

However, units and departments are encouraged to begin using a similar unit-level template and follow a similar process for developing, reviewing, revising, and approving unit-level policies within the issuing unit. Units and departments must take particular care to ensure that unit-level policies do not conflict with university-wide or Board of Trustees policies.

The long-term vision is to create a centralized one-stop-shop universities policy website that will be the repository for all university and unit policies, academic catalog handbooks/manuals, guidelines, and bylaws. The centralized policy library will create an environment of clarity, transparency, and accountability for the MSU Community.

Additionally, the OARC has procured a policy management software (DocTract) that will assist in organizing all the university's policies in an effective and efficient manner. The software will also archive prior versions of finalized policies.

Questions about the MSU Policy Management Program or website should be directed to the OARC Policy Library Coordinator at msupolicylibrary@msu.edu.