Standard Practice Guide (SPG) Overview

The official repository for the institution-wide policies
What is the SPG?

- The official repository for the institution-wide policies of the university

- Ensures a consistent understanding and approach to practices across the university

- Approved by university leadership and applies to the entire institution

- Reviewed and updated every five years

- Organization charts for the university are also located on the SPG web site at www.spg.umich.edu/
## Legal requirements

Laws and regulations (see [www.compliance.umich.edu](http://www.compliance.umich.edu)), contract and accreditation requirements

### Bylaws of the Board of Regents

Rules approved by the Regents that concern important matters of general university organization and policy, and delegate executive powers to the administration

### Standard Practice Guide

University policies and procedures: read about SPGs for more information

### Other internal requirements that apply to the whole institution

- **University-wide policies (non-SPG)**
  - e.g. [Research policies](#)

- **University-wide procedures**
  - e.g. [Human Resources procedures](#), Finance procedures (embedded in M-Pathways and Concur), Research administration procedures (embedded in e-Research)

- [Faculty handbook](#), [Staff handbook](#), [Statement of Student Rights and Responsibilities](#)
- [Delegations of authority](#)
Non-university-wide policies and procedures

Individual units may have policies and procedures that address their unique needs, provided they remain consistent with university-wide policies and procedures, and legal requirements.

Campus policies and procedures
e.g. U-M Health System policies, UM-Dearborn policies & UM-Flint policies

School and college bulletins or handbooks
Official rules, regulations and academic policies, usually published annually. Focus on student relationship with the university.

Other school, college or institute policies and procedures

Departmental policies and procedures
e.g. Internal controls procedures; unit COI implementation policies

Check with your department to find out what specific policies apply to you
SPG Web Site

• Where can I find it?
  ▫ [https://spg.umich.edu/](https://spg.umich.edu/)

• What will I find?
  ▫ University policies
  ▫ Links to procedures
  ▫ Organization charts
  ▫ List of recently updated policies
  ▫ FAQs
  ▫ Contact information to ask questions
    • spgonline@umich.edu
How SPGs are organized

<table>
<thead>
<tr>
<th>Category / Series</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Human Resources (200s)</td>
<td>• Sick time</td>
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<td></td>
<td>• Vacation</td>
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<tr>
<td></td>
<td>• Orientation</td>
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<tr>
<td>Research (300s)</td>
<td>• Indirect costs</td>
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<td></td>
<td>• Tech transfer</td>
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<tr>
<td></td>
<td>• Human research</td>
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<tr>
<td>Student Affairs (400s)</td>
<td>• Housing</td>
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<td></td>
<td>• Counseling</td>
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<td></td>
<td>• International programs</td>
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<tr>
<td>Business and Finance (500s)</td>
<td>• Procurement</td>
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<td></td>
<td>• Expenses</td>
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<td></td>
<td>• Travel</td>
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<tr>
<td>General Policies (600s)</td>
<td>• Minors on campus</td>
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<td></td>
<td>• IT and information use</td>
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<td></td>
<td>• Gift acceptance</td>
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<td>• Donor relations</td>
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There are approximately 180 SPGs.
Notification of New, Changed, or Decommissioned Policies

• A system to notify the university community about updated, new, and decommissioned SPGs is now available.

• The notification system consists of a self opt-in email group that receives a quarterly list of policy changes.

• The list of policy changes is available on the SPG website at: https://spg.umich.edu/policies/revisions.

• For directions on how to join, see http://spg.umich.edu/policies/revisions.

<table>
<thead>
<tr>
<th>SPG Number</th>
<th>Policy Title</th>
<th>Date</th>
<th>New, Revised, or Deleted</th>
</tr>
</thead>
<tbody>
<tr>
<td>601.28</td>
<td>Alcohol and Drug Policy</td>
<td>9/21/2016</td>
<td>Revised</td>
</tr>
<tr>
<td>601.13</td>
<td>Identification and Access Control Cards/Identification Photos (formerly Identification Photos; Identification and Access Control Cards)</td>
<td>9/15/2016</td>
<td>Revised</td>
</tr>
</tbody>
</table>
Other University Policies

Here are some examples of other sites that contain policies that effect the university:

- Information technology
  - [http://cio.umich.edu/policy/](http://cio.umich.edu/policy/)

- Research faculty
  - [http://www.research.umich.edu/office-research/research-faculty-policies-procedures](http://www.research.umich.edu/office-research/research-faculty-policies-procedures)

- ORSP
  - [http://orsp.umich.edu/policies-procedures](http://orsp.umich.edu/policies-procedures)

- Michigan Medicine
  - [http://www.med.umich.edu/i/policies/umh/toc.html](http://www.med.umich.edu/i/policies/umh/toc.html)

- Animal Care and Use
  - [http://animalcare.umich.edu/resources/all?type=All&tid=925&combine=](http://animalcare.umich.edu/resources/all?type=All&tid=925&combine=)
If you have questions, please email spgonline@umich.edu