



# 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/](http://www.spg.umich.edu/)



# Hierarchy of legal and policy requirements

## Legal requirements

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

University-wide policies and procedures

Apply to the entire institution, must stay consistent with legal 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*



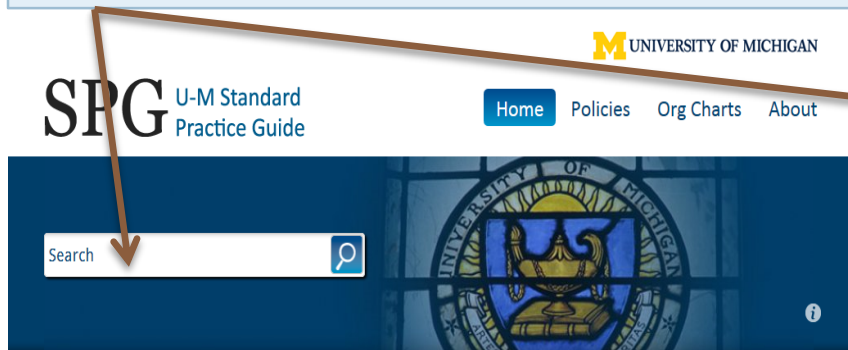
# SPG Web Site

- Where can I find it?
  - <https://spg.umich.edu/>
- 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](mailto:spgonline@umich.edu)

# Search Functions



## Search the whole SPG web site



*Official repository for the institution-wide policies and procedures of the University of Michigan, maintained to guide and direct the university community.*

### More about SPGs

#### About University policies

University policies (SPGs) set expectations for individual and organizational behavior for employees and departments, and apply to the entire institution. Take the time to discover what policies are relevant to your role. [Learn more...](#)

#### Authority and delegations

All employees act on behalf of the university in different capacities; but certain decisions and commitments require proper delegation of authority to be official and binding. Explore existing authorizations for binding the university to external business agreements and learn how and when to delegate. [Learn more...](#)

#### Relationship between SPGs and other campus or local policy

University-wide policies (SPGs) apply to the whole institution, but every campus, school, college and department has unique needs and operations. Individual units may develop policies and procedures to suit their circumstances, provided they remain consistent with SPG requirements. See



[Home](#) [Policies](#) [Org Charts](#) [About](#)

### New and Updated Policies

[Software Procurement and Licensing Compliance](#)

[Retirement](#)

[Career and Professional Development Programs](#)

[International Travel Policy](#)

### Policies by Category

[Business & Financial Services](#)

[Faculty & Staff](#)

[General University Policies & Procedures](#)

[Information Technology](#)

[Instruction & Research Services](#)

[Student Affairs](#)

## Search within an SPG



### I. Overview

Computer software is a form of intellectual property and is generally covered under the same provisions of copyright law that protect music, books, and film from unauthorized copying, sharing, or distribution. When U-M or its constituents license access to software, it does not own the software and must abide by any agreement that governs the software's use. Violations of the copyright, patent, or contract rights of the software's licensor transgresses the law, university policy, and our shared institutional values. It can also result in damages and reputational harm to individuals and the university.

### II. Purpose

This policy

- Supports the proper use of software licensed by the university, or by an individual using U-M funds, to carry out its administrative, academic, teaching, learning, research, and clinical activities;
- Supports software asset management best practices by assisting departments, faculty, and staff in procuring, managing, and complying with the terms of licensed software;
- Acknowledges that members of the U-M community that use or purchase licensed software in compliance with this policy are accepting the terms and conditions contained in a click-through agreement or other applicable license agreement, and assuming the risks and obligations that may accompany such agreement on behalf of the university;
- Articulates appropriate use expectations for all members of the university community with respect to licensed and copyrighted software.

The Proper Use of Information Resources policy found on the Information Technology and Services (ITS) website and Procurement General Policies and Procedures found on the Procurement Services website serve as governing policies. This policy establishes additional requirements to ensure compliance with key provisions of both of the above policies.



# How SPGs are organized

Category / Series	Examples
Human Resources (200s)	<ul style="list-style-type: none"><li>• Sick time</li><li>• Vacation</li><li>• Orientation</li></ul>
Research (300s)	<ul style="list-style-type: none"><li>• Indirect costs</li><li>• Tech transfer</li><li>• Human research</li></ul>
Student Affairs (400s)	<ul style="list-style-type: none"><li>• Housing</li><li>• Counseling</li><li>• International programs</li></ul>
Business and Finance (500s)	<ul style="list-style-type: none"><li>• Procurement</li><li>• Expenses</li><li>• Travel</li></ul>
General Policies (600s)	<ul style="list-style-type: none"><li>• Minors on campus</li><li>• IT and information use</li><li>• Gift acceptance</li><li>• Donor relations</li></ul>

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>.

SPG Number	Policy Title	Date	New, Revised, or Deleted
601.28	Alcohol and Drug Policy	9/21/2016	Revised
601.13	Identification and Access Control Cards/Identification Photos (formerly Identification Photos; Identification and Access Control Cards)	9/15/2016	Revised



# Other University Policies



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

- Information technology
  - <http://cio.umich.edu/policy/>
- Research faculty
  - <http://www.research.umich.edu/office-research/research-faculty-policies-procedures>
- ORSP
  - <http://orsp.umich.edu/policies-procedures>
- Michigan Medicine
  - <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=>



If you have questions, please  
email [spgonline@umich.edu](mailto:spgonline@umich.edu)