

Introduction to the MSU Policy and Procedure Manual

This manual is intended to provide all faculty and staff members at Mayville State University with the information they need to understand and participate effectively in university administration and governance.

Having trouble finding a policy or procedure?

All Mayville State University policies are numbered with an “M” prefix such as M123. All policy numbers correspond with NDUS policy manual numbers. If you are searching for a policy that is NOT located in Mayville State University’s policy manual, please defer to the NDUS policy manual. All procedures are numbered with an “MP” prefix such as MP123.

Other valuable resources for these purposes include:

SBHE Policy Manual, which contains all policies of the State Board of Higher Education. NDUS policies apply to Mayville State University. The NDUS policy manual is located at [SBHE policies](#).

NDUS Procedures Manual (PR), which contains a variety of “how to” statements from the Chancellor of the North Dakota University System. These, too, apply to MSU, and the relevant section has a hot link on each of the MSU policy manual index pages. The NDUS Procedures Manual is also located online at [NDUS procedures](#).

OMB Human Resource Policy Manual, which is available as a model for agencies and is located at [OMB Human Resource policy manual](#).

Policy Sponsors

Each Mayville State University policy has a sponsor, as indicated at the end of the policy statement. Please discuss with the sponsor any questions or suggestions you may have.

The sponsor is the university’s leader for:

- answering any questions about the policy;
- accepting suggestions for revisions to the policy; and
- accepting suggestions for new policy in a related area.

Each sponsor is responsible for:

- providing fair and consistent answers about the policy;
- deciding whether, when, and how to propose revised or new policies;
- consulting with appropriate officials, committees, or other entities when policy revisions or new policies are under active consideration;
- securing any official approvals necessary for revisions or new policies (this will vary from one change to another, from one policy to another); and
- submitting the final drafts of revisions or new policies (with documentation of any official approvals) to the President’s Cabinet for final review.

When each policy has been through the complete review process, the University President will have final approval on each policy before incorporation into the university policy manual.

For other matters related to University policy, State Board of Higher Education policy, or this policy manual, please consult with the appropriate Vice President or with the President.