

## Compare Version Existing to Proposed Revised Policy 1.10

### 1.10

**Policy Development, Review and Approval** [Amendment, consolidating and revising policy adoption protocol provisions, recommended by Administrative Council 07.13.10; Approved by Board of Regents 07.20.10]

A. **Purpose:** The purposes of this policy include: To clarify the university's policy development, vetting, deliberation and recommendation, and formal approval processes required for university policy applicable to students, employees and visitors throughout the NMSU system. Also, to grant authority to the identified Policy Administrator(s) to issue supplemental specific supplemental procedures or administrative directives, to aid with policy implementation. Lastly, to clarify that departmental operational policies and procedures are not subject to this policy.

B. **Scope:** This policy, and any corresponding administrative directives which may be subsequently issued consistent with this policy, shall apply throughout the NMSU System.

C. **Policy Administrator:** The Executive Vice President and Provost, with the concurrence of the NMSU President, or respective designee, will administer this policy on behalf of the Board of Regents.

D. **Definitions:**

1. **Policy Action Proposal:** Any proposal to establish new, or modify an existing, university policy. This does not include departmental operational policies required for employees to operate within their department, provided that only those employees within the department will be subject to them. See Section E. below.

2. **Representative Organization:** A representative organization, as used in this policy, is one of the organizations identified in Section E. 5. below that represents the interests of a university constituency in its interactions with policy proposers and deliberative advisory bodies. A representative organization reviews policy proposals, provides comment, and otherwise participates in the policy development process.

3. **Deliberative Advisory Body:** A deliberative advisory body, as used in this policy, is one of the two entities that interacts with the representative organizations and deliberates to provide a formal recommendation to the NMSU President, as chair of the University Executive Council. See Section E. 6. below.

4. **University Executive Council:** The University Executive Council consists of the executive management members of the university's administration, who report directly to the NMSU President.

E. **General Principles:**

1. **NMSU Policy Manual:** The NMSU Policy Manual contains ~~approved~~ policies and essential procedures ~~by which the university operates. The~~ which govern the various NMSU components and entities throughout the NMSU system. Policies from the following documents are incorporated into the ~~primary~~ NMSU Policy Manual by reference: *Undergraduate Catalog; Graduate Catalog; Handbook for Students; and the Business Procedures Manual; and ~~Police.~~*

~~1.2.~~ **Policy Manual- Distinct from Employment Contract:** Except for provisions which may be expressly incorporated by reference into an employment contract, the provisions contained in the NMSU Policy Manual do not create any type of contract, implied or otherwise, between the regents of NMSU and its employees. The provisions of the manual reflect the general operating policies and essential procedures of the university, are not all inclusive, and may be amended or

revoked at any time by the university, in accordance with this policy.

~~The president of the university shall specify which, if any, advisory bodies (as indicated below or as may be created) shall review proposed new and revised policies and make a recommendation regarding formal approval:~~

~~3. Academic Deans Council—**Authority for Departmental Operational Policies/Procedures:** Policies and procedures intended to provide guidance relating to internal departmental operations, rather than to regulate other departments, students, employees or members of the public throughout the university community, are not subject to the requirements of this policy or supplemental procedures that may be subsequently issued and posted by the Office of the Executive Vice President and Provost. Departmental operational policy and procedures may be issued by the department head, with approval from the appropriate dean, vice president or equivalent administrator.~~

~~4. **Authority for Policy Administrators to Issue Supplemental Procedural Guidelines:** With approval from the appropriate dean, vice president or equivalent administrator, the policy administrator for each NMSU policy may issue supplemental procedures, illustrative flowcharts or other diagrams/tables, and forms, consistent with the policy, in order to facilitate implementation and community education regarding the policy.~~

~~5. **Policy Action Proposal/ Commencement of Policy Development Process/Representative Organizations:** The policy development or revision process is commenced with a recommendation being made to the appropriate representative organization(s) from the list below, followed by dialog and interaction between the interested parties. See NMSU Policy Change Data Flow Diagram. The representative organizations include those listed below:~~

- ~~a. ASNMSU Senate (represents all student interests);~~
- ~~• Associate Deans Academic Council~~
- ~~• Athletics Council~~
- ~~b. . Faculty Senate Standing Committee, assigned per the Faculty Senate procedures, Community College Faculty Council, (each may represent faculty/academic administrators' interests)~~
- ~~c. Academic Deans' Council, or Community College ~~presidents' Council~~ Presidents' Council (each may represent academic administrators' interests)~~
- ~~d. Employee Council (represents non-bargaining unit staff interests)~~
- ~~e. University Research Council (represents faculty and staff research interests)~~

- ~~• **Policy Action Proposal/Review by Deliberative Advisory Bodies:** The Faculty Senate~~
- ~~• President's Council~~
- ~~• and the University Administrative Council~~

~~2-6. are the two deliberative advisory bodies. (See Also Policies 1.05.50 and 1.05.70). Policy action proposals shall be submitted to at least one of these bodies, and possibly to both, if so indicated by the NMSU President, in consultation with the University Executive Council.~~

- ~~• University Research Council~~

~~7. **Policy Action Proposal/Early Guidance from the University Executive Council:** It is recognized that the policy development and vetting processes may vary between policy action proposals, based on the nature of the proposed policy action, and the number of involved interested parties, representative organizations and deliberative bodies. See NMSU Policy Change Data Flow Diagram. The parties involved with developing or revising policy action proposals are encouraged to seek input and guidance from the University Executive Council as early in the process as possible relating to the concept being presented; which representative organizations should be involved; and which deliberative advisory bodies will be asked to provide a~~

recommendation to the NMSU President once the policy action proposal has been finalized. For example, the standing committee assigned by the Faculty Senate's Committee on Committees may seek the guidance on a pending proposition, in order to coordinate presentations to each deliberative advisory body that will be asked for a recommendation by the NMSU President.

**8. Policy Action Proposal/Recommendation To NMSU President by Deliberative Advisory Bodies:** The deliberative bodies shall follow their internal procedures to review, comment, revise and vote to make a recommendation to the NMSU President. If recommended for approval, the NMSU President, in consultation with the University Executive Council, will provide direction relating to finalization, any additional deliberation deemed necessary at the discretion of the NMSU President, and formal consideration and action by the Board of Regents. See NMSU Policy Change Data Flow Diagram.

**9. Policy Action Proposal/ Formal Approval:** After recommendations from the ~~advisory~~ appropriate deliberative body or bodies, ~~if any,~~ and with the approval of the ~~president of the university~~ NMSU President, the matter shall be placed on the ~~board's~~ Board of Regents' agenda for consideration and action.

**10. Policy Action Proposal/Effective Date and Provisional Authority of NMSU President:** A policy approved by the Board of Regents will become effective on the date of approval, or on such other date as reflected in the policy action proposal. An exception to this general rule is that on occasion, provisional modification of a policy may be implemented to ensure effective operation of the university. The president of the university is hereby given the authority to modify current policy and to implement the modification, provided that it is presented to the board at its next regular meeting, or until such meeting as the board is able to consider it.

~~3-~~**11. Policy Action Proposal/Role of Office of General Counsel:** Any interested party, representative organization, deliberative advisory body or other official may consult with the Office of General Counsel regarding policy action proposals. The Office of General Counsel may provide comment at any stage in the policy development, review and comment, and formal approval processes. The Office of General Counsel or other office, as may be designated by the Office of the President, will track the proposed policy action item through the formal approval process, as well as maintain the NMSU Policy Manual. As policies are revised throughout the year, they will be incorporated into the NMSU Policy Manual. The NMSU Policy Manual may be viewed or downloaded from the university's home page website at [www.nmsu.edu](http://www.nmsu.edu). A summary list of the policy revisions and their approval histories will also be posted on line each year. A copy of the NMSU Policy Manual and the annual revisions summary list will also be ~~printed each year following the board's July meeting,~~ and filed at Zuhl library.

~~The Board of Regents recognizes that provisional modification of a policy may occasionally be necessary to ensure effective operation of the university. The president of the university is hereby given the authority to modify current policy, as long as such modification is presented to the board at its next regular meeting, or until such meeting as the board is able to consider it.~~

~~The president of the university or whoever the president delegates will have responsibility for maintaining and updating this manual.~~

**F. Procedures:** For applicable procedural guidelines and other administrative guidance, See <http://provost.nmsu.edu/>