



## Office of the Chancellor

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DATE: September 4, 2019

TO: Carol Parker, Provost  
Becky Corran, Faculty Senate  
Ann Goodman, Dean of Students  
Gena Jones, Human Resource Services  
Ermelinda Quintela, Internal Audit  
John Roberts, ICT  
Braun Cartwright, Athletics  
Manal Hamzeh Al Smadi, FGRB  
Laura Castille, OIE  
Alisha Giron, Research Admin. Service  
Ruth Johnston, Chancellor's Office  
Stephen Lopez, NMSU Police Department  
Roy Collins and/or Lisa Warren, General Counsel  
Theresa Keller, Academic Conduct Officer  
Susan Wood, DACC Representative  
Hiranya Roychowdhury, FGRB

FROM: Dan Arvizu, Chancellor and  John Floros, President

SUBJECT: Task force for Holistic Investigation and Reporting Protocols

As a large employer, the NMSU System has an ongoing need for investigations into many different types of conduct involving students, faculty, staff, administrators, and members of our community. Consequently, many offices conduct investigations, some of which involve fact finding and hearings, and can trigger reporting requirements, and/or result in disciplinary action (including expulsion and termination of employment) and appeals. Conducting these investigations with integrity is critically important.

We are asking you take part in a task force for Holistic Investigation and Reporting Protocols led by Provost Parker, with assistance from an expert consultant and knowledgeable NMSU staff, as needed. The task force, which is representative of the offices which conduct investigations or respond to their outcomes, including reporting mandates, is charged with understanding the full range and scope of our investigatory and reporting obligations. You will also conduct an environmental scan and gap analysis, research best practices, and make recommendations about:

1. consistency in processes
2. transparency and fidelity to policy
3. gaps in policy
4. fairness in due process
5. efficiency
6. how best to provide structure and support for our investigators, e.g., training
7. how best to ensure data collection and post-investigation analysis for continuous process improvement.

The initial meeting is scheduled for September 6, 2019, from 3:30–4:30 PM in Hadley Hall Rm 130. *Preliminary recommendations are requested by December 2019.*