

Responsible Executive: Chancellor
Responsible Administrator: Vice Chancellor
Responsible Office: Strategic System Services
Limitations on Span of Applicability: NMSU System- (if any):
Effective Date: **TBD**
Adopted: 10/21/2015
Last Reviewed 05/08/2018; Last Revised: 5/08/2018

1.10 - NMSU System Policy Framework

PART 1: AUTHORITY AND PURPOSE

- 1.1 **Authority:** The Board of Regents has delegated to the chancellor the authority to promulgate, amend and repeal Operational Policy (~~rules and procedures~~) for the NMSU System. (RPM 1.10; RPM 1.30).
- 1.2 **Purpose:** The purpose of this rule is to establish the criteria for NMSU System Operational Policy, and to describe how it is developed, vetted, approved, published, administered, and reviewed on a cyclic basis. Additionally, it identifies the Operational Policy Facilitator as the ~~office to maintain NMSU's policy system~~ official to facilitate and support the work of the Policy Steering Committee, including maintenance of the NMSU Policy Library.

PART 2: SUMMARY

- 2.1 **Policy Framework:** This rule describes ~~four~~ the types of Policy Action, which ~~corresponds to distinct~~ may amend NMSU System Operational Policies maintained in the Administrative Rules and Procedures of NMSU. The type of Policy Action proposed will determine the vetting and approval ~~paths~~ route the proposal will follow. The Responsible Administrator, in consultation with Stakeholders and Responsible Offices, is authorized to issue corresponding ~~Implementing Guidelines and Standards (IGS)~~ Standard Operating Procedures to provide clarification and interpretation ~~consistent with this of the rule,~~ to facilitate implementation. -For this rule, the ~~IGS~~ Standard Operating Procedures will illustrate policy flow, and ~~may provide procedural detail such as timelines, instructions (template forms and templates. The Implementing Guidelines and Standards will be linked from the Operational, policy format) regarding initiation of a proposal for Policy ~~and will be binding on the NMSU Community.~~ Action.~~
- 2.2 **Policy Support Services:** The Policy Steering Committee, led by the Operational Policy Facilitator, is assigned an integral role in the administration of this rule, consistent with the principles of Shared Governance. The ~~OPF~~ Policy Steering Committee and ~~the PSC~~ Operational Policy Facilitator will promote best practices, ~~be relating to policy development, review and approval, including being responsive to Stakeholders and take taking action consistent with the best interests of NMSU. The PSC~~ Policy Steering Committee confirms the type of Policy Action proposed to determine the appropriate vetting and approval process, as well as collaborates with those involved in the policy sponsoring, ~~and vetting and approval processes to determine the nature, and type of~~ provides the proposed Policy Action, and will provide informed recommendations final recommendation to the chancellor.

PART 3: DEFINITIONS

The following terms will be capitalized to denote they are defined terms for purposes of this rule. In the future, all defined terms may be relocated from the individual policies to a centralized glossary in the NMSU Policy Library, ~~within the ARP, but outside of an individual Operational Policy.~~

3.1 Administrative Rules and Procedures of NMSU-~~(ARP)~~: The online compilation of NMSU Operational Policies, accessible through the NMSU Policy Library.

~~**3.2 Implementing Guidelines and Standards (IGS):** Supplemental guidance issued by the relevant Responsible Administrator, in consultation with Responsible Offices and Stakeholders, which may include step by step procedural detail to help the user understand the intent, application, or administrative processes required by the policy objective.~~

Key Process Elements:

3-33.2 NMSU Board of Regents-~~(BOR)~~: The governing board for NMSU and the New Mexico Department of Agriculture ~~(NMDA)~~.

3-43.3 NMSU Community: NMSU officials, students and employees, as well as visitors to campus. A visitor includes and is not limited to affiliates, contractors, vendors and the general public.

3-53.4 NMSU Policy Library: Located on the web at <https://policy.nmsu.edu>, this site contains links to the various tiers of policy directives applicable throughout the NMSU System: 1) Regents policy set by the NMSU Board of Regents ~~(RPM)~~; 2) Operational Policy enacted by the chancellor, and 3) ~~Implementing Guidelines and Standards (IGS)~~ Standard Operating Procedures issued by the relevant Responsible Administrator. See also Part 5.5 C. below.

3-63.5 NMSU System: Property and operations under the control of the NMSU Board of Regents throughout the state, including the academic and administrative support units and their respective faculty, staff, students and visitors. The NMSU System includes all NMSU community colleges, educational centers, agricultural experiment stations, cooperative extension offices, and the New Mexico Department of Agriculture.

3-73.6 Operational Policy: Policy statements (rules), or key process elements (essential procedures) adopted by the chancellor that apply throughout the NMSU System that meet one or more of the criteria set forth in Part 4.1.

3-83.7 Operational Policy Facilitator: An NMSU official ~~appointed~~ designated by the vice-chancellor to ~~assist~~ facilitate and support the Policy Steering Committee and the Office of the Chancellor with administration of this ~~rule, and to maintain the NMSU Policy Library policy.~~

3-93.8 Policy Actions: One of four types Action: The type of action sought by a Proposal Sponsor: pertaining to Operational Policy: 1) ~~substantive revisions; minor revisions; new, amended or repealed policy, 2) interim policy, or 3) non-substantive corrections and updates and 4) interim policy correction or update.~~ (See Part 4.3 below.)

3-403.9 Proposal Sponsor: The initiator of a proposal for Policy Action. ~~Typically, The Proposal Sponsors are~~ Sponsor will often be the Responsible Office or Responsible Administrator ~~and, but~~ may ~~be also be an individual or~~ campus ~~constituencies~~ constituency (e.g. ASNMSU, Faculty Senate, ASNMSU, Employee Council).

3-443.10 Policy Steering Committee: A collaborative university board charged to oversee the policy development, vetting and approval processes. ~~The Policy Steering Committee is~~ comprised of executive leadership and/or other NMSU representatives appointed by the chancellor, and Faculty Senate leadership, ~~with ex officio (chair and vice chair or their designees). The Operational Policy Facilitator and other support staff, as designated by the Office of the Chancellor will attend in a non-voting, ex officio capacity.~~

3-423.11 Responsible Administrator: ~~A~~ The NMSU ~~administrator assigned~~ administrative position designated by the Operational Policy Facilitator with concurrence of the Vice-Chancellor ~~to oversee~~ charged with oversight of the development, implementation and administration (including training), and cyclic review and update for Operational Policy under ~~their~~ the administrator's purview.

3-433.12 Responsible Executive: The supervisor of the Responsible Administrator.

3-443.13 Responsible Office: The NMSU unit supervised by the Responsible Administrator designated to carry out the day to day responsibilities involved with Operational Policy development,

implementation and administration (including training), cyclic review and update.

3.153.14 Shared Governance: Shared Governance as it pertains to this rule refers to participation by Faculty Senate leadership on behalf of all faculty in the various phases of policy making, including policy development, vetting, recommendation for approval, implementation and cyclic review. (See [RPM Regents Policy Manual 1.70-](#))

3.153.15 Stakeholder: A member of the NMSU Community, including representative constituencies, departments or other units that may be impacted by a proposed Policy Action. Examples include the Faculty Senate, the Associated Students of NMSU (ASNMSU) and the Employee Council.

3.16 Standard Operating Procedures: Supplemental guidance issued by the relevant Responsible Administrator, in consultation with Responsible Offices and Stakeholders, which may include step by step procedural detail to help the user understand the intent, application, or administrative processes required by the policy objective.

PART 4: KEY POLICY STATEMENTS

4.1 Operational Policy Criteria: Operational Policy is promulgated by the Office of the Chancellor, designed to foster transparency, consistency and accountability throughout the NMSU System.

A. Operational Policy must meet one or more of the following criteria:

1. Provides operational direction to advance NMSU's mission, goals and strategic plans;
2. Aligns ~~unit~~ functions to promote operational efficiency and effectiveness;
3. Requires or prohibits specific actions of NMSU employees, students and external individuals who use NMSU resources or services.
4. Is necessary to implement Board of Regents policy or directive or to mitigate institutional risk, including support for adherence to applicable [accreditation standards, regulatory and legal requirements](#).

B. Operational Policy does not include: 1) NMSU unit directives that apply only within the unit; 2) regulations promulgated by the NMSU Board of Regents in its capacity as the governing body for the New Mexico Department of Agriculture pursuant to the State Rules Act, NMSA 1978, § 14-4-1 et seq or 3) Regents Policies approved by the NMSU Board of Regents.

4.2 Fundamental Principles:

A. Policy Priorities: Through Operational Policy and associated ~~Implementing Guidelines and Standards~~ [Standard Operating Procedures](#), NMSU administration protects the health, safety and welfare of the NMSU Community members, and safeguards and preserves NMSU finances, property and resources. Consideration should be given to how a specific policy proposal aligns with the NMSU mission, vision and goals, ~~as well as;~~ [regional and programmatic accreditation standards;](#) and the potential impact of a proposed ~~policy action on~~ [Policy Action to](#) the various Stakeholders, ~~including students, faculty and staff and~~ [and to](#) NMSU property and resources.

B. Policy Hierarchy: NMSU policies exist within the hierarchy of authorities set forth below. If a conflict or inconsistency arises, the provisions of the higher hierarchical level of policy governs.

- ~~1~~1. Federal law, statutes, and regulations
- ~~2~~2. State law, statutes, and regulations
- ~~3~~3. Policy and procedures of the NMSU Board of Regents (Regents Policy Manual)
- ~~4~~4. NMSU System Operational Policy
- ~~5~~5. ~~Implementing Guidelines and Standards~~ [Standard Operating Procedures \(reflective of regional accreditation standards where appropriate\)](#)

~~6)6. Unit-Level directives and protocols ((college, division, department, program, or activity)-) directives and protocols (reflective of programmatic accreditation standards where appropriate)~~

- C. Chancellor's Authority: Nothing in this policy shall be construed to limit the chancellor's authority to issue, ~~revise, waive, amend, suspend or rescind/repeal~~ an Operational Policy or unit-level policy to respond to a public health emergency or other unforeseen disaster, time sensitive external directive or emerging risk, or other extraordinary circumstance. (See *Interim Policy Action*) at Part 4.3 B.)
 - D. Engaging Stakeholders: NMSU is committed to Shared Governance and engaging with relevant Stakeholders.
 - E. Duty to Abide by NMSU Policy: All members of the NMSU Community are expected to review and abide by Regents Policy, Operational Policy and associated ~~Implementing Guidelines and Standards~~ Standard Operating Procedures applicable to their duties, responsibilities, or activities.
 - F. Approach in Drafting: Policy Sponsors and Responsible Administrators and Offices should maximize practicality and minimize burdens of time, cost or other resource expenditure, training, and complexity in their approach when drafting NMSU Operational Policy and associated ~~Implementing Guidelines and Standards~~ Standard Operating Procedures.
 - G. Resolution of Conflicts in Policy Documents: ~~NMSU Operational Policy is maintained by the Operational Policy Facilitator and published in the centralized electronic policy library.~~ Should a conflict or inconsistency arise ~~between electronic, hardcopy or other ARP documentation, the ARP documentation,~~ the Operational Policy approved and signed by the chancellor upon approval will govern.
 - H. Cross- Referencing: NMSU webpages referencing ~~Operational Policy~~ NMSU policy must link directly to the ~~official ARP~~ appropriate landing page. Unit handbooks, guidebooks, procedures, and similar resource ~~material~~ materials should refer to or link to the ~~ARP~~ source policy document, and not duplicate ~~Operational Policy or associated Implementing Guidelines and Standards in their resource material~~ material from the various policy sources (regents policy, operational policy, standard operating procedures).
- 4.3 Types of Policy Action:** Policy Sponsors and Responsible Administrators may request one of the following types of Policy Actions relating to Operational Policy:

~~A. Substantive Revision (New, Revised/Amended or Repealed Policy):~~ Policy action that repeals current policy, proposes new initiatives or programs, ~~rewrites and significantly updates, or amends~~ with ~~more than a minor~~ significant operational impact ~~on operations, including budget,~~ Proposals for new policy, amended policy or repeal of policy that will have a significant operational impact, ~~as confirmed by the Policy Steering Committee. Examples may include development or revisions to align will be enacted after vetting with accreditation standards, changes consistent with law or regulatory standards, executive orders or regents policy.~~

~~A. Minor Revision (New, Revised or Repealed Policy):~~ Policy Action with minor fiscal impact or minor impact to current NMSU operations, ~~as confirmed~~ the Stakeholders, as indicated by the Policy Steering Committee. ~~Examples may include reformatting with clarification and update; repeal of~~

~~an undisputedly obsolete policy, documentation of established practice not disputed to be current policy.~~

~~C.B. Interim Policy: Policy action for which there is a compelling reason to expedite, approved directly by the chancellor. Interim policy will be enacted after consultation with the Office of General Counsel. Interim Policy will be effective for a period of six months up to a year, during which time the interim policy will be formally vetted.~~

~~D.C. Non-Substantive Corrections and Updates: Policy action which merely corrects errors in the ARP (grammatical or typographical errors, broken hyperlinks), updates job titles or office names, or other similar non-substantive change that has no operational impact. Non-substantive policy action will be enacted by the Operational Policy Facilitator after consultation with the Responsible Administrator.~~

~~Interim Policy (New, Revised or Repealed Policy): Policy action with either major or minor impact to NMSU operations, approved directly by the chancellor for either six months or a year. See Part 5.4. A. 3) e)~~

4.4 Analysis of Impact of Proposed Policy Action: ~~When a proposal has the potential for significant operational impact as determined by the Policy Steering Committee (*Policy Action Toolkit at "Reasonably Anticipated Operational Impact", page 4*), it will be assigned for formal vetting by the appropriate Stakeholders.~~

~~**4.6.4.5 Authorization of Implementing Guidelines and Standards** Standard Operating Procedures: This rule authorizes the respective Responsible Administrators, in consultation with Responsible Offices and Stakeholders, to issue ~~Implementing Guidelines and Standards (IGS).~~ IGS Standard Operating Procedures, which must be consistent with ~~regents policy and the ARP.~~ Regents Policy and with Operational Policy. The ~~IGS Standard Operating Procedures~~ will be linked from the ~~ARP relevant Operational Policy~~ to help the user understand the intent, application, or administrative processes relevant to the policy objective and may include timelines, flow charts, FAQs, templates, forms, interpretative clarification etc. Responsible Administrators must provide a copy of each official edition of their respective ~~IGS Standard Operating Procedures~~ to the Operational Policy Facilitator for publication and records maintenance purposes.~~

~~**4.7.4.6 Roles of the Policy Steering Committee and Operational Policy Facilitator:** The Policy Steering Committee (~~PSC~~) provides guidance, promotes transparency and awareness, facilitates communication and provides informed recommendations to the chancellor regarding the proposals for Policy Action(s). The Operational Policy Facilitator (~~OPF~~) is charged with supporting the ~~PSC~~ Policy Steering Committee, serving as a resource for Proposal Sponsors and Responsible Administrators, and for maintaining the electronic NMSU Policy Library. The ~~OPF~~ Operational Policy Facilitator works with the ~~PSC~~ Policy Steering Committee to prioritize and guide Policy Action proposals through coordination, facilitation and monitoring, including cyclic reviews.~~

~~KEY PROCESS~~

4.7 Cyclic Review and Update: ~~To stay current with the legal, political and environmental changes which affect institutions of higher learning, Responsible Executives are charged with the cyclic review and update as needed of Operational Policy within their purview. (See Part 5.7 below)~~

PART 5: KEY PROCESS ELEMENTS

Key Process Elements provide the essential procedural steps required by this rule. The Implementing

Guidelines and Standards provide information in distinct formats to facilitate compliance with the rule. The Key Process Elements relating to the creation, approval and maintenance of Operational Policy are set forth below:

- 5.1 Initiation of Policy Action:** Proposal(s) for Policy Action may be initiated by any member or constituency of the NMSU Community. The Proposal Sponsor consults with the relevant Responsible Office(s) and/or Responsible Administrator(s) ~~and jointly to~~ complete a Proposed Policy Action Form, which must indicate approval of the. The Responsible Administrator ~~to move forward signs the form to acknowledge that the Proposal will be submitted to the Policy Steering Committee as the first step in the review process.~~
- 5.2 Review by PSC Policy Steering Committee:** The Operational Policy Facilitator (~~OPF~~) supports the Policy Steering Committee (~~PSC~~) and serves as a resource for ~~proposal sponsors. Proposal Sponsors.~~ Proposals are submitted to the PSC Policy Steering Committee through the ~~OPF. Operational Policy Facilitator or designee(s).~~ The PSC Policy Steering Committee confirms the type of Policy Action proposed and the corresponding policy impact, which in turn determines the applicable vetting groups, and approval process.
- 5.3 Vetting:** Review of proposals is conducted in accordance with principles of shared governance and an inclusive process. Once the PSC Policy Steering Committee determines the vetting groups, the Proposal Sponsor in ~~coordination~~ in coordination with the Responsible Administrator manages the vetting and finalization process. The Operational Policy Facilitator will coordinate posting the proposal at the appropriate policy website for university wide review and comment. The Office of General Counsel may provide comment on any proposal at any stage in coordination with the Responsible Administrator. the policy development and formal vetting and approval process.
- A. Routing to Vetting Groups: Vetting groups include Stakeholders, ~~University General Counsel for legal implications and including~~ any ~~other~~ unit deemed appropriate by the ~~PSC. Policy Steering Committee.~~ Academic proposals will be submitted to Faculty Senate. ~~The Proposal Sponsor coordinates with the OPF to arrange for posting the proposal for university wide review and comment, if indicated by the PSC.~~ Stakeholders who do not respond during the vetting period will be deemed to have abstained.
- B. Finalization Based on Feedback: The Responsible Administrator and Proposal Sponsor will review feedback and make revisions consistent with interests of the institution. Substantially modified proposals may be re-posted by the Operational Policy Facilitator or re-routed based on guidance from the PSC Policy Steering Committee.
- 5.4 Approvals:**
- A. Expedited Review/Approval: ~~Three~~Two of the ~~four~~three types of Policy Actions are subject to abbreviated vetting and approval processes.
1. Non-Substantive Policy Updates: ~~Require approval only from~~Requires action by the Operational Policy Facilitator ~~and notice to the Responsible Administrator.~~
 2. ~~Minor Policy Revisions: Require a consensus~~New, Amended or Repealed Policy with Insignificant Operational Impact: Requires an informative recommendation from the Policy Steering Committee and approval from the Chancellor to enact.
 3. Interim Policy Actions: Requires approval from the chancellor to address situations where there is a compelling ~~need for~~reason justifying an ~~immediate~~expedited policy change.

- a) a. Examples of Interim Policy Action include revisions for compliance with accreditation standards, state or federal law, regulation, executive order; or needed to address time sensitive issues (e.g. for risk management purposes).
- b) b. Interim Policy Actions will be announced to campus in similar fashion as other approved Policy Actions and the formal proposal and vetting process will be commenced at an appropriate time, ~~in as decided by the chancellor's discretion~~ chancellor, in consultation with the Policy Steering Committee.
- c) c. Interim Policy Actions will be effective for six months, with the potential for a time extension by the Chancellor. ~~Interim Actions typically will which should not be effective for more than 12 months, exceed one year.~~ Interim Actions, including extensions of their effective dates, if any, must be formally documented as approved by the chancellor.

- B. Review/Approval for Substantive New, Amended or Repealed Policy Revisions with Significant Operational Impact: After the proposal has been vetted, the ~~PSC~~ Policy Steering Committee will issue its collective recommendations to the chancellor. In making the final decision to approve or disapprove a proposed Policy Action, the chancellor will balance the needs and interests of the involved units and Stakeholders with the best interest of the institution. ~~Upon either approval from the Chancellor or upon the effective date, the Operational Policy Facilitator will upload the Operational Policy into the NMSU Policy Library at arp.nmsu.edu.~~

5.5—Publication, Communication and Reporting:

5.5 ~~Chancellor approved~~ Policy Actions approved by the chancellor and non-substantive corrections and updates to Operational Policy will be routed to the ~~OPF~~ Operational Policy Facilitator for ~~inclusion in publication and maintenance within~~ the NMSU Policy Library.

- A. New, amended or substantively revised/repealed policy, including ~~interim policy~~ Interim Policy, will be announced via the NMSU mass communication channel(s) and appropriately disseminated.
- B. The ~~OPF~~ Operational Policy Facilitator will submit a summary of approved Policy Actions, with exception of the non-substantive corrections and updates, as an informational item for ~~placement or inclusion in the agenda for record of~~ each regular meeting of the Board of Regents.
- C. The approval and amendment history for each type of policy in the NMSU Policy Library at <https://policy.nmsu.edu> should be included together with effective dates.

5-75.6 **Implementation and Administration:** Performed by the Responsible Office designated by the Responsible Administrator, policy administration includes training of staff, initial implementation and day to day application and adherence to the policy.

5-85.7 **Cyclic Review and Update:** ~~To stay current with the legal, political and environmental changes which affect institutions of higher learning, Responsible Executives are charged with the cyclic review of Operational Policy within their purview. Cyclic review~~ **Cyclic Review:** Cyclic Review will occur within a range of three to five years from the date of adoption or from the most recent date of modification. If an Operational Policy is reviewed, but not ~~revised~~ amended to update, it will be so indicated in the revision history. When ~~eyelic review~~ Cyclic Review results in a proposed update amendment, the Responsible Administrator will coordinate with the Operational Policy Facilitator to submit the appropriate proposal for Policy Action for consideration consistent with this rule.

Commented [LW1]: This moved to a policy statement – not deleted (See 4.7 above)

PART 6: CROSS REFERENCES (Sources of Authority, Related Authority and Appendices)

Regents Policy 1.10, NMSU Policies and Rules

COMPARES UAC 1ST READ TO v100721 incorporating feedback received through Oct 6, 2021

Regents Policy 1.70, Shared Governance

ARP ~~IGS-1.10~~ – Standard Operating Procedures

More work to be done re: the IGSs, which will contain the following types of info:

- ~~Policy Development Process Graphic~~
- Proposed
- ~~Policy Action Form~~
- ~~Policy Action Tool Kit: How to Submit a Proposal Kit to Modify NMSU System Operational Policy~~