

Policy Cite and Title	Policy Administrator	Brief Description of Policy Revision	Approval History BOR= Board of Regents FS= Faculty Senate UAC= Univ Admin Council PC= President's Council URC= Univ Research Council *= pres' provisional approval
1.05.50 [revision] Administrative Council	Office of the NMSU President	Minor revisions were made to update the title to "University Administrative Council" (commonly referred to as the "UAC"), which will distinguish it from community college administrative councils; to clarify that it functions as an advisory body to the president; to update the membership; and lastly, to reflect the established practice of distributing the minutes to the council's membership.	AC: 12.14.10 BOR: 01.31.11
1.05.70 [revision] Faculty Senate	EVP/Provost and Faculty Senate	Proposition No. 13-10/11A revised this policy for internal consistency with revised Policy 1.10, which requires approval from the Board of Regents prior to implementation of new or revised policy unless enacted provisionally by the president. Former Policy 1.05.70 provided that FS legislation took effect on July 1 following the president's signature, which sometimes was prior to the Board's review and approval. Other revisions were also made to: 1. Update the provisions relating to the composition of the Faculty Senate by cross referencing to the Faculty Senate Constitution; 2. Delete procedural material about how budget committee representatives are selected by the FS, moving it into the FS'bylaws; 4. Revise the title of the policy to "Shared Governance and the Role of the Faculty Senate" and to include a description of shared governance consistent with AAUP (American Association of University Professors) definitions.	FS: 03.03.11 UAC: 03.09.11 BOR: 08.22.11
1.05.90 [new policy] NMSU Boards	Office of the Chief of Staff	This new policy provides guidance relating to the creation, purpose and scope of official university boards (includes boards, committees, commissions, councils, and other administrative bodies etc) that are formed from time to time to assist with the conduct of university business. The policy distinguishes university wide boards from college and departmental boards. It requires the authorizing official or body to provide mission, membership and organizational information for inclusion in the Handbook of University Boards upon creation, which shall be maintained and reported annually thereafter by its chair.	UAC: 12.14.10 BOR: 01.31.11

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2.03 [major revision] Art Collection Policies	Art Department, College of Arts and Sciences; NMSU Art Gallery; Art Gallery Acquisitions Committee; and University Cultural Collections Committee .	Policies 2.03 and 2.04 were revised and merged into Policy 2.03 entitled, "Art, Archives and Other Cultural Collections", in order to apply the approach used for art acquisitions to the university's acquisitions of other types of valuable collections. The revisions clarify the intent that objects acquired by donation will be subject to the university's general policies governing gifts and donor intent. The revisions also clarify the role(s) of the distinct committees involved with the acquisition, custody and care of art and other cultural collections, including renaming the University Art Acquisitions Committee as the University Cultural Collections Committee. The revisions also replace outdated and procedural material based on New Mexico Art in Public Places Act (§§ 13-4A-1 et seq) with a general description of the law, and cross reference to the state's protocols. The revisions ensure that all members of the two art committees will have the opportunity to be involved, individually and collectively, in the art acquisition process. The revisions identify the university architect, the director of the Art Gallery and the head of the Department of Art as position appointments to the Local Selection Committee for art acquired for capital improvement projects, as may be permitted by the NM Art in Public Places Act. Additionally, revisions will now permit the funds in the Permanent Collections Account, overseen by the Art Gallery Acquisitions Committee, to be used not only for the "acquisition" of art, but also for its conservation and presentation. The "check and balance" reflected in current Policy 2.03 is maintained: the Art Gallery Acquisitions Committee has authority to spend the money from the NMSU Permanent Art Collections Account Fund; however, the University Cultural Collections Committee has the final decision making authority relating to art acquisition, conservation and presentation issues.	UAC: 03.09.11 BOR: 03.14.11
2.04 [major revision] Library Archives Authorization	Office of the Library Dean; and University Cultural Collections Committee	See above description of revisions which merged this policy with the policies addressing art, archives and other cultural collections.	UAC: 03.09.11 BOR: 03.14.11

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2.05 [revision] NMSU Athletics	Athletics Dept.	The revisions update the university's athletic policies to reflect current objectives and established practices. Examples of new material, although not new protocol, include the mission statement, athletic programs offered as approved by the Board, gender equity and Title IX compliance, NCAA and conference participation and compliance. Existing policies were reformatted and updated including name changes from "Aggie Athletics Fund, Inc." to "Aggie Athletic Club, Inc." and "Aggie Sports Network" to "NMSU Sports Enterprises, Inc."; clarification of the roles and relationships of the various athletic entities; and a revision to 2.05.30 to increase by 2 the number of tickets that employees may purchase at a discounted rate for football and men's basketball games.	UAC: 03.09.11 BOR: 03.14.11
2.69.1 [revision] International Travel *	Office of International Borders and Programs	<p>The revisions clarify and distinguish the protocols applicable to students and faculty, for international travel generally, as well as travel to countries with travel warnings. For general international travel, the dean of international and border programs will no longer be required to approve ALL international travel; rather, the dean will approve all <u>student</u> international travel, but will receive notification in advance regarding faculty international travel.</p> <p>The revised policy provides a process by which students may seek approval to travel to countries subject to travel warnings. Consistent with the majority of institutions surveyed, the revisions propose the creation of a Risk and Security Assessment Committee (RSAC). This committee will be convened at the discretion of the dean to provide advice and recommendations on an array of issues, including examination of the safety and security conditions relative to existing and newly proposed exchange programs, faculty led study abroad, external provider programs, student research projects and service learning programs, and also on requests for exceptions from the general prohibition on student travel to countries subject to travel warning.</p>	UAC: 03.09.11 BOR: 03.14.11

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2.94 [revision] Weather, Inclement (Closings)	Office of the NMSU President	This policy was updated: 1. To decentralize the decision making authority regarding closures of the University's geographically distinct campuses and large facilities; 2. To provide more flexibility regarding notification by omitting the detailed procedural requirements; 3. To clarify employee pay status during official closures, as well as for when the facility remains open, but an employee is unable to come to work as a result of the inclement weather; and 4. To provide a cross reference Policy 2.25, which requires all departments, and especially those which provide essential services (i.e. police, fire and EMS; information and technology; physical resources; housing), to remain open and to follow their respective Continuity of Operations plans.	UAC: 08.24.10 BOR: 09.17.10
2.95 [revision] Parking and Traffic Regulations	Department of Transportation and Parking Services	As part of the annual revision/publication process for the FY11/12 Parking and Traffic Regulations, minor revisions were made to update names of offices and to clarify the intent of certain policies. See the List outlining the specific revisions, in the materials submitted for Agenda Item 9 (a) 1 for the Board of Regents' May 6, 2011 Meeting.	UAC: 04.12.11 BOR: 05.06.11
3.99 [major revision] Hazing Prohibition	Office of the Dean of Students	The revisions rename the policy to "Prohibition of Hazing and Hostile Misconduct" and broaden the hazing prohibition to also cover bullying and hostile misconduct, as well as retaliation against persons who file complaints or participate in the enforcement of this policy. The revised policy will apply to students, student organizations, faculty and staff. The revised policy clarifies that if the misconduct also is motivated by discrimination or hate such that federal and state civil rights and criminal laws are implicated, then the NMSU Office of Institutional Equity or the NMSU Police Department have jurisdiction.	UAC: 03.09.11 BOR: 03.14.11

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3.100 [new policy] Missing Residential Student	NMSU Housing/ Residential Life and NMSU Police	This policy is required by the amended Higher Education Opportunity Act, codified in the federal Clery Act, which also requires the policy to be included in the university's Annual Security Report. A working group consisting of staff from Housing and Residential Life, NMSU Police Department, the Office of the Dean of Students and the Office of General Counsel formalized and updated existing practices into new policy 3.100. The policy required NMSU to allow residential students to designate a confidential contact (distinct from their designated emergency contact) whom they wish the campus to contact in the event they should ever be reported to be missing. Residential students suspected to be missing should be reported (by roommates, faculty, etc) to either the Office of Housing and Residential Life or the NMSU Police Department. These departments will then coordinate with other NMSU entities to expedite preliminary inquiries, and if necessary, more formal investigative and notification tasks. Students and employees are required to cooperate with housing staff inquiries and police investigations. If the student suspected to be missing is not located within 24 hours, outside law enforcement and the emergency contact person shall be notified, which may in turn assist in locating the student.	UAC: 05.03.11 BOR: 06.23.11
4.05.50 [repeal and major revision] Faculty Grievance Review and Resolution	Faculty Senate through FS Chair and HRS-EMS	FS Proposition No. 13-10/11A rewrote the section from this policy entitled, "Senior Senator Review Committee: Appeals Of Involuntary Termination of a Continuous Contract or a Temporary Contract During its Term" as new Policy 5.47 entitled, "Faculty Discipline and Appeals Processes" . It broadens the scope to apply to all faculty, except for temporary, adjunct faculty in the event of a proposed disciplinary based on just cause. For a detailed summary of the new policy and hearing procedures, including a flowchart, please see the materials for Agenda Item 9 A (3) from the Board of Regents' May 6, 2011 meeting.	FS: 03.03.11 UAC: 04.12.11 BOR: 08.22.11
5.06.10 [revision] Administrative Review of Deans	Academic Admin and HRS-EMS	Revisions were made to update the policy due to the change in reporting line for the community college presidents, to update job titles, and to clarify the administrative review process. The policy was substantively revised to broaden the potential reviewers to include college faculty and non-exempt staff.	UAC 07.27.11 BOR: 08.22.11
5.14.40 [revision] Appointments-Nontenure-Track	Academic Admin and HRS-ES	The revisions extend a previously enacted waiver of the limitations on hiring of part time faculty from Spring of 201 through December of 2012, in order to continue to provide flexibility in the hiring of college faculty, and to allow faculty and staff to conduct peer research and research best practices in this area, for a more comprehensive policy revision.	PC: 04.11.12 [Presented to UAC on 04.12.11] BOR: 05.06.11

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5.15.50 [revision] Appointments-Postdoctoral	Academic Admin and HRS-EMS	The proposed revisions: 1. make it optional to advertise a position on a local, national or international basis, but require that anyone who expresses an interest in the position to be considered; 2. provide flexibility to work with the post doctoral appointee by extending the maximum term from three, to five years and allowing exceptions to be made in this regard and in regard to full versus part time; 3. revise the appointment and renewal processes to require an affirmative notice of renewal; 4. clarify grounds for termination during the appointment term; 5. clarify which grievance procedure would apply; and lastly, 6. correct and clarify the benefit eligibility, in accordance with current practice. The intent is for this policy to become effective upon approval by the BOR, rather than the July 1 date typically used for FS legislation.	FS: 10.07.10 UAC: 10.12.10 BOR: 10.29.10
5.94 [major revision] Research	Vice President for Research	The revisions restructured the policy into five subsections: 5.94, General Principles; 5.94.10, Addressing Allegations of Misconduct in Research; 5.94.20, Intellectual Property and Patents; 5.94.30, Research Oversight and Risk Management; 5.94.40, Responsibilities and Accountability for Sponsored Project Awards. Substantive changes include streamlining the ethics provisions; revising the definition of "significant use" under 5.94.20; enhancing the provisions relating to the Special Dispute Resolution Committee utilized in the event of intellectual property disputes; clarifying provisions describing the authority, membership, leadership, and functions of several research related boards and committees consistent with applicable laws and regulations, and with existing practice; centralizing the provisions relating to research funding, research institutes, and research oversight committees; expressly designating the units considered Central Research Institutes; centralizing and clarifying provisions describing the responsibilities and accountability of various roles in conducting sponsored research under 5.94.40.	URC: 01.28.11 [Presented to FS on 03.03.11] UAC: 03.09.11 BOR: 03.14.11
5.98 [repeal and major revision] Tenure Track and Tenure	Academic Admin and HRS -EMS	Two sections relating to involuntary termination of temporary and continuous contracts were repealed with the approval of FS Proposition No. 13-10/11, which proposed new Policy 5.47, Faculty Discipline and Appeal Processes. See notes above under Policy 4.05.50.	FS: 03.03.11 UAC: 04.12.11 BOR: 08.22.11

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7.03 [revision] Deferred Compensation	HRS-Benefits	The revisions maintain consistency with the provisions of the established 403b plan and broaden the terms governing eligibility to participate in the plan from "employees working over 1,000 hours per year" to include temporary and student employees.	
7.05 [revision] Educational Opportunities	HRS-Benefits	The revisions update the policy to reflect that the process is now electronic through an online request submission through Banner Self Service. Other revisions clarify the priority of the applied benefit for employees vs. spouse/domestic partners and for retirees and spouse/domestic partner benefits in the tuition section as stated in the retirement policies. Also, the benefit amount for dependents of employees who are paying out of state tuition vs. in state tuition was clarified to reflect that dependents paying out of state tuition will not receive 50% off the out of state tuition amount, but will receive 50% of the in state tuition equivalent.	UAC 04.12.11 BOR 05.06.11
7.20.30 [revision] Leaves-Compassionate	HRS-Benefits	This policy was revised to add domestic partner and to clarify that familial relationships created by law are included in the list of familial relationships for which compassionate leave will be granted.	UAC: 08.24.10 BOR: 09.17.10
7.20.32 [new policy] Leaves-Domestic Abuse [note: originally passed as 7.20.90 Domestic Abuse Leave; later edited for consistency and renumbered 7.20.32 to keep in alpha order]	HRS-Benefits	This policy is required by the new NM Promoting Financial Independence for Victims of Domestic Abuse Act, which requires that the university provide up to fourteen (14) days of intermittent leave per year when an employee's absence from work is necessitated by domestic abuse, as defined in the policy. Employees must provide appropriate documentation in support of the leave (need not be in advance), which the university must keep confidential. The employee shall not be penalized or retaliated against for having requested or taken such leave.	UAC: 08.24.10 BOR: 09.17.10
7.34 [revision] Tax Sheltered Annuities	HRS-Benefits	The revisions maintain consistency with the changes in IRS regulations relating to employee participation. They broaden the terms governing eligibility to participate in the plan from "employees working over 1,000 hours per year" to include temporary and student employees.	

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8.60 [revision] Resignations	HRS-Employment Services	In addition to reformatting the policy, substantive revisions were made to now require resignation notice from employees leaving the employ of one university department to accept employment elsewhere in the university system, unless the two supervisors reach agreement otherwise. Also, the revisions relating to rescission of a resignation were enhanced to clarify that HRS, in consultation with the affected supervisor, may permit a resignation to be withdrawn, if the employee had been in good standing. This decision will not be subject to appeal. It also clarifies the circumstances under which the returning employee may have accrued leave and other benefits reinstated: if the benefits have not yet been processed for final separation, or if they have already been processed, but no more than five business day have passed since the official benefits cessation date.	UAC: 03.09.11 BOR: 03.14.11
9.04 [revision] Office of Facilities and Services	Facilities and Services	The revisions clarify the definition of "construction", as well as emphasize that Facilities and Services must approve the performance of work by licensed contractors on NMSU campuses.	
9.05 [revision] Campus Planning	Facilities and Services	The revision emphasizes the requirement for the Board of Regents to approve all master plans.	
9.10 [revision] Capital Projects	Facilities and Services	The revisions update the policy to cross reference the real estate policy which delegates certain real estate transactions to the NMSU president; update the provisions to be consistent with NM law regarding the selection of architects, engineers, landscape architects and surveyors; and require that any change that increases a project cost to an amount greater than 10% of the original budget would require approval by the BOR (this change was to match HED requirements).	
9.15 [revision] Funding and Costs	Facilities and Services	The revisions clarify the current work order and billing system for routine and non-routine maintenance, and insert a link to the Schedule of Billable Services.	
9.20 [revision] NMSU Real Estate	Office of NMSU Real Estate	The revision added Facilities and Services as an office that should be consulted for real estate transactions.	
9.34 [revision] Fleet Asset Management	Department of Transportation and Parking Services	The revisions updated links to the Vehicle Assignment Policy 9.33 and to the NMSU Vehicle Use Procedures. A reference and link to the Vehicle Acquisition Request form was added, which will now provide the procedural steps in detail, rather than listing it in the policy manual.	

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9.55 [revision] Utilities	Facilities and Services	The revisions updated the policy to reflect current legal requirements for all persons excavating or preparing plans for excavation on NMSU property to obtain utility locates. They also added a reference and a link to Facilities and Services procedures which are applied in the event of an anticipated outage. The revisions also made other minor stylistic edits.	
9.60 [revision] Way finding and Signage	Facilities and Services	The revisions made minor stylistic and clarification edits.	
various [non-substantive revisions]	Office of General Counsel	Periodically, as reported and as needed, non-substantive revisions to reformat, to maintain consistency, or to correct may be made. Examples include edits within tables of contents, updating of position and office title changes, updating of hyperlinks and other minor corrections.	