



Administrative Procedures

AP_1.10_3 Proposed Policy Actions

ARP 1.10 NMSU System Policy Framework

“Policy on Policies”



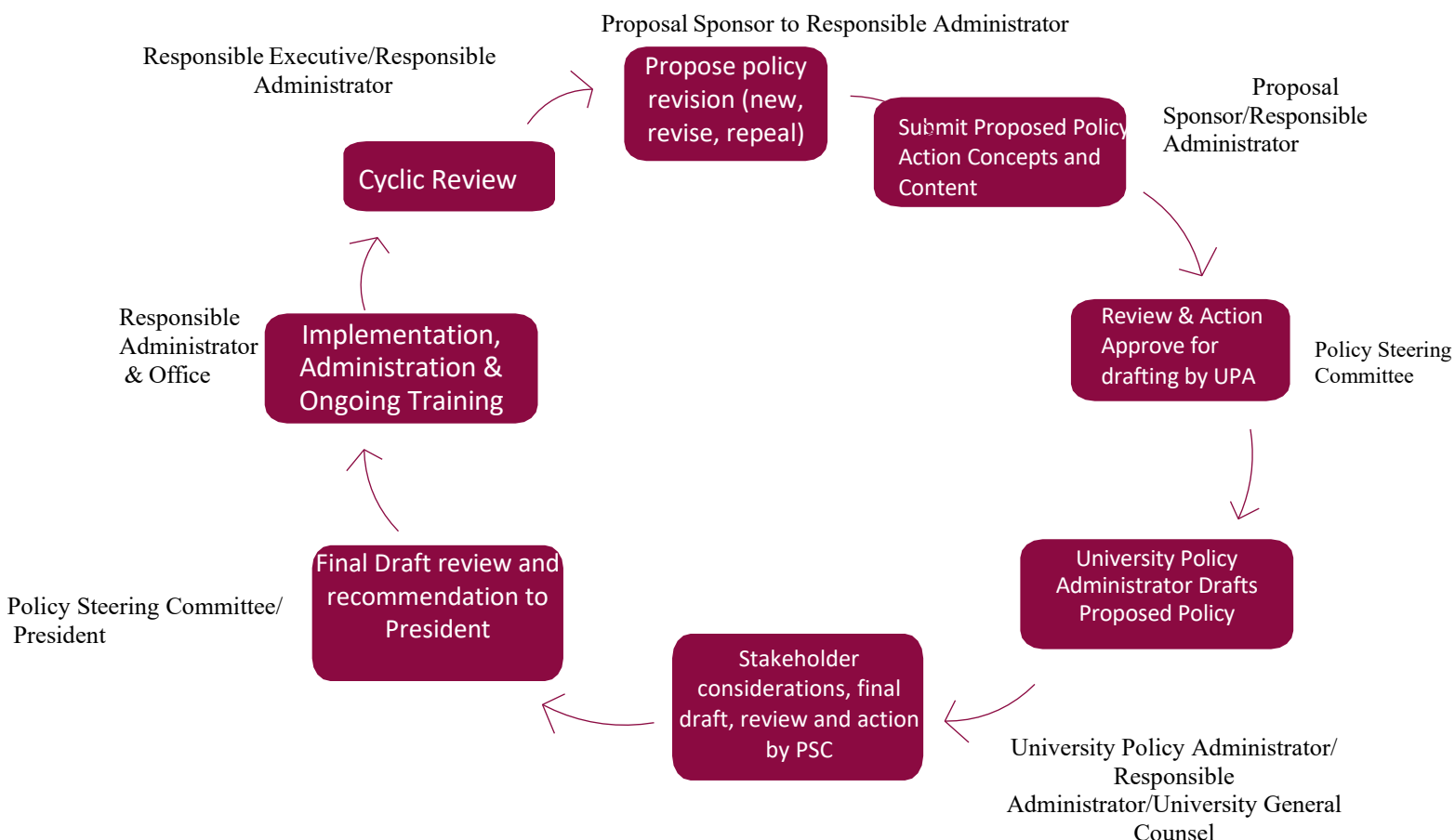
PROPOSED POLICY ACTIONS

INTRODUCTION

The cycle to propose a revision to policy begins with identification of the issue(s) a new policy or revision to policy will address and recommended solutions. The issues and solutions formulate the concepts and content used as the basis for the University Policy Administrator to draft proposed policy after stakeholder vetting is completed. Drafting is conducted in coordination with the Responsible Administrator and university general counsel office. Final proposed policy draft is submitted for review by the Policy Steering Committee and submission of informed recommendation to the President for action.

Once proposed policy actions are approved by the President, the Responsible Administrators are charged with implementation, training, ongoing administration, and timely cyclic review. A high-level view is illustrated below.

Policy Revision Cycle



PROPOSED POLICY ACTION PROCESS

Step 1 - Initiation of Request: Member of the university community (Proposal Sponsor), contacts the Responsible Administrator to discuss a perceived need for new, revision or repeal of policy.

Proposal Sponsor is encouraged to consult with the University Policy Administrator at this initial step. Early consultation may assist to identify actions not requiring policy revision, provide clarification and appropriate path or other guidance. *University Policy Administrator may be reached at 575 646-5191 or via email at policy@nmsu.edu.*

Step 2 - Preliminary Review of Proposed Action(s) and Acknowledgement: Responsible Administrator conducts initial review and acknowledges request. University Policy Administrator may be consulted to address questions or concerns regarding the request. If the proposed policy action is other than a non-substantive update, the [Propose A Policy Action](#) electronic form is completed for submission to the Policy Steering Committee.

Step 3 – Routing and Policy Impact Analysis: The University Policy Administrator receives completed packet to present to Policy Steering Committee for review. The Policy Steering Committee confirms type of policy action and determines appropriate stakeholders for vetting, if significant impact.

Step 5 – University Policy Administrator Prepares Draft: Initial proposed policy is drafted utilizing the approved issues and solutions (concepts and content) by the University Policy Administrator in coordination with the Responsible Administrator and University General Counsel office.

Step 4 – Vetting Process: University Policy Administrator distributes to identified stakeholders for feedback, if vetting is required. Stakeholders are provided the opportunity to review and comment on the proposed policy draft, including potential impact to operations. Vetting is requested for completion within 10 business days. Feedback is gathered using the vetting survey or proposed policy feedback survey. Feedback is considered in composing the final proposed policy draft.

Stakeholders who take no action or do not provide a response within the comment period, will be considered as having abstained.

Step 6 – PSC Review of Final Draft: The proposed final draft returns to the Policy Steering Committee for a final review.

Step 7 - Informed Recommendation to President: The university policy administrator, on behalf of the Policy Steering Committee, will submit an informed recommendation to the President for final approval.

Step 8 - President Approve or Deny: As the delegate of the Board of Regents on behalf of NMSU, the President reviews the proposed policy draft for action. The President may approve or deny the proposed policy action or request further information.

Step 9 - Publication, Communication and Reporting:

- A. **ARP Maintenance:** After approval by the President, the university policy administrator will revise the ARP and document revision history. The updated record(s) reflecting the policy revision(s) will be published on the NMSU Policy Hub.
- B. **Notice to University Community:** New or substantively revised policy, including interim policy, will be announced via the NMSU mass communication channel(s) and appropriately disseminated. The Responsible Administrator will inform and work with the university policy administrator if a more targeted communication strategy is needed.
- C. **Report to Board of Regents:** The university policy administrator will submit a summary of ARP revisions, except for the non-substantive updates, as an informational item for placement on the agenda for each regular meeting of the Board of Regents.

TYPES OF POLICY ACTIONS

Descriptions of each type of proposed policy actions are provided below to guide and assist the process. The University Policy Administrator provides support in the form of consultation, to the Responsible Administrator, Proposal Sponsor and stakeholder or advisory groups, to address questions for completion of proposal requests and facilitates forward movement of a proposed policy action. Responsible Administrator or Proposal Sponsor is responsible for research, submission document completion, and solicitation from advisory group, subject matter expert(s) or stakeholders to effectively identify issues and solutions (concepts and content). University Policy Administrator prepares policy drafts in coordination with the Responsible Administrator based on approved concepts and consideration of any stakeholder feedback.

Proposed Policy Action Types: The type of proposed policy action and impact will assist the Policy Steering Committee to determine the extent, if any, of vetting through identification of stakeholder group(s) and review and comment period. *Interim* and *non-substantive* will not be vetted. The Process overview to develop *New*, *Revised* or *Repealed* proposed policy action(s), is illustrated in the *Table* below.

- A. **Proposed New, Revised or Repealed Policy:** The proposed policy action packet will route to the Policy Steering Committee for review and impact analysis. The impact analysis results will determine the extent, if any, of the draft policy vetting process (determination of stakeholders). The level or extent of vetting required by the Policy Steering Committee may be limited circulation or may require university community vetting through forums, meetings, or committees such as University Administrative Council (UAC), faculty senate or other. If the Policy Steering Committee approves the proposed policy action concepts and content for vetting, the University Policy Administrator will draft the proposed policy. If stakeholder vetting occurs, the proposed policy draft is distributed to the identified stakeholder group(s) with response requested within 10 business days.
- B. **Proposed Interim Policy:** Interim policies require consultation with University General Counsel and will be submitted to Policy Steering Committee for direct routing to the President without vetting. During the interim period, the Responsible Administrator will complete required forms and shepherd through the formal proposed policy action process within 6 months.
- C. **Non-Substantive Corrections and Updates:** Policy action will not be routed. The University Policy Administrator will work directly with the Responsible Administrator or others, where needed, to implement non- substantive updates.

Completing the Proposed Policy Action Form - Considerations

Internal Control Considerations (checks and balances)

*Note: Internal control considerations are necessary to help NMSU safeguard the organization and its assets; minimize risk; promote operational effectiveness, efficiency and accountability in order to achieve goals and objectives. Internal controls are deployed through **policies and procedures** and are implemented to protect integrity of financial and accounting information; promote accountability; prevent/deter fraud. Policy sets parameters that assist the institution in maintaining internal controls. As the level and complexity of risk changes over time, updates to policy and procedural requirements directly impact compliance with applicable laws, regulations and standards and the effectiveness to mitigate risk.*

Example of policies/procedures that set internal controls in higher education:

1. *Procedures which prevent modification of a finalized grade in the grade book. The policy objective is individual and collective academic integrity, including avoidance of erosion of the educational stature of the university.*

Example of regulations that set internal controls in state government:

2. *Traffic regulations set the speed limit; enforcing the regulation to hold speeders accountable is a distinct form of control. The objective is to prevent accidents, or even death (safety of citizens.)*

Stakeholder Checklist (Stakeholder groups potentially impacted by the proposed policy action):

Administrative	Academic and Student Focused
<input type="checkbox"/> Administration	<input type="checkbox"/> Academic Administration
<input type="checkbox"/> Arrowhead Center	<input type="checkbox"/> Academic Deans Council
<input type="checkbox"/> Athletics	<input type="checkbox"/> Accreditation
<input type="checkbox"/> Budget	<input type="checkbox"/> Advising
<input type="checkbox"/> Business Services (i.e. purchasing, shared services)	<input type="checkbox"/> Associate Deans Academic Council
<input type="checkbox"/> Campus Safety (Police or Fire)	<input type="checkbox"/> Associated Students of NMSU
<input type="checkbox"/> Diversity, Equity and Inclusion	<input type="checkbox"/> Community Colleges
<input type="checkbox"/> Chancellor or President Office	<input type="checkbox"/> Curriculum & Assessment
<input type="checkbox"/> Employee Council	<input type="checkbox"/> Dean of Students
<input type="checkbox"/> Environmental Health, Safety and Risk Management	<input type="checkbox"/> Department Heads
<input type="checkbox"/> Facilities and Services	<input type="checkbox"/> Digital Learning
<input type="checkbox"/> Finance (i.e. Accounting, UAR, SPA, AP)	<input type="checkbox"/> Faculty Development
<input type="checkbox"/> Government and External Relations	<input type="checkbox"/> Faculty Senate
<input type="checkbox"/> Health and Wellness	<input type="checkbox"/> Online Learning
<input type="checkbox"/> Human Resource Services (HRS)	<input type="checkbox"/> Library
<input type="checkbox"/> Information and Communication Technologies (ICT)	<input type="checkbox"/> Registrar/University Student Records
<input type="checkbox"/> Marketing and Communications	<input type="checkbox"/> Students
<input type="checkbox"/> NMDA	<input type="checkbox"/> University Curriculum Committee
<input type="checkbox"/> Physical Science Lab	<input type="checkbox"/> University Research Council
<input type="checkbox"/> President's Cabinet	<input type="checkbox"/> VP Student Success
<input type="checkbox"/> President's Advisory Council	<input type="checkbox"/> VP for Research
<input type="checkbox"/> Real Estate	<input type="checkbox"/> <i>Other: list</i>
<input type="checkbox"/> University Administrative Council	
<input type="checkbox"/> University Advancement	
<input type="checkbox"/> VP for Economic Development	
<input type="checkbox"/> <i>Other: list</i>	

Proposed Policy Action Overview

Initiate Proposed Policy Action

Proposals for policy action may be initiated by completing the “Propose A Policy Action” electronic form, via the NMSU Policy Hub. The issues and solutions sections provide the proposed concept and content to be utilized by the university policy administrator when drafting proposed policy. Concept may include redlined version of ARP to identify sections proposed for elimination. Prior to submission, a proposal sponsor must consult with the assigned Responsible Administrator and obtain their acknowledgement.

Policy Steering Committee (PSC) Review & Action

Proposed policy action submissions are presented to Policy Steering Committee for review and action. Review and action by PSC involves the determination to approve or deny a request; confirms the type of proposed policy action aligned with applicable approval process; based on operational impact, identifies applicable vetting groups in addition to the internal governance groups; and recommends prioritization of request. Approval allows the request to proceed to drafting of proposed policy by university policy administrator in collaboration with responsible administrator and university general counsel.

Draft Proposed Policy (New and Revised)

Proposed concepts and content are used as the basis during policy drafting, along with stakeholder feedback. Proposed policy will be drafted by the University Policy Administrator in collaboration with the assigned Responsible Administrator and University General Counsel.

Responsible Administrators must provide accompanying administrative procedures during this period.

Stakeholder Review

Proposed policy actions approved for vetting are distributed to stakeholders for review and comment (feedback) within 10 business days.

Non-response will be considered stakeholder abstention.

Stakeholders may include internal governance groups and others specifically assigned by PSC based on operational impact.

Approval

The final proposed policy draft is routed by the University Policy Administrator to the Policy Steering Committee for final determination of informed recommendation to the President to approve or deny the proposed policy draft. President approval enacts policy the following day & prompts notification to the Responsible Administrator.

Publication and Communication

New, amended or repealed policy actions will be published by the University Policy Administrator.

Post Approval and Publication: The Responsible Office, as designated by the Responsible Administrator, will proceed with training, implementation and other duties associated with implementation and administration of the policy.