Administrative Procedures
AP_1.10_1 Proposed Policy Actions
ARP 1.10 NMSU System Policy Framework

Table of Contents

PROPOSED POLICY ACTIONS
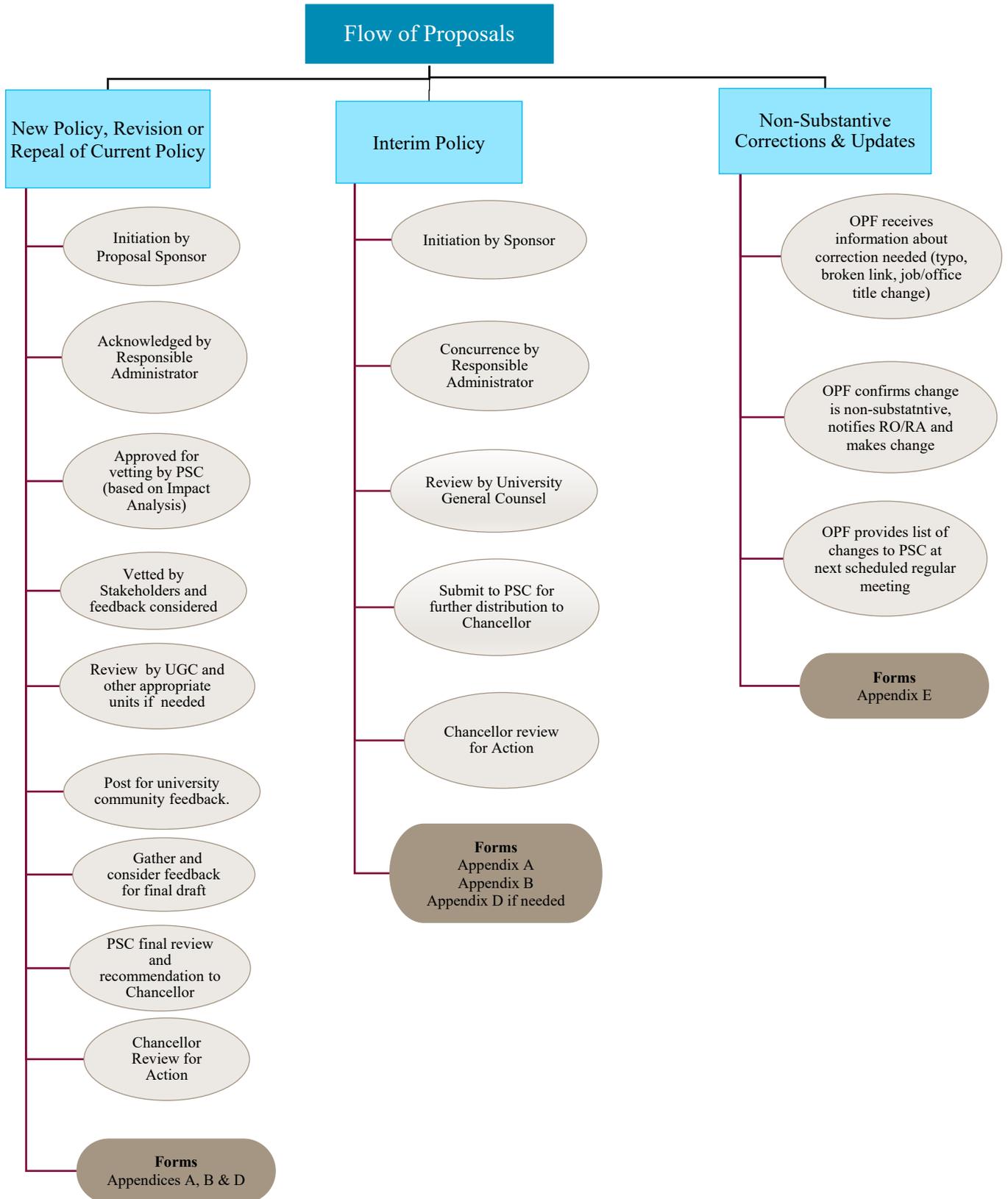
Overview & Orientation

Introduction
This set of Administrative Procedures (AP) accompanies ARP 1.10 to establish a comprehensive understanding of the intent and application of the operational policy framework. AP 1.10_1 provides specific methods and steps to assist with policy implementation. Operational Policies, maintained in the Administrative Rules and Procedures (ARP), together with its Administrative Procedures, provide steps to achieve effective work and communication of the decisions made by leadership to carry out Board of Regent policies, comply with laws, regulations and meet strategic goals. Detailed information and instructions guide the Proposal Sponsor through the steps, documentation, signatures, and vetting required for submission and approval of a proposed operational policy action (new, revision, repeal), as indicated by the Policy Steering Committee (PSC). These Administrative Procedures answer questions such as: *who* can initiate and submit a proposed policy action; *when* and *why* consider a proposed action; *what* type of policy actions can be submitted; *where* to start the process; *how* to submit a proposed policy action.

A policy's cycle begins with the development of a draft policy in coordination with the Responsible Administrator, followed by vetting with stakeholders and consideration of feedback to produce a final draft policy for submission to the Chancellor, through the Policy Steering Committee, for action. Responsible Administrators are charged with implementation, training, ongoing administration and timely cyclic review. A high-level view is illustrated below.

Policy Cycle
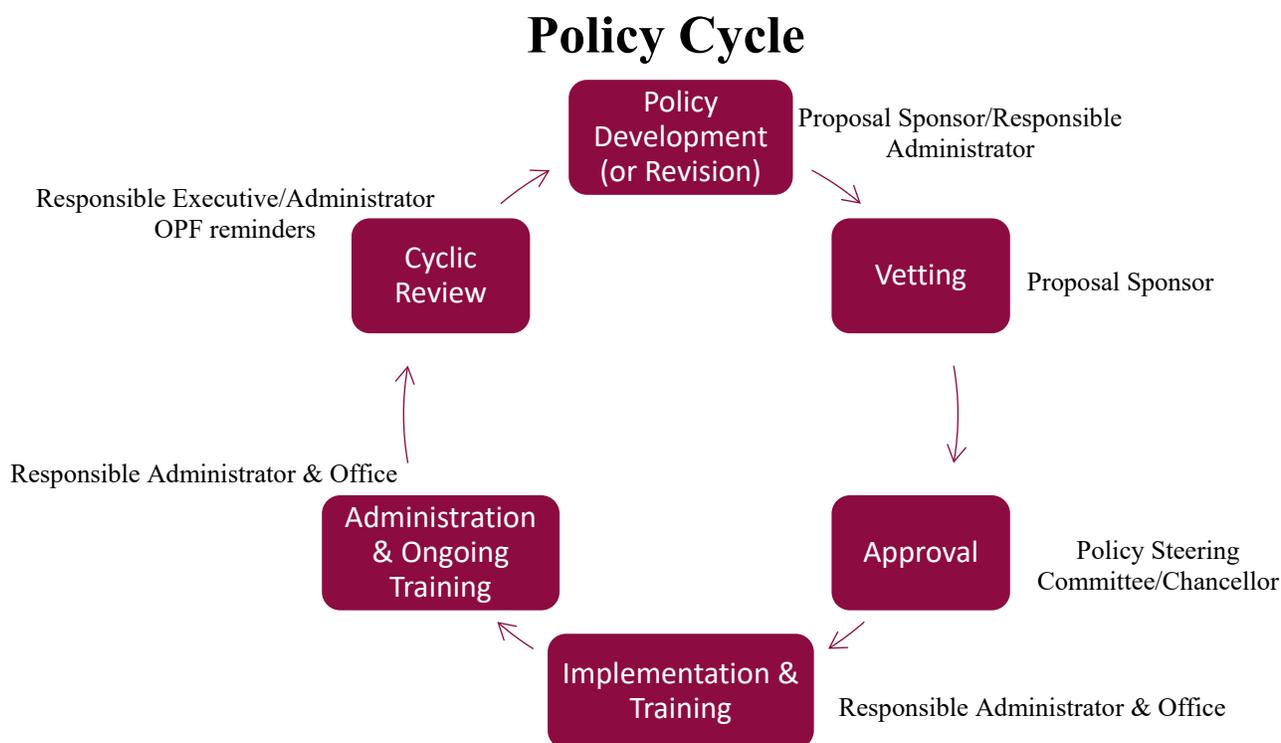
Proposal Flowchart

Process and detailed steps for the three categories/types of policy actions are illustrated below.

Flow of Proposals

New Policy, Revision or Repeal of Current Policy

- Initiation by Proposal Sponsor
- Acknowledged by Responsible Administrator
- Approved for vetting by PSC (based on Impact Analysis)
- Vetted by Stakeholders and feedback considered
- Review by UGC and other appropriate units if needed
- Post for university community feedback.
- Gather and consider feedback for final draft
- PSC final review and recommendation to Chancellor
- Chancellor Review for Action
- **Forms** Appendices A, B & D

Interim Policy

- Initiation by Sponsor
- Concurrence by Responsible Administrator
- Review by University General Counsel
- Submit to PSC for further distribution to Chancellor
- Chancellor review for Action
- **Forms** Appendix A Appendix B Appendix D if needed

Non-Substantive Corrections & Updates

- OPF receives information about correction needed (typo, broken link, job/office title change)
- OPF confirms change is non-substatntive, notifies RO/RA and makes change
- OPF provides list of changes to PSC at next scheduled regular meeting
- **Forms** Appendix E

Proposal Process
Except as otherwise indicated, the following procedures apply to proposals for policy actions in accordance with ARP 1.10.

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 Operational Policy Facilitator (OPF) in the initial step. Early consultation may assist to identify actions not requiring policy revision, provide clarification and appropriate path or other guidance. OPF may be reached at 575 646-5191 or via email at* policy@nmsu.edu *or* equintel@nmsu.edu.

Step 2 - Preliminary Review of Proposed Action(s) and Acknowledgement: Responsible Administrator conducts initial review of request and may coordinate or consult with the Operational Policy Facilitator (OPF) to address questions or concerns regarding the request. If the proposed policy action is other than a non-substantive update, include the following required documents in the initial submission packet to the Policy Steering Committee. Appendix C is provided to guide the drafting of the policy:

    Appendix A: Proposed Policy Action Form (PPAF)
    Appendix B: Operational Policy Draft Template provides required format to draft policy
    (If an existing ARP, you may download or copy into Word and use tracking to place in prescribed format or use the Word template accessible via the website at Policy Draft Template*)*
    Appendix C: NMSU Communication Style Guide *(Use this guide to draft policy)*
    Appendix D: Administrative Procedures Template

The Proposal Sponsor discusses proposed action details with and provides draft to Responsible Administrator for review.   Proposal Sponsor signs the Proposed Policy Action Form confirming acknowledgement by the Responsible Administrator that the proposed Policy Action will be submitted to the Policy Steering Committee as the first step in the review process. At this point the Responsible Administrator has reviewed the draft policy and acknowledged the proposed policy action, and packet is ready for submission to the Policy Steering Committee.

Step 3 – Routing and Policy Impact Analysis: The OPF receives completed packet to present to Policy Steering Committee for review. The Policy Steering Committee determines the proposal route for formal vetting, based on type of policy action, responses to impact questions in the PPAF (*Appendix A*), identification of stakeholders, draft policy, accompanying Administrative Procedures and other considerations in the interest of the institution.

Step 4 – Vetting Process: During stakeholder vetting, various parts of the NMSU Community are provided the opportunity to consider the proposal and provide feedback, including the impact to operations in their area of work. Feedback is gathered using the Policy Vetting Survey in *Appendix G* and considered for completion of the final draft policy. The Feedback Summary Form in *Appendix H* may be used to document collective feedback and recommended edits. *Forms are accessible at NMSU Policy Hub under Policy Resources/Tools*.

Step 5 - Formal Review and Submission for Approval: Except for non-substantive or interim proposed policy action, the following applies:
A. Circulation for Review: When the Responsible Administrator deems the draft policy as final pending internal review, the draft will be reviewed by University General Counsel for legal

implications. If appropriate, routing may include Finance and Business Services for financial implications; internal audit, and/or compliance units for internal control and regulatory implications; and other appropriate units, as needed. Policy Steering Committee identified academic related proposals, will be submitted to Faculty Senate for review. Proposal Sponsor works with Responsible Administrator to make necessary changes. The proposed final draft returns to the Policy Steering Committee for a final review to include the evaluation of the collective feedback, as appropriate. The vetting and circulation process are intended to be completed within a maximum of a 90-day timeframe.

B. **Review and Comment Period:** Policy Steering Committee determines whether the final draft is posted for university system formal review and comment, with duration based on type of proposed policy action and impact. *Interim* and *non-substantive* changes will not be posted.
1. Notification of the posting for review and comment, including the period for review, will be announced via NMSU mass communication system(s) to the university community.
2. Review and comment period may be adjusted by the PSC to allow for meaningful review time, and may be shorter or longer if there is a compelling legal, administrative, or business need, e.g. if an affected group, such as faculty, are away for the summer.
3. Feedback received may be maintained in accordance with record retention requirements.
4. Substantial feedback may result in changes to the draft policy. If significantly modified, a revised version will be re-posted for additional review and comment and re-routed to University General Counsel for legal implications and other appropriate units, as needed. Policy Steering Committee will determine the number of calendar days for re-posting.

C. **Lapse of Review Period**: Members of the NMSU system, including constituency groups, who take no action or do not provide a response within the comment period, will be considered as having abstained.

D. **Final Proposal Submission**: The OPF, on behalf of the Policy Steering Committee, will submit a proposal and informed recommendation to the Chancellor for final approval once the proposed draft policy is updated and deemed final by the Responsible Administrator, and final reviewed by the Policy Steering Committee.

E. **Chancellor Approval or Veto**: The Chancellor reviews the proposal for approval as the delegate of the Board of Regents on behalf of NMSU. The Chancellor may approve or veto the policy, or request further information.

Step 6 - Publication, Communication and Reporting:

A. **ARP Maintenance**: After approval by the Chancellor, the OPF 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 OPF if a more targeted communication strategy is needed.

C. **Report to Board of Regents**: The OPF will submit a summary of ARP revisions, with the exception of the non-substantive updates, as an informational item for placement on the agenda for each regular meeting of the Board of Regents.

Policy Action Proposal Checklist

This section is intended to provide guidance, track progress and reminders for effective completion of required forms. An optional electronic checklist *with additional detail* is available for use by proposal sponsor, **if desired**.

1. Read ARP 1.10 and accompanying administrative procedures.
2. Identify applicable federal, state, local, laws, regulations, etc. and any university policies
3. Contact and work with the Responsible Administrator/Office.
4. Consider impact to other operational policies, identify gaps and determine if other action may be needed, i.e. repeal or combine policies.
5. Consider completing the Comparison Table in *Appendix I.* Comparison to other universities and peers may identify gaps or other considerations to complete draft policy.
6. Draft new or revise policy in accordance with the Policy Draft Template, *Appendix B,* following guidelines provided in *Appendix C.* May want to download ARP into a Word.
7. Prepare administrative procedures to include with submission.
8. Thoroughly complete the *Proposed Policy Action Form, Appendix A* and forms corresponding with the proposed action. Utilize the matrix below to assist in identifying required forms and sections for each specific action.
9. Proposal Sponsor coordinates with Responsible Administrator for submission of packet and review of draft policy. Upload initial draft policy with the PPAF.
10. Policy sponsor signs PPAF, confirming that the Responsible Administrator has reviewed the draft policy and acknowledges the submission of the PPAF.
11. Submit signed form and uploaded document(s) by hitting the submit button.
12. Vet approved draft policy and utilize feedback to draft final..
13. Obtain general counsel and other pertinent department review.
14. Submit final draft for university community feedback, as determined by PSC.
15. If you have questions or are having trouble submitting the forms, send an email to policy@nmsu.edu or contact the Operational Policy Facilitator at 575 646-5191.
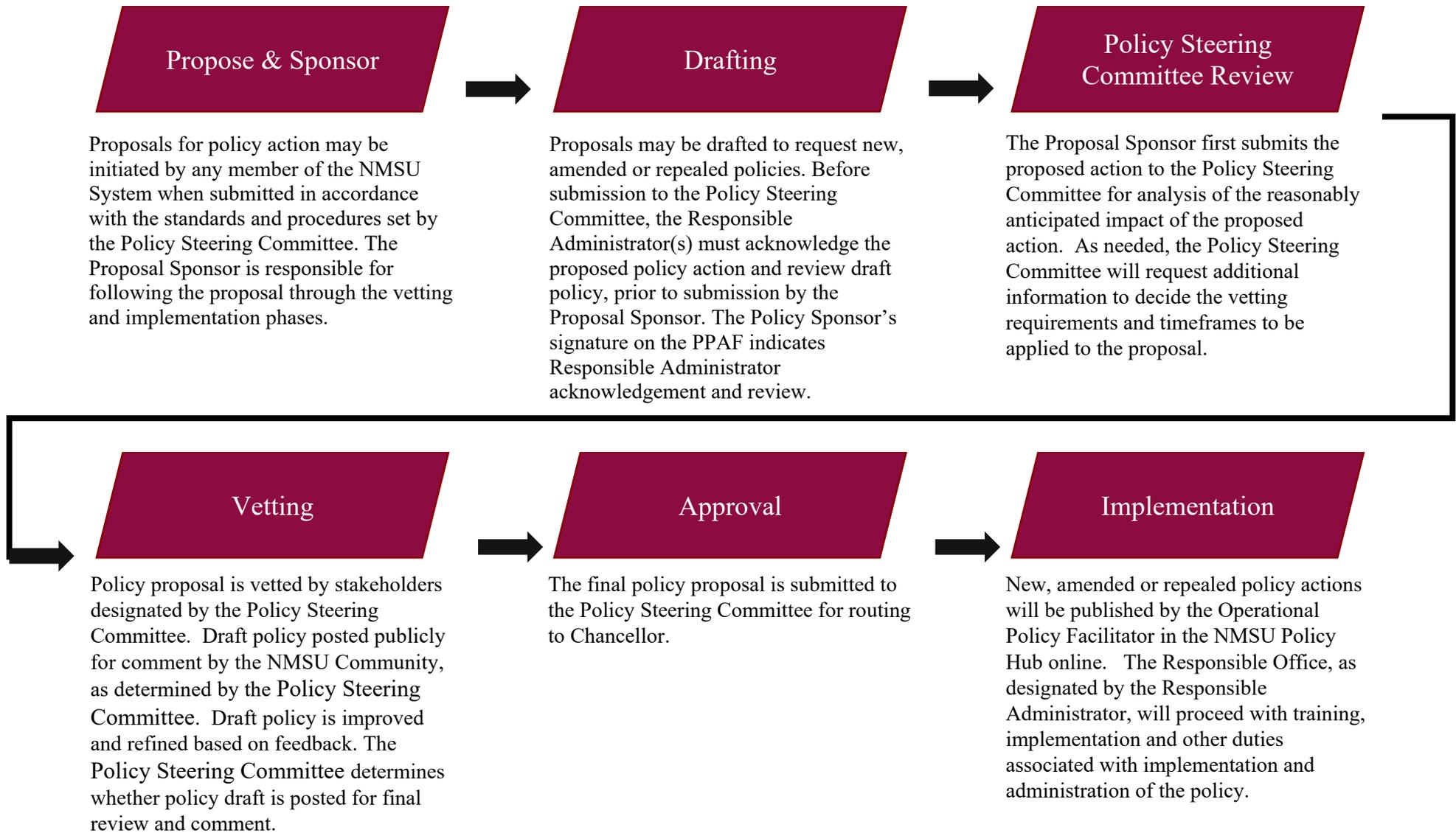
Overview of Policy Action Type

Descriptions of each type of proposed policy actions are provided below to guide and assist the process. The OPF will provide support in the form of consultation, to the Responsible Administrator, Proposal Sponsor and stakeholder or advisory groups, to address questions for completion of packet and facilitate forward movement of the policy action process. Responsible Administrator or Proposal Sponsor is responsible for research, document completion, and writing draft policy and may solicit assistance from advisory group, subject matter expert(s) or stakeholders. Responsible Administrator maintains responsibility over policy drafts.

Proposed Policy Action Types: The type of proposed policy action and impact will assist the PSC to determine whether the action is to be vetted and/or posted for university community review and comment, and the period of time. *Interim* and *non-substantive* will not be posted for university review and comment. A 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 of the draft policy vetting process. The level or extent of vetting required by the Policy Steering Committee may be limited circulation or may require vetting at a higher level through forums, meetings, or committees such as UAC, faculty senate or other. If the Policy Steering Committee approves the proposed policy action draft for vetting, the Proposal Sponsor will shepherd the action through completion of the process.

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 Chancellor without posting for university community review and comment. During the interim period, the Proposal Sponsor will complete required forms and shepherd through the process identified in A. above.

C. **Non-Substantive Corrections and Updates**: Policy action will not be routed. The OPF will work directly with the Responsible Administrator or others, where needed, to implement non-substantive updates and will provide summary of changes at each Policy Steering Committee meeting.

Policy Action	Proposed Policy Action Form *(Appendix A)*	Operational Policy Draft Template *(Appendix B)*	Administrative Procedures *(Appendix D)*	Non-Substantive Changes Form *(Appendix E)*
New	✓	✓	✓	
Amend	*Complete what is relevant	✓	✓	
Repeal	*Complete what is relevant			
Interim	*Complete what is relevant	✓	If needed	
Non-Substantive				✓

*When in doubt, consult with the Operational Policy Facilitator to determine appropriate forms or other documentation needs. The Policy Steering Committee may request follow-up information as it deems appropriate.

Propose & Sponsor

Proposals for policy action may be initiated by any member of the NMSU System when submitted in accordance with the standards and procedures set by the Policy Steering Committee. The Proposal Sponsor is responsible for following the proposal through the vetting and implementation phases.

Drafting

Proposals may be drafted to request new, amended or repealed policies. Before submission to the Policy Steering Committee, the Responsible Administrator(s) must acknowledge the proposed policy action and review draft policy, prior to submission by the Proposal Sponsor. The Policy Sponsor's signature on the PPAF indicates Responsible Administrator acknowledgement and review.

Policy Steering Committee Review

The Proposal Sponsor first submits the proposed action to the Policy Steering Committee for analysis of the reasonably anticipated impact of the proposed action. As needed, the Policy Steering Committee will request additional information to decide the vetting requirements and timeframes to be applied to the proposal.

Vetting

Policy proposal is vetted by stakeholders designated by the Policy Steering Committee. Draft policy posted publicly for comment by the NMSU Community, as determined by the Policy Steering Committee. Draft policy is improved and refined based on feedback. The Policy Steering Committee determines whether policy draft is posted for final review and comment.

Approval

The final policy proposal is submitted to the Policy Steering Committee for routing to Chancellor.

Implementation

New, amended or repealed policy actions will be published by the Operational Policy Facilitator in the NMSU Policy Hub online. 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.

Appendix A
Proposed Policy Action Form

Completion of this form is required as part of the submission process. The form serves as a description and details document to answer Why, What, and other questions.

Type of Proposed Policy Action (Select One): New, Revision, Repeal

ARP Number [Current or Proposed, if new]   **ARP Title [Proposed, if new]**

Proposal Sponsor: Enter your name here   **Sponsor's Department/Unit:** Name

Sponsor Title: If different than ARP or new

Direct Line: Click or tap to enter number   **Email:** Click or tap to enter email

Completely fill out for new policies, complete relevant sections for policy revisions, including repeals:

1. **Rationale for Policy Proposal, including if required for regulatory, accreditation or legal compliance**
   Click or tap here to enter text.

2. **Broad Policy Category:** Choose an item.

3. **Proposed Effective Date:** Click or tap to enter a date.

4. **Proposed Frequency of Cyclic Review:** Choose an item.

5. **Impact A: Does this proposal relate to other NMSU System policies (ARP or RPM) that would require change, consolidation or elimination as a result of this proposal? Please Be Specific.**
   Click or tap here to enter text.

6. **Impact B: Does this proposal relate to accreditation standards, laws, or regulatory requirements, (Federal, State, Other) outside of the NMSU System? Please Be Specific.**

7. **Impact C: Briefly describe how this proposal relates to The NMSU Strategic Plan.**

8. **Impact D: Will the implementation of this proposal impact university resources? Be as specific as possible.**

    ICT (e.g. programming, data warehouse, Banner, etc.), updates to the Academic Catalog, updates to NMSU websites (other than the Policy Hub), budget needs for implementation and other

9. **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.)*

10. **Impact E: Stakeholder Checklist (**check any stakeholder group potentially impacted by the proposed policy action, in both sections)**:**

Administrative	Academic and Student Focused
☐ Administration	☐ Academic Administration
☐ Arrowhead Center	☐ Academic Deans Council/College Deans
☐ Athletics	☐ Accreditation
☐ Campus Safety (Police or Fire)	☐ Advising
☐ Chancellor Office	☐ Associate Deans Academic Council
☐ Diversity, Equity and Inclusion	☐ Associated Students of NMSU
☐ Employee Council	☐ Community Colleges
☐ Environmental Health, Safety and Risk Management	☐ Curriculum & Assessment
☐ Executive Team	☐ Dean of Students
☐ Facilities and Services	☐ Department Heads
☐ Finance and Business Services	☐ Digital Learning
☐ Government and External Relations	☐ Faculty Development
☐ Health and Wellness	☐ Faculty Senate
☐ Human Resource Services (HRS)	☐ Online Learning
☐ Information and Communication Technologies (ICT)	☐ Library
☐ Marketing and Communications	☐ Provost and Chief Academic Officer
☐ NMDA	☐ Registrar/University Student Records
☐ Physical Science Lab	☐ Students
☐ Real Estate	☐ University Curriculum Committee
☐ University Administrative Council	☐ University Research Council
☐ University Advancement	☐ VP Student Success
☐ Vice Chancellor/COO– Strategic System Services	☐ VP for Research
☐ VP for Economic Development	☐ *Other: list*
☐ *Other: list*	

11. **Other information Proposal Sponsor may want considered:**
    Click or tap here to enter text.

Proposal Sponsor signature confirms that the Responsible Administrator has acknowledged the request/proposal and has reviewed the policy draft ready for submission to the Policy Steering Committee, as the first step in the process.
Note: Signature is not an approval, it serves as confirmation by the Proposal Sponsor.

Print Name – Proposal Sponsor (In many cases may be same as the Responsible Administrator)	Signature	Date

Policy Steering Committee Approval to move forward with Vetting

Policy Steering Committee Chair	Signature	Date

Appendix B
Operational Policy Draft Template
(Writing the Policy)

Policy proposals must adhere to the format below and completely filled in. This section is provided in an annotated version for ease and use as a resource.

Responsible Executive: _____
Responsible Administrator: _____
Scope: _____
REVISION AND REVIEW HISTORY
First Adopted: _____
Amendments: (list the most recently approved amendment first)
Last Cyclic Review: DATE;

Use current policy number or proposed number if new

Current title or proposed update as needed

ARP ___##__
Title _____

What does this policy accomplish? (See Operational Policy Criteria ARP 1.10 Part 4.1, for guidance)

1. AUTHORITY AND PURPOSE

Text
Header 1
Text
Header 2
Text

Provide an introductory overview to set the context for the policy, including fundamental principles. This is different than the purpose for the policy.
Key Policy Statement(s) may include fundamental principles; any criteria to be met; types or categories; authorization requirements; general do's and do not's; roles and responsibilities. Include internal controls within the statement(s).

2. KEY POLICY STATEMENT(S)

A policy statement communicates the expectations of the employee, student, and individuals using university resources. It sets direction and defines the intended audience. An introductory paragraph sets the context for the policy, different than the purpose for the policy.
A key policy statement:
- Identifies who is subject to the policy requirements and situations in which they apply.
- Describes actions required or prohibited.
- Describes exclusions or special situations.
- Reflect internal controls within key policy statement(s) (*e.g. approvals required.*)

2.1 Statement
2.2 Statement
2.3 Statement, etc.
Continue numerical sequencing as needed

3. KEY PROCESS ELEMENTS

3.1 Key Process
3.2 Key Process
3.3 Key Process
Continue numerical sequencing as needed

This section provides basic process requirements integral to the implementation of the policy (e.g. timelines, forms). Include responsibilities

Include as a Key Process:
- Overview of any hearing or appeal process (required element)
- Internal control processes necessary to achieve statements (*e.g. form, timing and other details regarding the required approval*)
- Cyclic Review (is required as a key process element)

4. DEFINITIONS

4.1 Term:

4.2 Term:

4.3 Term:

4.4 Term:

Include any and all cross references. Administrative Procedures are one requirement and attached as part of the process. See Administrative Procedures for details and guidance for implementation of policy.

5. CROSS REFERENCES

5.1 Administrative Procedures
5.2 Applicable Federal law/regulation: N/A
5.3 Applicable State law/regulation:
5.4 Related policies (RPM or ARP):
5.5 Other

Provide the office and title assigned by the Responsible Administrator and for administering the policy.

6. RELATED INFORMATION

Related Information: Contact the XXXXX Office for additional information not covered in this policy and for the corresponding Administrative Procedures.

Responsible Office and Position(s) Title:

Phone: **Email:**

Responsible Office and Position(s) Title:

Phone: **Email:**

May consider providing a list of specific office(s) responsible for carrying out key processes

**Appendix C
Style Guide**

NMSU Style Guide is under revision and therefore the following are considerations until which time the guide update is completed.

Policy Writing Considerations

1. Be clear and concise to reach the intended audience.
2. Consistent font type and size (Times New Roman or Open Sans 11, if unable to access, the text will be converted to Open Sans when posted to policy hub.)
3. Using as few words possible, without impacting meaning or intent.
4. Capitalization only for official name not common nouns and shortened official names.
5. Use NMSU when possible and limit the use of "university".
6. Do not use "shall." Instead, use strong action words, such as "must, will, must not, are responsible for, are prohibited from, etc."
7. The use of "may" or "recommended" is best for optional content within the policy statement.
8. For internal cross-referencing, use parentheses when citing to a hyperlink or a rule.
9. Reduce repetitive links by limiting to a hyperlink or as related cross references, not both.
10. Place web links within the body of the policy statement, only once for each ARP.
11. Use full official title name the first time it appears in a document or section, if using acronyms.
12. Use titles and department names and not individuals.
13. Use a table within the Administrative Procedures to document individual names and contact information.
14. Use lowercase if referring to NMSU as "university."
15. Capitalize job, position or honorary title only if preceded by individual name.
16. Capitalize NMSU defined terms to alert the reader to look for the definition.
17. Avoid use of acronyms, unless a defined term.
18. Do not use gendered pronouns (e.g., he/she, his hers).
19. FAQs might be needed to provide additional information. Do not use footnotes in the template.
20. References to university policies should identify the Board of Regents Policy - RPM first, then Operational Policy – ARP.
21. Use an active voice where possible (faculty must submit the course syllabus vs. the course syllabus is to be submitted by the faculty).
22. Use generic terms and avoid using specific labels.
23. Subheadings may be used to enhance the readability of long policies and serve to direct the audience to the appropriate area.
24. Use *Exception or Other* subheading when an approved condition might be contrary to the stated policy.
25. Use *Exclusions* as subheading if a segment of the university community or process does not apply to the policy. No exclusion indicates that the policy applies to entire university system.
26. Be sure to keep the procedural steps in the Administrative Procedure.
27. Numbered lists and bullet points may be used, dependent upon the structure and intent.
28. Consider how to mitigate or eliminate identified disparities by considering the impact to individuals or groups that may be disproportionately or negatively affected.

Appendix D
Administrative Procedures Template

*Policy proposals must be accompanied by a draft of the Administrative Procedures necessary for a comprehensive understanding of the intent and application of the proposed policy action. Administrative procedures provide the series of steps or specific actions and timing to be followed as a repetitive and consistent approach for implementation of and compliance with policy. Department policies and administrative procedures **must not violate, nor be inconsistent with any provision of the RPM or the ARP and must align and follow the intent** of university policies, laws or regulations.*

The following template provides the list of details you *must* include when developing new or revising existing Administrative Procedures:

Administrative Procedures Number: AP_ARP #_Number (use a period and then Alpha for each revision/update)
Example: AP_1.10_1
Revision/Amendment: AP_1.10_1.A
If multiple AP accompany an ARP, then the sequencing increases at the Number i.e. AP_1.10_2
Effective Date of Current Version: DATE

1. POLICY NUMBER AND TITLE

Policy Number:

Title:

2. DESCRIBE THE GOAL THE PROCEDURE SHOULD ACHIEVE

Text

3. LIST THE REQUIRED STEPS

STEP 1:

STEP 2:

4. PROVIDE SIMPLE FLOWCHART ILLUSTRATING 3. STEPS

5.   REVIEW FREQUENCY (OPTIMAL TIMEFRAME)

Describe the intervals for review and update. If event based, identify type or frequency of occurrence.

6.   POSTION AUTHORIZED TO MAKE CHANGES

List the position, title and individual currently in the position who has approval authority for AP revision.

7.   MEDIUM TO ANNOUNCE INITIAL AND SUBSEQUENT EDITIONS OF THIS AP

List the medium(s)

8.   PRIMARY AND ADDITIONAL CONTACTS

Description	Individual First and Last Name	Phone	Email
Primary Contact	**Name**	**Phone**	**Email**
Contact	Name	Phone	Email
Contact	Name	Phone	Email

9.   OTHER DETAILS FOR CONSIDERATION

The following is a list of details that may need to be included in Administrative Procedures. This is not an exhaustive list and is not meant to be prescriptive:

1. List of individuals, committees, offices, etc. that will be involved in implementing and overseeing the use of this policy.
    a. Are they elected or defacto responsible due to their position?
    b. If there is a committee involved, is that committee governed by this policy or another? If governed by this policy, consider:
        - Leadership and leadership succession
        - Rotational membership
        - Voting/approval levels

2. Roles & Responsibilities for the different individual positions involved.

3. People: Who are the individual positions, committees, offices, etc. that will be involved in implementing and overseeing the use of this policy?

4.   The following may need to be articulated in this Administrative Procedures:
     - Internal control considerations
     - Approval levels
     - Appeals processes

5.   Timeline: What will get done when? Are there different seasons for the policy?

6. Are there decision levels in the policy that can or may be appealed? What is the appeals process?

7. Does the policy require a communication plan that defines what roles know what and when?

8. Does the policy require forms? Draft and submit forms as part of this AP.

10. ADMINSTRATIVE PROCEDURES DEEMED NOT NEEDED

If Administrative Procedures are deemed not needed, provide rationale for why not needed.

Appendix E
Document Non-Substantive Corrections & Updates

Proposal Sponsor: Click or tap to enter name.   **Date Submitted:** Click or tap

Proposal Title: Click or tap to enter name   **Sponsor's Department/Unit:** *Name*

Direct Line: Click or tap to enter number   **Email:** Click or tap to enter email

Description of Correction/Update and Rationale (e.g. official department name changed from HRS to HR throughout;)

_____
_____
_____
_____
_____
_____

If applicable:

Old Language	New Language

Responsible Administrator has been notified about request for correction/update?

☐ **Yes and by whom:** _____ **or** ☐ **No**

Response by Responsible Administrator: _____

Implemented by Operational Policy Facilitator:

_____   _____
               Name   Date

Appendix F
Policy Feedback Survey

ARP # *Reviewed* _____
ARP Title *Reviewed* _____
Reviewer Name and Title_____
Email address_____
Submission Date and Time: _____

PART 1 - AUTHORITY AND PURPOSE:

Use this area to list comments or suggested edits, if any

PART 2 – KEY POLICY STATEMENTS:

Use this area to list comments or suggested edits, if any

PART 3 – KEY PROCESS ELEMENTS:

Use this area to list comments or suggested edits, if any

PART 4 - DEFINITIONS:

Use this area to list comments or suggested edits, if any

PART 5 – CROSS REFERENCES:

Use this area to list comments or suggested edits, if any

PART 6 - CROSS REFERENCES:

Use this area to list comments or suggested edits, if any

PART 7 – RELATED INFORMATION:

Use this area to list comments or suggested edits, if any

Appendix G
Policy Vetting Survey – *For Use by Proposal Sponsor*

ARP # *Vetted*
ARP Title *Vetted* _____
Reviewer First and Last Name_____
Email address_____
Submission Date and Time: _____

List comments/suggested edit, if any, for all parts of the proposed draft policy:

Use this area to list comments or suggested edits, if any

Other comments or notes to Proposal Sponsor:

Use this area to list any other comments for proposal sponsor consideration

Appendix H
Feedback Summary Form
For completion by Proposal Sponsor/Responsible Administrator after vetting process is complete
Responses to ARP Proposal [###]
Review/Comment Period *Month, Day, Year through Month, Day, Year*

Date Feedback Received	Stakeholder	Summary of Feedback Received	Proposal Modified based on Feedback? (Yes/No)	Explanatory comments including cite to policy where change made in response to feedback	Other

Appendix I
Peer Comparison Table

Proposal Sponsors are encouraged to review policies from other public educational institutions and may wish to document using the Comparison Table below. When providing the comparison, organize by the individual issue or topic being proposed. For example, if your proposal changes academic probation from 2.0 to 2.25 and limits credit hours to 13, then you should compare 1) Academic Probation standard. 2) Credit hour limits. 3) Explain why you chose the peers you did, if other peer institutions are more appropriate than the examples listed below.

Peer Institution	Issue #1	Issue #2	Issue #3
Colorado State University(ex)			
Peer Institution 1			
Peer Institution 2			
Peer Institution 3			
Peer Institution			