

**New Mexico State University
Board of Regents Meeting
Meeting Date:** March 16, 2016

Action Item **Prepared by:** Office of General Counsel
Consent Item
X Informational Item

Report Summarizing Revisions to the Administrative Rules and Procedures of NMSU:

Commencing with the new policy system, and specifically with the adoption of revised Rule 1.10, the Board of Regents will receive regular informational reports to keep it apprised of revisions to the Administrative Rules and Procedures of NMSU (the “ARP”). This is the first such report.

1. Rule 1.10- Protocols for Adoption and Amendment of Regents Policies and Administrative Rules and Procedures of NMSU:

Rule 1.10 was amended on December 7, 2015 to provide procedural guidance relating to how policies and rules are to be developed, routed for feedback from appropriate NMSU review bodies, and submitted for formal approvals.

Rule 1.10 states that NMDA’s regulatory activities conducted per the NM State Rules Act are outside the scope of this Rule; as are departmental/unit directives which pertain only within the department or unit.

Rule 1.10 establishes a detailed approval process for Policy and Rule changes. The process is identical for both Policy and Rule changes except insofar as Policy Changes must be submitted to the Board of Regents for final approval. Rule 1.10 requires both Policy and Rule proposals to be reviewed and vetted by appropriate university stakeholders to ensure that such proposals are well stated and well advised, before submission for final approval to the Chancellor (in the case of Rule proposals) or to the Board of Regents (in the case of Policy proposals). Consistent with Policy 1.10, proposals which are determined to be within scope of scope of the Shared Governance policy generally require adoption by the Faculty Senate prior to being forwarded for final approval. Other types of proposals which affect faculty are sent to Faculty Senate (along with other relevant stakeholder groups) for review and comment.

2. Rule 4.30.10, Hiring-Definitions.

Amended Rule 4.30.10 limit the use of the non-regular term staff employment category to only emergent situations where the critical/urgent need is justified in writing. It was amended (replicated) following amendment to former Policy 4.30.10 by the Board on Dec. 11, 2015.

Submitted by:

Liz Ellis, General Counsel