

PM Cite and Title	Brief Description of Policy Revision and Purpose	Approval History
1.05.10 Board of Regents Bylaws [revision]	Updated various provisions in Article III relating to notice and meetings to be consistent with the Board's 2008/2009 Annual Notice Resolution.	Board of Regents 09.26.08
1.05.10 Art III Board of Regents Bylaws [revision]	To delete outdated material; to generally reference the travel and per diem reimbursement policy and cross reference to the Business Procedures Manual, for the specific rates.	Administrative Council 04.14.09
1.05.30 President of NMSU [revision]	To delete the reference to Appendix 1-B, which is the Signature Authority document authorized by this policy, and to authorize the President to revise his delegations of authority as he deems appropriate. The current Approval/Signature Authority document will be posted on line rather than being an Appendix.	Approval of this 07.29.09 Annual Ratification Agenda Item will approve this policy revision.
2.25 Emergency Preparedness [1 st revision]	Former "Emergencies" policy retitled to "Emergency Preparedness" and re-written to require each NMSU campus to prepare and maintain an All Hazards Emergency Operations Plan ("AHEOP") to guide responders, administration and the community during emergency situations; to establish the NMSU-Las Cruces campus' AHEOP as a model for the other components; to provide guidance for all NMSU academic departments and other administrative units to prepare their respective unit level emergency action plans and Continuity of Operations Plans.	Administrative Council 05.12.09
2.25 Emergency Preparedness [2 nd revision]	Minor language revisions to clarify; as well as substantive revisions to add requirement for all NMSU entities to designate "essential" and "alternate essential" employees in advance of emergency, and to include it in their Continuity of Operations Plans. The revision also addresses some personnel issues likely to arise in an emergency situation, such as who reports to work; that an employee may be given an "essential" designation during an emergency; the need for flexibility in the employer's assignment of work ; automatic extension of all pending administrative deadlines; that work outside an employee's normal course and scope of employment may be required; and compensation and leave time.	Administrative Council 07.14.09
2.30 Fire & Emergency Services [revision]	To update to more accurately describe functions of NMSU Fire Dept and to link the recently adopted Fire Prevention Guidelines and Practices	Administrative Council 07.14.09
2.35 Information and Technological Services [newly compiled IT policies with some revisions superseded former Policy 2.35, "Information and Technological Services"]	To compile previous ICT policies, consistent with established and current practices; to incorporate recently adopted individual ICT policies (i.e. including the Mobile Communication Device (AC 05.08.07 Eff 01.01.08) and Emergency Notification (AC 01.15.09) policies); and to incorporate policy type guidance that is also posted on the ICT Dept's website.	Administrative Council 04.14.09
2.35.1.1.8 [new-and now part of recompiled IT policies at 2.35]	Establishment of the Emergency Notification Policy as part of the newly organized ICT policies adopted at 2.35 above.	Administrative Council 04.14.09

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2.35.1.2.3 NMSU Institutional Data Security [revision]	To add a definition of "institutional data" to ensure that the policy is interpreted to apply to all NMSU data and not only to computer systems data; to clarify that the NMSU Non-Disclosure form is to be signed by those granted access to NMSU central computer systems; and that all NMSU employees are subject to protect confidential and sensitive information from improper disclosure and personal use.	Administrative Council 07.14.09
2.90 University Records [revision]	To repeal 2.90.50 because it was superseded by the new and revised Institutional Data Security Policy; to reformat and modify the remainder of 2.90, including revisions to update and provide additional guidance for compliance with FERPA as amended and NMIPRA as amended.	Administrative Council 07.14.09
2.91 [new] ID Theft Prevention Program (also referred to as the "Red Flags" policy)	To comply with the Fair and Accurate Credit Transactions Act, which amended the Fair Credit Reporting Act; to establish a program to detect, prevent and mitigate Identify Theft in connection with a covered NMSU account and to protect students, faculty, staff and other constituents of NMSU from damages related to such fraudulent activity.	Administrative Council 07.14.09
2.95 Parking and Traffic Regulations [revision]	Minor clarifying language revisions; change in issuing authority for VIP Permits to Asst. VP for Auxiliary Services; change in fee to replace a stolen permit from full price to \$5; and change in provision for one time dismissal of citation to one time dismissal every five years.	Administrative Council 07.14.09
3.75 [revision]	Parts of prior policy deleted because superseded by above referenced complete rewrite to IT policies at 2.35	Administrative Council 04.14.09
3.99 Prohibition of Student Hazing [new]	Establishment of Prohibition of Student Hazing Policy into NMSU Policy Manual	Administrative Council 10.14.08
4.05.11 Appeals/Grievance-Non-Discrimination Based Staff, Applicable to all Regular and Non-Probationary Employees [revision]	Revised to move BYPASS Paragraph up to precede Stage 1; to revise structure of approval authority in Stages 1 and 2 of formal appeal; and to streamline the process by eliminating the reconsideration step within Stage 2 of formal appeal process.	Administrative Council 09.09.08
5.15.40 Appointments Non-Tenure Track [revision]	Faculty Senate Proposition No. 14-08/09 revised Policy 5.15.40 to create a "Research Faculty" job classification and to define "College Faculty".	Faculty Senate 04.30.09; Administrative Council 07.14.09
5.20.20 Assignments-Teaching Load [1 st revision]	Faculty Senate Proposition No. 05-08/09 completely rewrote Teaching Load Policy 5.20.20 to update consistent with established practice; and to account for differing faculty roles and enhance flexibility in setting faculty work loads.	Faculty Senate 10.30.08; Signed by President 12.01.08
5.20.20 Assignments-Teaching Load [2 nd revision]	Faculty Senate Proposition No. 19-08/09 amends the recently rewritten Teaching Load Policy 5.20.20 to address concerns of community college faculty.	Faculty Senate 04.30.09; Administrative Council 07.14.09

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5.94 Research	Faculty Senate Proposition No. 22-08/09 changes the membership of the University Research Council to increase faculty representation and enhance the ability to meet quorum requirements; also adds vision, mission, goals and responsibilities.	Faculty Senate 04.30.09; Administrative Council 07.14.09
5.96 Searches for Academic Administrators [revision]	Faculty Senate Proposition 11-08/09 revised 2 nd paragraph to require a search to fill an academic administrator position permanently; eliminated the prohibition of allowing Interims from applying for the permanent position; allows for internal or external searches to be done for department heads and associate deans and mandates an external search for dean or above. States that internal and external applicants will be treated equally, and that there is not assumed preference for internal applicants.	Faculty Senate 04.02.09; Administrative Council 04.14.09 RATIFICATION TABLED
5.98 Tenure Track and Tenure (Continuous Contract) [revision]	Faculty Senate Proposition 06-08/09 acted upon the recommendation of the HSS Task Force, and revised that portion of Policy 5.98 entitled " <u>Non Renewal of Contracts and Termination of Appointment</u> " to require consultation with the P & T Committee prior to forwarding to the Dean any recommendation for non-renewal of a faculty member; also to require that upon request, the faculty member not being renewed will be provided an explanation as to the basis for the nonrenewal.	Faculty Senate 01.15.09; Signed by President 02.19.09
6.93 [new]	Faculty Senate Proposition 16-08/09 established new policy to permit an embargo of a dissertation or Master's thesis under certain conditions. Unless a request for an embargo is made, dissertations and master's theses are routinely processed by the Library. This policy sets forth the conditions for which an embargo may be granted and the procedure for same.	Faculty Senate 04.02.09; Signed by President 04.07.09
8.30 Disciplinary Action/ Involuntary Termination [revision]	To restructure the pre-approval authority required to place an employee on administrative leave with pay, as well as for various types of disciplinary actions.	Administrative Council 09.09.08
8.50 Performance Evaluation/Probationary Period [revision]	To eliminate the necessity for the Provost's pre-approval on probationary staff terminations, demotions or transfers, for administrative efficiency.	Administrative Council 09.09.08
9.33 Vehicle Assignments [new]	To establish policy and accompanying procedures to allow NMSU focus on the most effective and efficient use of university-owned vehicles, in order to maintain the fewest number of motor vehicles as possible to achieve the mission of the university, without creating hardship for any college, NMSU entity or process.	Administrative Council 07.14.09

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Appendix 1-D (Faculty Senate Constitution) [revision]	Faculty Senate Proposition 19-07/08 revised the Faculty Senate Constitution to provide for the representation of regular nontenure-track faculty on the Faculty Senate, and made the following revisions: 1. Art I: re-defined the term "Faculty" to also include regular nontenure-track faculty; 2. Art III: increased the number of senators to add 6 regular nontenure-track faculty senators; 3. Art IV: revised the eligibility to vote provision such that tenure and tenure-track faculty will vote for tenure and tenure-track nominees and regular nontenure-track faculty will vote for regular nontenure-track nominees	Faculty Senate 05.01.08; Signed by President 06.13.08; Confirmed by vote of General Faculty.
Appendix 1-F [revision]	This is a list reflecting most of the university-wide Councils, Boards and Committees. The Emergency Notification Committee was established by new Policy 2.35.1.1.8 and will be added to the list. NOTE: A notebook compiling the data relating to these councils, boards and committees, (i.e. official name, purpose and authority, membership, Chair selection and duties) is maintained by the Regents Chief of Staff, and may be viewed on line.	Administrative Council 04.14.09
Appendix 1-G [new]	To attach the Charter for the Board of Regent's Audit Committee referenced in Policy 1.05.20	Board of Regents 09.08.06
throughout entire manual	Non-substantive formatting or editorial changes and other revisions for consistency or correction may be made on an ongoing basis. Examples include revising the date in the header; edits to tables of contents for consistency, updates to job and office title changes.	