

POLICY CITE AND TITLE	POLICY ADMINISTRATOR	PURPOSE/DESCRIPTION OF POLICY REVISION	APPROVAL HISTORY BOR =Board of Regents FS=Faculty Senate UAC=Univ Administrative Council
2.36 [New Policy] Payment Card Industry Data Security Policy	Treasury Services; ICT	New policy adopted for information security and risk management purposes in compliance with Payment Card Industry Data Security Standards, consistent with industry best practices.	UAC: 12.13.11 BOR: 01.30.12
2.50 [Revision] Naming Policy	Univ Advancement	<p>Reformatted to include outline form, new headings, revised title, and other stylistic changes. Substantive changes proposed include:</p> <ul style="list-style-type: none"> <li>▪The minimum thresholds required for endowments pertaining to university namings are increased and will be phased in. The increase from \$10,000 to \$25,000 will be phased in with an increase to \$15,000 effective July 2012, and to \$25,000 effective July 2013. They will be listed in an Appendix 2-A, hyperlinked from the manual instead of listed within the policy manual itself. Future modification to the minimum thresholds is delegated to the NMSU president, who will consider recommendations from the NMSU Foundation, the Naming Committee and the University Administrative Council.</li> <li>▪Revision to clarify/simplify the current provisions relating to removal of named structures, and to address more generally the possible future need to relocate, remove or eliminate facilities or academic units. It also continues to address the possibility that a change in circumstance that might result in a previously awarded name bringing dishonor to the university, and therefore justify removal of the name.</li> <li>▪Deletion of some procedural or outdated material from the current policy, which might be viewed in some instances as granting additional discretion to the Naming Committee. Example: the requirement that laboratories, classrooms and conference rooms should have functional names and are not permanent to specific locations is eliminated- See new subsection F. 5. a. versus current policy subsection P. 6. c.</li> </ul>	UAC: 12.13.11 BOR: 01.30.12
2.90.40 [Revision #1] Inspection of Public University Records	Records Custodians; General Counsel	Revised to comply with the 2011 amendments to the NMIPRA relating to: requests made electronically; charges for actual costs of downloading, storage devices and transmitting; redaction of PPII, including metadata; and requirement to post required notice also at the entity's website.	UAC: 09.13.11 BOR: 10.10.11
2.90.40 [Revision #2] Inspection of Public University Records	Records Custodians; General Counsel	Revised to add the NMSU Chief of Police as one of the university's official Records Custodians.	UAC: 11.08.11 BOR: 12.09.11

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3.05 [Revision] Alcohol Policy	Office of NMSU President (with support from Alcohol Review Committee)	To update and clarify the existing Alcohol Policy, re-titling it "Alcohol at NMSU Sanctioned Events"; distinguishing b/t the permit process, governed by state law, and the internal administrative approval process; adding P. C. to clarify the policy administrator. Thus, former Section G. became Section H. ("Tailgating Exception) and was substantively revised to clarify that tailgating at NMSU sporting events is an exception to the general rule of no alcohol without a permit or admin approval (or both), if the tailgating event involves less than 200 people at a tailgating station, and if the activities at that station are conducted in accordance with the Tailgating Procedural Guidelines, which are issued by NMSU Chief of Police, Director of Special Events, Asst. VP for Facilities and NMSU Athletics Director.	UAC: 12.13.11 BOR: 01.30.12
3.65 [New Policy] Protection of Sensitive Information	All NMSU entities (colleges, departments or other work units) that maintain or use sensitive information.	Certain university operations involve sensitive information (i.e. classified, proprietary) and requires a heightened level of protection to ensure its confidentiality. This new policy imposes a duty on each college or other NMSU entity that maintains or uses sensitive information to develop appropriate data security procedures, and to provide training for faculty, staff and students who will have access to the sensitive information. This policy will also assist the university in complying with federal law and regulations that require strict controls on these types of information.	UAC: 09.13.11 BOR: 10.10.11
4.05.50 [Revision] Faculty Grievance Review and Resolution	jointly administered by Faculty Senate; EVP/Provost; HRS; UGC	<p>The proposed revisions clarified issues which arose during the first few grievances heard since the grievance process was initially adopted in July of 2010:</p> <ul style="list-style-type: none"> <li>▪ Re-formats to combine Overview with the Purpose into Section A.; to move Definitions from Section M up to Section D.; to add a Section for "Policy Administrator"; to rearrange the guidelines for resolving conflicts of interest; to re-word various provisions throughout for clarification, simplification, or consistency;</li> <li>▪Lengthens from 5 days to 10 days the time that the Faculty Grievance Review Board (FGRB) has to meet and decide whether a matter grieved is within the authority of the FGRB; also lengthens the time from 3 to 5 days for a decision appealing a denial of a grievance, and changes the decision maker from the Office of General Counsel to the Asst. VP of Human Resource Services;</li> <li>▪Clarifies the intent for the grievant to have to inform the department head or</li> </ul>	FS: 05.03.12 BOR: 06.21.12

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<p>continued... 4.05.50 [Revision] Faculty Grievance Review and Resolution</p>	<p>continued... jointly administered by Faculty Senate; EVP/Provost; HRS; UGC</p>	<p>other responsible party of the intention to file a grievance in the pre-grievance resolution stage, as well as to provide a copy of the grievance once filed. Additionally, adds that the parties must both be copied on the official communications to and from the FGRB members.</p> <ul style="list-style-type: none"> <li>▪Adds a provision that grievance participants and witnesses shall not be retaliated against;</li> <li>▪Adds provisions for the nine member FGRB to elect a chair, who will then take on some of duties previously done by the Faculty Senate Chair (such as convening the full board to screen the grievances);</li> <li>▪Amends membership of the six at large faculty members to include four tenured/tenure track and two college faculty, in order that if a grievance involves a college faculty member, one of those members might be assigned;</li> <li>▪Clarifies intent that the faculty members shall not also be serving in the capacity of academic administrator, interim or otherwise;</li> <li>▪Adds provisions to address creation and preservation of the grievance record;</li> <li>▪Clarifies role of faculty advisor appointed for grievant;</li> <li>▪Clarifies that either party may request that a grievance be stayed.</li> <li>▪Clarifies that a quorum of five (of the nine member FGRB) is required to meet.</li> <li>▪Added provisions to address vacancies created by the resignation of an FGRB member during the member’s term of service (“Interim Vacancies”).</li> <li>▪Added provisions to allow the FGRB to meet telephonically or other electronic means.</li> <li>▪Clarified for consistency that the terms of service begin in the Spring semester as soon as possible after the election as possible within a new subsection entitled, “Commencement of Staggered Terms”.</li> <li>▪Clarifies role of faculty advisor appointed for grievant;</li> <li>▪Clarifies that either party may request that a grievance be stayed.</li> </ul>	<p>continued... FS: 05.03.12 BOR: 06.21.12</p>

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continued... 4.05.50 [Revision] Faculty Grievance Review and Resolution	continued... jointly administered by Faculty Senate; EVP/Provost; HRS; UGC	<ul style="list-style-type: none"> <li>▪Clarifies that a quorum of five (of the nine member FGRB) is required to meet.</li> <li>▪Added provisions to address vacancies created by the resignation of an FGRB member during the member’s term of service (“Interim Vacancies”).</li> <li>▪Added provisions to allow the FGRB to meet telephonically or other electronic means.</li> <li>▪Clarified for consistency that the terms of service begin in the Spring semester as soon as possible after the election as possible within a new subsection entitled, “Commencement of Staggered Terms”.</li> </ul>	continued... FS: 05.03.12 BOR: 06.21.12
4.65 [Revision(s)] Key Security Management Personnel	PSL Director	This policy was updated twice to maintain the accuracy of the key management personnel group.	BOR: 10.10.11 BOR: 06.21.12
5.47 [Revision]	Faculty Discipline and Appeals Board with support from HRS and UGC	FS Proposition No. 13-11/12Z revises Policy 5.47 to lower the burden of proof from clear and convincing to preponderance of the evidence for action taken based upon discriminatory misconduct, consistent with guidance from the Dept. of Education. Other minor revisions for clarification included revising the definition of “investigative administrator”, adding new section C. for “Policy Administrator”, and adding internal cross references to the Overview at Section E.	FS: 04.05.12 BOR: 06.21.12
5.94 D. [Revision] Research: “D. Protection of Sensitive Information”	Research units maintaining or using sensitive information.	Section D. of the Research policy was revised to be consistent with new policy 3.65, which requires heightened security relating to sensitive information.	UAC: 09.13.11 BOR: 10.10.11

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6.65 [Revision] General Education Courses	EVP/Provost Faculty at Large	Faculty Senate Proposition No. 21-11/12 revises the General Education policy to reformat the provisions describing the General Education Certification Committee consistent with revised Policy 1.05.90; and to relocate detailed procedural material into a set of distinct procedural guidelines for the approval of courses to be certified or recertified as a General Education course. These guidelines will be issued by the Office of the EVP/Provost and will be linked from the policy. Additionally, the revisions eliminate the potential for appeal to the Faculty Senate's Committee on Committees, as it pertains to implementation of the policy; as well as the provision describing how the policy may be amended. These changes arise from the recommendations made by a group of faculty and administrators working in conjunction with Dr. Greg Fant, Associate Vice President and Deputy Provost.	FS: 05.03.12 BOR: 06.21.12
6.75 [Revision] Honorary Degrees	BOR and Academic Administration	Faculty Senate Proposition No. 09-11/12A amends the criteria for academic departments when recommending the award of an honorary bachelor's degree, in those instances when a tragedy permanently prevents a student from completing the degree requirements.	FS: 05.03.12 BOR: 06.21.12
7.45 [Revision] Workers' Compensation	Campus Health (Note: overlaps with HRS)	To reformat, clarify and otherwise update the existing policy, as well as to add a new component for temporary modified duty as employees who were injured or became ill on the job transition back to work fulltime. The revisions will formalize the current practice, as well as over time has the potential to reduce the university's workers' compensation insurance premiums.	UAC: 12.13.11 BOR: 01.30.12
8.15 K. [Revision] Service Increase section w/i Compensation policy	HRS	To update the process followed for service awards that are awarded to non-exempt employees with 25 and 30 years of consecutive regular service, for consistency with the non-exempt staff collective bargaining contract and with established practice.	UAC: 12.13.11 BOR: 01.30.12
8.40.1 [Revision] Ineligibility for Rehire	HRS	To narrow the policy's application to situations involving serious misconduct resulting in the involuntary termination of the employee (or resignation in lieu thereof), and to clarify/streamline the process. This revision aligns with the original intent of the policy and reflects the current practice. Also, some reformatting revisions to align with ongoing efforts to standardize the presentation of the university's policies.	UAC: 03.13.12 BOR: 05.11.12

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9.20 [Revision #1] NMSU Real Estate	BOR NMSU President Office of Real Estate	To add subsection A. 3. d., which provides a fourth category of transactions which are to be delegated by the Board of Regents to the NMSU President for review, approval and execution. The Board delegates authority for specific use agreements that have a finite term and do not convey an ownership interest. This covers routine access agreements necessary for a variety of utilities.	BOR: 12.09.11
9.20 [Revision #2] NMSU Real Estate	BOR NMSU President Office of Real Estate	To broaden the delegation of authority (from the Board of Regents to the NMSU President) for review, approval and execution of certain real estate transactions. Extends the term in A. 3. a.; from 5 to 10 years; and increases the amount in A. 3. b. from \$10,000 to \$1,000,000. Also, creates the Regents' Real Estate Committee, to serve similar function as do the regents' budget and audit committees.	BOR: 03.12.12
	Office of General Counsel	Periodically, as reported or as needed, non-substantive revisions are made within the on line policy manual to reformat, to maintain consistency, or to make a correction. Examples may include edits within tables of contents, updating of position and office title changes, updating of hyperlinks and other minor corrections.	