INFORMATIONAL REPORT: SUMMARY OF ARP REVISIONS 08/18/2018 – 11/13/2018

This report summarizes the revisions made to the Administrative Rules and Procedures of NMSU (ARP) during the period 08/18/2018 through 11/13/2018, in accordance with ARP 1.10 – Procedures to Revise NMSU Policies and Rules.

1. **ARP 6.03 – Employment Categories** was revised on October 9, 2018 to clarify that non-tenure track faculty are considered “regular faculty”, a deficiency reported by outside counsel. This revision was recommended for approval by the University Administrative Council and approved by the chancellor.

2. **ARP 7.32 – Faculty Salary Increase for Promotion** was revised on October 9, 2018 to expand the scope of the policy to include community college faculty, effective Fall 2019. This revision was recommended for approval by the University Administrative Council and approved by the chancellor.

3. **ARP 6.35- Non-Tenure Track Faculty Appointments and ARP 2.55 – NMSU Recognition of Affiliated Individuals** were revised, respectively on October 9, 2018 and November 13, 2018 to update the provisions relating to Affiliated Faculty. These provisions were first relocated from ARP 6.35 C. into ARP 2.55 Part 5, to help distinguish volunteer affiliates from paid employees. Then, ARP 2.55 was amended consistent with ARP 2.55 Parts 1-4 which establish criteria, procedures, conditions and privileges for each type of individual NMSU affiliate. The revised policy was recommended for approval by Faculty Senate as amended (to add a new category for Affiliated Scholars) and also by the University Administrative Council, prior to approval by the chancellor.

4. **ARP 7.20 – Staff Overtime Pay/Comp Time and ARP 8.56 – Holiday Leave Benefit** were revised, respectively on October 9, 2018 and November 13, 2018. Text from ARP 8.56 relating to the calculation of overtime during weeks containing a holiday was moved from ARP 8.56 into ARP 7.20 which addresses overtime pay. Then, ARP 8.56 was amended to re-title, restructure and update for administrative efficiency. This revision was recommended for approval by the University Administrative Council and approved by the chancellor.

5. **ARP 4.03 – Course Registration Deadline Waiver** was revised on November 13, 2018 to modernize and streamline the process by which requests for late registration changes (e.g. course withdrawals) will be processed. Instead of using ad hoc appeal committees in the colleges, an associate dean from the involved college and the registrar will apply the criteria in the policy to render their determination; if either does not approve, the request will be denied, with a right of appeal to the provost.

6. **ARP 4.81 – Degrees, Majors, Minors and Other Academic Programs of Study** was revised on November 13, 2018 to update the section that addresses notations on transcripts, to clarify the types of academic credentials that will be noted on the official academic transcript. During the review and comment process, it was decided to move this section into a standalone rule, which became ARP 4.82- Transcript Notations.

7. **Re-Numbered (not revised) Rules:** A few were re-numbered as part of continuing re-codification effort:
   - ARP 14.93 - Charitable Activities was renumbered as ARP 18.86
   - ARP 14.94 – Aggie Cupboard was renumbered as ARP 18.87
   - ARP 14.99 - University Closures and Required Notifications was renumbered as ARP 16.09
   - ARP 16.67 - Regulation of Firearms on NMSU Premises was renumbered as ARP 16.06
   - ARP 16.22 – Protocols in Event of Missing Student was renumbered as ARP 16.07