

1-1 Introduction and History

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General Content. The University Administrative and Governance Policy and Procedure compilation (the AGP&P) contains approved policies and procedures for governing and administering the Eastern New Mexico University System (the System). Individual campuses of the System may have additional unique policies. After approval by the Board of Regents, these policies are maintained and published by Portales, Roswell, or Ruidoso, as appropriate. Policies and procedures are directed to the particular Roswell, Ruidoso or Portales campus constituency group or administrative unit.

2. **Purposes of the AGP&P.** The AGP&P is intended to serve the following purposes:
 - A. To inform ENMU System employees of current policy and procedure,
 - B. To assist in compliance with state and federal law,
 - C. To enable ENMU System employees to comply with approved policies and procedures,
 - D. To emphasize the importance of consistent compliance with policies and procedures and
 - E. To assist new staff members in gaining understanding of the manner in which the ENMU System functions.

3. **Administration of the AGP&P.** It is essential that the official copy of the AGP&P manual for the ENMU System be kept current and accessible to the System in order to effectively serve the purposes for which the manual is designed. For administrative purposes, the official copy of the ENMU System AGP&P manual shall be posted to the ENMU-Portales web site and updated by the Office for Planning, Analysis and Governmental Relations. For purposes of the AGP&P, “presidents” refer to the president of ENMU-Roswell Branch Community College, and ENMU-Ruidoso Branch Community College. The chancellor refers to the chief executive of the ENMU System, who also serves as president of ENMU-Portales.

4. **History of the AGP&P.** The following is a summary of the known history of the AGP&P:
 - A. **Development.** Policies and procedures handbooks have been part of ENMU governance since the late 1970’s, with some policies dating from much earlier in the institution’s history. The first comprehensive policy compilations were prepared in the 1970’s on the Portales campus and the Roswell branch community college and updated periodically. A policy compilation was prepared for the ENMU-Ruidoso Branch Community College in 1995.

On December 15, 2017, the ENMU Board of Regents directed that critical policies be consistent across the ENMU System, and their language should reflect System-wide application. Policies unique to one part of the System (e.g., Roswell or Ruidoso Branch Community Colleges) can be developed and submitted for Board of Regent approval.

 - B. **Content and Organization.** AGP&P content is restricted to approved policies and procedures and such approved documents as are deemed necessary for the administration and governance of the System. Though originally organized by functional/organizational

elements of the University, the AGP&P has been reorganized into topical chapters in order to enhance its usefulness.

- C. Numbering and Citations. The AGP&P can be broken down into chapters, documents, sections and subsections. Each chapter is given a number (1, 5, 10, 15, etc.). Each document within a chapter is also given a number (1, 2, 3, 4, etc.). Therefore, the second document in chapter 20 would be numbered "2" and can be cited as "20-2." Within each document, each section is numbered (1, 2, 3, 4, etc.). Therefore, the fifth section of the second document in chapter 20 would be numbered "5" and can be cited as "20-2-5." Within each section the subsections are indicated by a capital letter first (A, B, C, D, etc.), then a number in parentheses [(1), (2), (3), (4), etc.], then a lower case letter (a, b, c, d, etc.). A full citation down to the lowest-level subsection could read "AGP&P, 20-2-5A (1) b."
- D. Titles. Each document within the AGP&P has been given a title appropriate to its contents and a number. The title of a section is intended for ease of use. It is not intended to be a technically correct part of the document, nor should any interpretation of a section include the title.
- E. Editing and Publishing. Just as the content of the AGP&P should be limited to approved documents, editing, updating and publishing should be performed by an approved method and by those with documented authority to do so.

Approved by Board of Regents on November 17, 2005.

Approved as amended by Board of Regents on December 14, 2018.