

### 1-2 Approval, Publication and Compilation of Policies and Procedures

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1. **Purpose.** The purpose of this policy and procedures is to provide a uniform method of approving, publishing and compiling policies and procedures in the interest of promoting lawful, equitable and efficient administration and governance of the Eastern New Mexico University System (the System).
2. **Policy.** All System policies and procedures (or regulations by any other name) must be approved, published and compiled pursuant to the procedures set forth below.

#### Procedures

3. **Shortened References.**
  - A. "Document." A policy, procedure or other regulation submitted for approval shall be referred to herein as a "Document."
  - B. "Approval Path." The required consideration, review and approval of a document shall be referred to herein as the "Approval Path."
4. **Administration.** The compilation of System policies and procedures shall be administered by the vice president for Planning, Analysis and Governmental Relations (VPPA) with oversight by the System chancellor. Other or non-System policies and procedures shall be administered by the director of Human Resources (at ENMU-Portales and ENMU-Roswell Branch Community College) or by the designated administrator (at ENMU-Ruidoso Branch Community College) and overseen by the president.
5. **Initiating a Document.** Document approval of System-wide policies or any policies unique to the Portales campus shall be initiated by submission to the Office for Planning, Analysis and Governmental Relations (OPA). Policies unique to the Roswell or Ruidoso branch community college campuses but not System-wide shall be submitted to the office designated by their president. Documents submitted for approval should be submitted with a memorandum containing the following information:
  - A. The name(s) of personnel initiating the Document, including those involved in its drafting and review;
  - B. A copy of or other reference to any policy or procedure the Document is purported to amend, modify or replace in whole or in part and
  - C. A succinct statement of the reasons for initiating the Document (unless such reasons are evident in the text of the Document).
6. **Initiation by Regents.** If a Document is initiated through the action or recommendation of the Board of Regents, the System chancellor shall be deemed the initiating officer of the Document.
7. **Consultation Phase.** In the case of System-wide policies, the OPA shall consult with the initiating unit/officer/group about format, timeline and the Document's review by appropriate persons or groups. If revision, research or review is needed, the OPA shall provide that assistance. In the case of policies unique to ENMU-Portales, ENMU-Roswell or ENMU-

Ruidoso, this review function will be conducted by the person or office designated by the president. Review processes will vary on campuses but must include consultation, presentation to a governance oversight body, and the opportunity for comment and feedback before a vote is taken endorsing the policy or any substantive change to a policy.

8. **Approval.** If a Document has broad institutional policy implications, it must also be approved by the Board of Regents. If a Document is unique to one entity of the System and not to others, the review process and approval path should take place on the initiating campus before being submitted for Regents' approval.
9. **Monitoring the Approval Path.** The administrative unit/officer/group initiating the Document shall monitor the process of the Document through the Approval Path and shall advise the OPA of progress of the Document. Once approvals are secured, the policy can be submitted to the Board of Regents for final approval.
10. **Publication.** Once the policy document is approved by the Board of Regents. The OPA or policy custodian at the branch community college shall assure that the full Document is published as appropriate, including publication on the Roswell, Ruidoso or Portales campus policy web page or such other publication as deemed appropriate.
11. **Compilation.** Those approved Documents deemed to have sufficiently wide application to the System shall be compiled in the Administrative and Governance Policies and Procedures (AGP&P). The AGP&P:
  - A. Shall be revised and updated as necessary no less than once each calendar year and
  - B. Shall be published by the OPA on the Portales campus web site's policy pages ([www.enmu.edu](http://www.enmu.edu)).
12. **Emergencies.** The System chancellor may determine that, due to exigent circumstances, it is in the best interest of the System to approve a Document without full use of approval procedures. Such a Document may be approved, subject to review and revision pursuant to full approval procedures.

Approved by Board of Regents on November 17, 2005.

Amendments approved by Board of Regents on December 14, 2018.