

## 1-1 Introduction and History

- 1-1-1 General Content • 1-1-2 Purposes of the AGP&P •  
1-1-3 Administration of the AGP&P • 1-1-4 History of the AGP&P

1. **General Content.** The University Administrative and Governance Policy and Procedure compilation (the AGP&P) contains approved policies and procedures for governing and administering Eastern New Mexico University (the University), especially the Portales Campus. Personnel handbooks, which are distributed to each employee as well as posted on the University web site, are intended to be policy documents auxiliary to the AGP&P and may contain personnel policies not included herein. Many policies and procedures directed to particular University constituencies or administrative units, but not to the University as a whole, are not included in this compilation. Administrators in charge of policies and procedures not contained in this compilation in full are listed in AGP&P, 1-3.
2. **Purposes of the AGP&P.** The AGP&P is intended to serve the following purposes:
  - A. To inform University employees of current policy and procedure,
  - B. To assist in compliance with state and federal law,
  - C. To enable University employees to comply with approved policies and procedures,
  - D. To emphasize the importance of consistent compliance with University policies and procedures and
  - E. To assist new staff members in gaining understanding of the manner in which the University functions.
3. **Administration of the AGP&P.** It is essential that all copies of the AGP&P be kept current and accessible in order to effectively serve the purposes for which the manual is designed. The responsibility for assuring departmental copies of the manual are current and accessible is assigned to University staff who have immediate supervisory responsibility for each University department. For administrative purposes, the official copy of the AGP&P shall be posted to the University web site and updated by the Office for Planning and Analysis.
4. **History of the AGP&P.** The following is a summary of the known history of the AGP&P:
  - A. **Development.** In 1992, President Everett Frost understood the need to compile the University's administrative and governance policies and procedures into a form to which faculty and staff could readily refer. The only existing policy manual had not been consistently edited or updated. The task of recompiling policies and procedures was undertaken by the internal auditor (IA) and assistant IA, who reviewed University archives in an effort to collect all official policy and procedure documents. (The term "official" refers to policy and procedure approved by the Board of Regents or an appropriate administrative council or officer.) The IA circulated these documents throughout the University, soliciting updates, edits, amendments and additions from members of the University administration. Upon being received, contributions from

the administration were added to the already compiled AGP&P. The completed manual was published and distributed in 1994. Periodic revisions have occurred to bring the AGP&P current, with a subsequent revision in organization occurring in 1997.

- 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 entire University. Purely informational material, however important it might be, is not found in the AGP&P but rather in various separate handbooks and other publications. 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. These are listed at the beginning of the document and in the AGP&P Table of Contents. Each section also begins with a title in bold print. 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 by an approved method and by those with documentary authority to do so. In 1997, the president approved such a method in AGP&P, 1-2.

Amended version approved by University Policy Council on September 19, 2005.

Approved by Board of Regents on November 17, 2005.