

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 Eastern New Mexico University (the University).
2. **Policy.** All University 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. These policies and procedures shall be administered by the executive director for Planning and Analysis (the Executive Director) with oversight by the president.

5. Initiating a Document. Document approval shall be initiated by submission to the Office for Planning and Analysis (the OPA) 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 clearly 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 president shall be deemed the initiating officer of the Document.

7. Consultation Phase. 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 such assistance.

- 8. Approval Path.** The president shall make a determination regarding the Approval Path of the Document. All Documents must be approved by the University Policy Council. If a Document has broad institutional policy implications, it must also be approved by the Board of Regents.
- 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.
- 10. Registered Documents.** Upon approval of a Document, it shall be forwarded without delay to the OPA for registration. All registered policies and procedures of the University shall be maintained in the OPA. Any Document not registered with the OPA shall run the risk of not being considered a *bona fide* policy or procedure of the University.
- 11. Publication.** Upon receipt of the Document for registration, the OPA shall assist the initiating administrative unit/officer/group in assuring that the full Document is published as appropriate, including publication on the University policy web page or such other manual, handbook, catalog or other University, college or departmental publication as deemed appropriate by the OPA.
- 12. Compilation.** Those approved Documents deemed to have sufficiently wide application to the University 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 University web site's policy pages.
- 13. Emergencies.** The president may determine that, due to exigent circumstances, it is in the best interest of the University to approve a Document without full use of approval procedures. Such Document may be approved, subject to review and revision pursuant to full approval procedures. Any such Document shall contain the following statement:

This document is approved subject to review and revision pursuant to University administrative and governance procedures.

Approved by the president on January 27, 1997.

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

Approved by Board of Regents on November 17, 2005.