

**MEMORANDUM**

August 17, 2017

**TO:** Vice Presidents, Deans, Department Heads

**FROM:** Dr. Douglas J. Palmer [ORIGINAL SIGNED BY]  
Interim Provost and Executive Vice President

**SUBJECT:** 2018 Office of the Provost Board of Regents Agenda Item Deadlines

The meetings of the Board of Regents of The Texas A&M University System for 2018 have been scheduled and are available at: <http://www.tamus.edu/regents/schedule/>.

All agenda items for consideration by the Board of Regents must be submitted to the Associate Vice President for Administration and Academic Affairs (AVP) in the Office of the Provost no later than 5:00 p.m. on the deadline for the applicable meeting (see attached table). It is imperative items are submitted in final format. If revisions are necessary, it is critical that there be a quick turnaround to ensure sufficient time for review, approval routing and submission to the A&M System Offices by their deadline. If an item is submitted late or responses to pending revisions are not received in a timely manner, there is no guarantee that the item will be submitted for Board approval until the following meeting. Late submissions and placeholders are no longer accepted by the A&M System Offices.

Degree programs, administrative changes and core curriculum changes requiring Board approval must first receive approval of the Faculty Senate. Therefore, please be mindful of the deadlines and meeting dates for the Undergraduate Curriculum Committee, Graduate Council and Faculty Senate for these items.

Faculty issues, such as tenure/tenure on arrival, faculty development leave and emeritus are processed through the Office of the Dean of Faculties which in turn, submits to the Office of the Provost. Contact the Office of the Dean of Faculties for deadlines and further information.

Centers and Institutes are processed through the Office of the Vice President for Research, which in turn submits to the Office of the Provost. Contact the Office of the Vice President for Research for deadlines and further information regarding the process.

Namings must be reviewed by the Development Strategy Council (DSC) per [University Rule 51.06.99.M1](#), *Naming of Buildings & Other Entities*, prior to Office of the Provost review. Contact Ms. Tina Evans at the Texas A&M Foundation for submission to the DSC.

Agenda Item Style Guidelines can be found at: <http://www.tamus.edu/legal/agenda-items/agenda-item-style-guidelines/>. The agenda item form for new degree programs can be found at <http://registrar.tamu.edu/Our-Services/Curricular-Services/Curricular-Approvals/Program-Approvals#0-DegreePrograms>. The A&M System Academic Affairs agenda item approval processes, resources, and examples, can be found at: <http://www.tamus.edu/academic/approval-process/>. Samples of other types of agenda items can be found at: <http://www.tamus.edu/legal/agenda-items/>.

If you have questions or need assistance, do not hesitate to contact Ms. Deena McConnell, Associate Vice President for Administration and Academic Affairs, in my office.

**NOTE:** Submission deadlines for agenda items are subject to change due to adjustments to Board of Regents meeting dates and A&M System deadlines. Check the [Office of the Provost](#) website for updates or contact Deena McConnell at [djm@tamu.edu](mailto:djm@tamu.edu). Current deadlines can be found at:

- Office of the Provost Agenda Item Due Dates: <http://provost.tamu.edu/resources/college-administrators>
- Academic Affairs Agenda Item Due Dates: <http://www.tamus.edu/academic/approval-process/>
- Non-Academic Item Due Dates: <http://www.tamus.edu/legal/agenda-items/agenda-items-deadlines/>

The Office of the Provost Board of Regents agenda item deadlines are listed in the table below:

<b>BOR Meeting 18-02: FEBRUARY 7-9, 2018</b>	
Academic Affairs, <b><u>first deadline:</u></b> ➤ Centers and Institutes ➤ Degree Programs	October 25, 2017
Academic Affairs, <b><u>second deadline:</u></b> ➤ Emeritus ➤ Faculty Development Leave ➤ Tenure	November 8, 2017
All Non-Academic items, <b><u>third deadline</u></b>	December 6, 2017
<b>BOR Meeting 18-03: APRIL 18-20, 2018</b>	
Academic Affairs, <b><u>first deadline:</u></b> ➤ Centers and Institutes ➤ Degree Programs ➤ *Admission Standards	January 11, 2018
Academic Affairs, <b><u>second deadline:</u></b> ➤ Emeritus ➤ Faculty Development Leave ➤ Tenure	January 26, 2018
All Non-Academic items, <b><u>third deadline:</u></b> ➤ *Holiday Schedule	February 23, 2018
<b>BOR Meeting 18-04: AUGUST 15-17, 2018</b>	
Academic Affairs, <b><u>first deadline:</u></b> ➤ Centers and Institutes ➤ Degree Programs	May 9, 2018
Academic Affairs, <b><u>second deadline:</u></b> ➤ Emeritus ➤ Faculty Development Leave ➤ Tenure	May 22, 2018
All Non-Academic items, <b><u>third deadline</u></b>	June 20, 2018
<b>BOR Meeting 19-01: NOVEMBER 14-16, 2018</b>	
Academic Affairs, <b><u>first deadline:</u></b> ➤ Centers and Institutes ➤ Degree Programs	August 8, 2018
Academic Affairs, <b><u>second deadline:</u></b> ➤ Emeritus ➤ Faculty Development Leave ➤ Tenure	August 22, 2018
All Non-Academic items, <b><u>third deadline</u></b>	September 19, 2018

\*Items submitted once a year

As a reminder, all agenda items must be submitted to the AVP in the Office of the Provost in final format by the deadlines listed on the table to allow proper vetting, approval, and timely submission to the A&M System.