

August 25, 2016

MEMORANDUM

TO: Vice Presidents, Deans, Department Heads

FROM: Dr. Karan L. Watson [ORIGINAL SIGNED BY]
Provost and Executive Vice President

SUBJECT: 2017 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 2017 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.

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

Centers and Institutes are processed through the Office of the Vice President for Research before submitting 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 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.

- 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/>

2017 Office of the Provost Board of Regents Agenda Item Deadlines

August 25, 2016

Page 2

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

| BOR Meeting 17-03: FEBRUARY 9-10, 2017 | |
|--|--------------------|
| Academic Affairs, first deadline: ➤ Centers and Institutes ➤ Degree Programs | October 26, 2016 |
| Academic Affairs, second deadline: ➤ Appointments ➤ Emeritus/Emerita ➤ Faculty Development Leave ➤ Tenure/Tenure on Arrival | November 9, 2016 |
| All Non-Academic items, third deadline | December 7, 2016 |
| BOR Meeting 17-04: APRIL 27-28, 2017 | |
| Academic Affairs, first deadline: ➤ Centers and Institutes ➤ Degree Programs | January 19, 2017 |
| Academic Affairs, second deadline: ➤ *Admission Standards ➤ Appointments ➤ Emeritus/Emerita ➤ Faculty Development Leave ➤ Tenure/Tenure on Arrival ➤ *Promotion | February 2, 2017 |
| All Non-Academic items, third deadline ➤ *Holiday Schedule | March 2, 2017 |
| BOR Meeting 17-05: AUGUST 17-18, 2017 | |
| Academic Affairs, first deadline: ➤ Centers and Institutes ➤ Degree Programs | May 15, 2017 |
| Academic Affairs, second deadline: ➤ Appointments ➤ Emeritus/Emerita ➤ Faculty Development Leave ➤ Tenure/Tenure on Arrival | May 29, 2017 |
| All Non-Academic items, third deadline | June 26, 2017 |
| BOR Meeting 17-05: NOVEMBER 9-10, 2017 | |
| Academic Affairs, first deadline: ➤ Centers and Institutes ➤ Degree Programs | August 7, 2017 |
| Academic Affairs, second deadline: ➤ Appointments ➤ Emeritus/Emerita ➤ Faculty Development Leave ➤ Tenure/Tenure on Arrival | August 21, 2017 |
| All Non-Academic items, third deadline | September 18, 2017 |

*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 submission to the A&M System by their deadline.