

MEMORANDUM

October 1, 2021

TO: Vice Presidents, Deans, Department Heads

FROM: M. Katherine Banks, Ph.D., President [ORIGINAL SIGNED BY]

SUBJECT: 2022 Board of Regents Agenda Item Deadlines

The 2022 and 2023 regular meetings of the Board of Regents of The Texas A&M University System have been scheduled and are available at: <http://www.tamus.edu/regents/schedule/>.

All agenda items from Texas A&M University to be considered by the Board of Regents will be processed through and submitted by the Office of the President. Proposed agenda items must be submitted to the Division of Operations in the Office of the President no later than 5:00p.m. on the deadline for the applicable meeting (see attached table). It is important that agenda items be submitted as a complete, final draft. If there are questions after submission or revisions are needed, it is critical that there be a quick turnaround to ensure sufficient time for final review, approval, and submission to the A&M System Offices by their deadline. If a proposed agenda item is submitted late or if responses to questions or pending revisions are not received in a timely manner, the agenda item may not be submitted for Board consideration until the following meeting. Late submissions and placeholders are no longer accepted by the A&M System Offices.

New Degree programs requiring Board approval must first complete the curricular process. Therefore, please be mindful of the deadlines and meeting dates for the Undergraduate Curriculum Committee, Graduate Council, and Faculty Senate for these items. Agenda items for new degree programs will be submitted to the Division of Operations by the Office of the Provost.

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

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

Approval for a system employee to serve as an officer, member of the board of directors, and employee of an entity that proposes to license technology from The Texas A&M University System are processed through the college dean to the Vice President for Research, which in turn submits to the Division of Operations. Contact the Vice President for Research for deadlines and further information.

Style Guidelines can be found at: http://www.tamus.edu/assets/files/chancellor/agenda/doc/style_guidelines.doc. The agenda item form for new degree programs can be found at <http://registrar.tamu.edu/Our-Services/Curricular-Services/Curricular-Processes/Program-Approvals#0-DegreePrograms>. The A&M System Academic Affairs agenda item approval processes, resources, and examples, can be found at: <https://www.tamus.edu/academic/academic-planning-and-policy/changes-that-require-board-approval>. Samples of other types of agenda items can be found at: <http://www.tamus.edu/legal/agenda-items/>. The Texas A&M University Strategic Plan Imperatives can be found at <https://www.tamus.edu/system/wp-content/uploads/sites/18/2020/08/BOR-StrategicPlan-v3-HR.pdf>, page 14

All proposed agenda items must be submitted electronically in Word format to Ms. Deena McConnell, Associate Vice President in the Division of Operations, at djm@tamu.edu. If you have questions or need assistance, please contact Ms. McConnell.

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 Division of Operations website for updates or contact Deena McConnell.

2022 Board of Regents Agenda Item Deadlines

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The deadlines for proposed agenda items to be submitted to Division of Operations are listed in the table below:

BOR Meeting 22-02: FEBRUARY 16-18, 2022	
Academic Affairs, first deadline: ➤ Centers and Institutes ➤ Degree Programs	VPR Deadline: October 11, 2021 October 28, 2021
Academic Affairs, second deadline: ➤ Emeritus ➤ Faculty Development Leave ➤ Tenure	November 9, 2021
All Non-Academic items, third deadline	December 10, 2021
BOR Meeting 22-03: MAY 18-20, 2022	
Academic Affairs, first deadline: ➤ Centers and Institutes ➤ Degree Programs	VPR Deadline: January 31, 2022 February 14, 2022
Academic Affairs, second deadline: ➤ Emeritus ➤ Faculty Development Leave ➤ Tenure ➤ *Admissions Standards	February 28, 2022
All Non-Academic items, third deadline: ➤ *Holiday Schedule	March 28, 2022
BOR Meeting 22-04: AUGUST 9-11, 2022	
Academic Affairs, first deadline: ➤ Centers and Institutes ➤ Degree Programs	VPR Deadline: April 22, 2022 May 6, 2022
Academic Affairs, second deadline: ➤ Emeritus ➤ Faculty Development Leave ➤ Tenure	May 19, 2022
All Non-Academic items, third deadline	June 17, 2022
BOR Meeting 23-01: NOVEMBER 9-11, 2022	
Academic Affairs, first deadline: ➤ Centers and Institutes ➤ Degree Programs	VPR Deadline: July 25, 2022 August 8, 2022
Academic Affairs, second deadline: ➤ Emeritus ➤ Faculty Development Leave ➤ Tenure	August 29, 2022
All Non-Academic items, third deadline	September 19, 2022

*Items submitted once a year

As a reminder, all agenda items must be submitted electronically to Deena McConnell in the Division of Operations (djm@tamu.edu) in final format by the deadlines listed above to allow proper vetting, approval, and timely submission to the A&M System.