

MEMORANDUM

September 20, 2022

TO: Vice Presidents, Deans, Department Heads

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

SUBJECT: 2023 Board of Regents Agenda Item Deadlines

The 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 5:00 p.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 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.

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 and related submissions to the Texas Higher Education Coordinating Board 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 Office of the Vice President for Faculty Affairs, which in turn submits to the Division of Operations. Contact the Office for Faculty Affairs for deadlines and further information regarding the process.

Requests for 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 Office of the Vice President for Research for deadlines and further information.

Style Guidelines can be found at: <https://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-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. Contact Ms. Deena McConnell or Linda Newman (lnewman@tamu.edu) for updates.

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

BOR Meeting 23-02: FEBRUARY 8-10, 2023		
Academic Affairs, <u>first deadline:</u> > Centers and Institutes > Degree Programs	VPR Deadline: October 17, 2022	October 31, 2022
Academic Affairs, <u>second deadline:</u> > Emeritus > Faculty Development Leave > Tenure		November 10, 2022
All Non-Academic items, <u>third deadline</u>		December 12, 2022
BOR Meeting 23-03: MAY 17-19, 2023		
Academic Affairs, <u>first deadline:</u> > Centers and Institutes > Degree Programs	VPR Deadline: January 26, 2023	February 9, 2023
Academic Affairs, <u>second deadline:</u> > Emeritus > Faculty Development Leave > Tenure > *Admissions Standards		February 23, 2023
All Non-Academic items, <u>third deadline</u> > *Holiday Schedule		March 23, 2023
BOR Meeting 23-04: AUGUST 16-18, 2023		
Academic Affairs, <u>first deadline:</u> > Centers and Institutes > Degree Programs	VPR Deadline: April 27, 2023	May 11, 2023
Academic Affairs, <u>second deadline:</u> > Emeritus > Faculty Development Leave > Tenure		May 24, 2023
All Non-Academic items, <u>third deadline</u>		June 21, 2023
BOR Meeting 24-01: NOVEMBER 8-10, 2023		
Academic Affairs, <u>first deadline:</u> > Centers and Institutes > Degree Programs	VPR Deadline: July 20, 2023	August 3, 2023
Academic Affairs, <u>second deadline:</u> > Emeritus > Faculty Development Leave > Tenure		August 17, 2023
All Non-Academic items, <u>third deadline</u>		September 14, 2023

*Items submitted once a year

As a reminder, all agenda items must be submitted electronically to Ms. 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.