


February 27, 2024

MEMORANDUM

TO: Vice Presidents, Deans, Department Heads

FROM: Mark A. Welsh III, President 

SUBJECT: Board of Regents Agenda Item Deadlines – July-August 2024 and November 2024 Meetings

With the upcoming deadlines for the July-August and November 2024 Board meetings, we will continue with our current agenda item submission process and deadlines for these meetings. All Board of Regents agenda items from Texas A&M University will be processed through and submitted by the Office of the President. Our internal deadlines are generally 10 business days before the A&M System submission deadlines. Below is a table with our internal deadlines for the July-August and November meetings.

Proposed agenda items should 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 the A&M System deadline is not met, the agenda item may not be submitted for Board consideration until the following meeting. Prior to submission to the Office of the President, most agenda items are processed through other offices with additional requirements and deadlines:

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 and Professional Council, and Faculty Senate for these items. Contact Dr. Alicia Dorsey in the Office of the Provost and Executive Vice President for the process for preparing and submitting the agenda items for new degree programs and related submissions to the Texas Higher Education Coordinating Board. Agenda items will be submitted to the Office of the President by the Office of the Provost and Executive Vice President.

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

Style Guidelines can be found at: <https://www.tamus.edu/legal/agenda-items/agenda-item-style-guidelines/>. The A&M System Academic Affairs agenda item approval processes, resources, and agenda item samples, 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

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at: <http://www.tamus.edu/legal/agenda-items/>. To complete the Strategic Plan Imperatives section of the agenda item, please review the eight strategic imperatives of the A&M System which 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 in the Office of the President at djm@tamu.edu. If you have questions, please contact Ms. McConnell.

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

BOR Meeting 24-04: JULY 31-AUGUST 2, 2024	
Academic Affairs, <u>first deadline:</u> Centers and Institutes Degree Programs	VPR Deadline: April 17, 2024 May 1, 2024
Academic Affairs, <u>second deadline:</u> Emeritus Faculty Development Leave Tenure	May 14, 2024
All Non-Academic items, <u>third deadline</u>	June 17, 2024
BOR Meeting 25-01: NOVEMBER 6-8, 2024	
Academic Affairs, <u>first deadline:</u> Centers and Institutes Degree Programs	VPR Deadline: July 23, 2024 August 7, 2024
Academic Affairs, <u>second deadline:</u> Emeritus Faculty Development Leave Tenure	August 14, 2024
All Non-Academic items, <u>third deadline</u>	September 16, 2024

NOTE: Submission deadlines for agenda items are subject to change due to adjustments to Board of Regents meeting dates and A&M System deadlines. Please contact Ms. McConnell or Ms. Angela Sanchez (asanchez@tamu.edu) for updates.