


October 21, 2024

**MEMORANDUM**

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

**FROM:** General (Ret.) Mark A. Welsh III, President 

**SUBJECT:** 2025 Board of Regents Agenda Item Deadlines

Board of Regents (Board) agenda items from Texas A&M University are processed through and submitted by the Office of the President. Our internal deadlines are generally ten business days before the A&M System submission deadlines. Attached is a table with our internal deadlines for agenda items for the 2025 Board meetings.

Proposed agenda items should be submitted to the Office of the President 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 & Professional Council, and Faculty Senate for these items. Contact the Office of the Provost and Executive Vice President for the process for preparing and submitting the Board 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 the agenda item to the Office of the President. Contact the Office of the Vice President for Research for deadlines and 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 will submit the agenda items to the Office of the President. Contact the Office for Faculty Affairs for deadlines and information regarding the process.

**Naming Requests** are processed through the Office of Gift Oversight, which in turn will submit the request memo and required documentation to the Office of the President. Contact the Office of Gift Oversight for deadlines and information regarding the process and required documentation.

**A&M System Agenda Item 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 sample agenda items, 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 System 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.

Proposed agenda items must be submitted electronically in Word format to Ms. Deena McConnell in the Office of the President at [djm@tamu.edu](mailto:djm@tamu.edu). If you have questions or need assistance, please contact Ms. McConnell.

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

<b>BOR Meeting 25-02: FEBRUARY 5-7, 2025</b>	
Academic Affairs, <b><u>first deadline:</u></b> Centers and Institutes Degree Programs	October 30, 2024 <b>VPR Deadline: October 16, 2024</b>
Academic Affairs, <b><u>second deadline:</u></b> Emeritus Faculty Development Leave Tenure	November 18, 2024
Honorary Degree, <b><u>deadline</u></b>	November 12, 2024
All Non-Academic items, <b><u>third deadline:</u></b>	December 10, 2024
<b>BOR Meeting 25-03: MAY 28-30, 2025</b>	
Academic Affairs, <b><u>first deadline:</u></b> Centers and Institutes Degree Programs	February 5, 2025 <b>VPR Deadline: January 22, 2025</b>
Academic Affairs, <b><u>second deadline:</u></b> Emeritus Faculty Development Leave Tenure *Admissions Standards	February 19, 2025
Honorary Degree, <b><u>deadline:</u></b>	February 18, 2025
All Non-Academic items, <b><u>third deadline:</u></b> *Holiday Schedule	March 19, 2025
<b>BOR Meeting 25-04: AUGUST 25-27, 2025</b>	
Academic Affairs, <b><u>first deadline:</u></b> Centers and Institutes Degree Programs	May 1, 2025 <b>VPR Deadline: April 16, 2025</b>
Academic Affairs, <b><u>second deadline:</u></b> Emeritus Faculty Development Leave Tenure	June 4, 2025
Honorary Degree, <b><u>deadline:</u></b>	May 14, 2025
All Non-Academic items, <b><u>third deadline</u></b>	June 27, 2025
<b>BOR Meeting 26-01: NOVEMBER 5-7, 2025</b>	
Academic Affairs, <b><u>first deadline:</u></b> Centers and Institutes Degree Programs	August 7, 2025 <b>VPR Deadline: July 24, 2025</b>
Academic Affairs, <b><u>second deadline:</u></b> Emeritus Faculty Development Leave Tenure	August 13, 2025
Honorary Degree, <b><u>deadline:</u></b>	August 20, 2025
All Non-Academic items, <b><u>third deadline:</u></b>	September 11, 2025

**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. Deena McConnell or Ms. Angela Sanchez ([asanchez@tamu.edu](mailto:asanchez@tamu.edu)) for updates.