


MEMORANDUM

October 21, 2025

TO: Vice Presidents, Deans, Department Heads
FROM: Thomas D. Williams, Interim President 
SUBJECT: 2026 Board of Regents Agenda Item Deadlines

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 ten business days before the A&M System submission deadlines. Attached is a table with our internal deadlines for the 2026 Board of Regents 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 & Professional Council, and Faculty Advisory Council for these items. Contact the Office of the Provost and Executive Vice President (academicplanning@tamu.edu) 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.

Naming requests are processed through the Office of Gift Oversight, which in turn will submit to the Office of the President. Contact the Office of Gift Oversight for deadlines and required documentation.

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 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 in the Office of the President at djm@tamu.edu. If you have questions or need assistance, 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 26-02: FEBRUARY 4-6, 2026	
Academic Affairs, <u>first deadline:</u> Centers and Institutes Degree Programs	October 27, 2025
Academic Affairs, <u>second deadline:</u> Emeritus Faculty Development Leave Tenure	November 17, 2025
Honorary Degree, <u>deadline</u>	November 14, 2025
All Non-Academic items, <u>third deadline:</u>	December 10, 2025
BOR Meeting 26-03: MAY 20-22, 2026	
Academic Affairs, <u>first deadline:</u> Centers and Institutes VPR Deadline: Jan. 21, 2026 Degree Programs	February 4, 2026
Academic Affairs, <u>second deadline:</u> Emeritus Faculty Development Leave Tenure	February 18, 2026
Honorary Degree, <u>deadline:</u> *Admissions Standards	February 17, 2026
All Non-Academic items, <u>third deadline:</u> *Holiday Schedule	March 18, 2026
BOR Meeting 26-04: September 2-4, 2026	
Academic Affairs, <u>first deadline:</u> Centers and Institutes VPR Deadline: April 16, 2026	April 30, 2026
Degree Programs , <u>second deadline:</u> Emeritus Faculty Development Leave Tenure	June 9, 2026
Honorary Degree, <u>deadline:</u>	May 14, 2026
All Non-Academic items, <u>third deadline</u>	July 8, 2026
BOR Meeting 27-01: November 18-20, 2026	
Academic Affairs, <u>first deadline:</u> Centers and Institutes VPR Deadline: Aug. 6, 2026 Degree Programs	August 20, 2026
Academic Affairs, <u>second deadline:</u> Emeritus Faculty Development Leave Tenure	August 26, 2026
Honorary Degree, <u>deadline:</u>	September 1, 2026
All Non-Academic items, <u>third deadline:</u>	September 24, 2026

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) for updates.