

Submission of Board of Trustees Agenda Items

Items to be considered by the University of Arkansas Board of Trustees are to be submitted to the provost's office approximately one month prior to the scheduled meeting. Dean's offices will send to the provost's office a complete list and back-up materials of all items according to the submission schedule below.

For ACADEMIC items, the deadline is two months in advance of the meeting at which consideration is requested. This allows time for review by the System office. Academic items that are immaterial or minor, such as name changes, can be submitted with regular agenda items.

Board Meeting Date	Date for Submission to Provost's Office – <i>Academic Agenda Items</i>	Date for Submission to Provost's Office – Regular Agenda Items*
September 11-12, 2014	June 26, 2014	August 6, 2014
November 13-14, 2014	September 18, 2014	October 7, 2014
January 21-22, 2015	November 7, 2014	December 5, 2014
March 17-18, 2015	January 5, 2015	February 6, 2015
May 20-21, 2015	March 6, 2015	April 13, 2015

All items and back-up materials need to be sent to the provost's office directly from the dean's office (rather than departments or other offices) to ensure that the dean has reviewed and approved them for the agenda. The items and back-up materials need to be sent electronically to the executive assistant to the provost at provost@uark.edu. **If there are no items to send forward, please send an e-mail message indicating that.**

Items that are typically sent to specific Board of Trustees meetings are:

January	honorary degree nominations for Spring Commencement
April	emeritus resolutions, promotion and tenure, and Off Campus Duty Assignment proposals
May	Requests to Exceed Line-item Maximum
September	honorary degree nominations for Fall Commencement

Also send resolutions for faculty, staff, and students whose achievements reflect positively on the campus or resolutions on the death of individuals who have contributed significantly to the UA. In addition, include items approved by the Faculty Senate which require approval or notification of the Board and/or of the Arkansas Higher Education Coordinating Board. Approval of bonding, fees, and other finance items will be taken to the Board by the vice chancellor for finance and administration once approved by the provost and at other necessary campus levels.

**Regular agenda items are academic items that are immaterial or minor, such as name changes, resolutions of sorrow, emeritus resolutions, etc. and can be submitted with regular agenda items.*