

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.

<u>Board Meeting Date</u>	<u>Date for Submission to Provost's Office</u>
September 4, 2009	July 30, 2009
November 13, 2009	October 8, 2009
January 29, 2010	December 15, 2009
April 16, 2010	March 11, 2010
May 28, 2010	April 22, 2010

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 ldizney@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
April	emeritus resolutions, promotion and tenure, and Off Campus Duty Assignment proposals
June	Requests to Exceed Line-item Maximum

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.

7/15/09