

University of Louisiana System

**Title: SUBMISSION OF BOARD
AGENDA ITEMS**

Effective Date: August 29, 2008

Cancellation: July 23, 2001 PPM

Chapter: Miscellaneous

Policy and Procedures Memorandum

The following guidelines shall be followed to submit agenda items in order to be considered by the Board of Supervisors for the University of Louisiana System:

1. **Agenda Deadline:** Items to be placed on the agenda are due in the System office by the agenda deadline date

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COMMITTEE SPECIFICS		
<i>Academic and Student Affairs Committee Items</i>		
Type of Item	Action	Due date/deadline
Letters of Intent/Proposals for Degree Programs	Since significant review is necessary, please submit one (1) copy of letter of intent or proposal to the Committee Liaison.	30 days prior to agenda deadline
		Agenda deadline
		to the August agenda deadline
<i>Athletic Committee Items</i>		
Type of Item	Action	Due date/deadline
Athletic Contracts	Submit one (1) copy of an athletic contract to the Committee Liaison for review.	30 days prior to agenda deadline
	After initial review by Committee Liaison, submit four (4) originals.	Agenda deadline
	After approval by Board, submit one original signed copy for Board files.	Subsequent to Board meeting
<i>Audit Committee Items</i>		

Summer Faculty Appointments	Submit to Committee Liaison.	Agenda deadline for April meeting
<i>Personnel Committee Items</i>		
Type of Item	Action	Due date/deadline
Positions of Rank Dean and Above	Submit the following: (1) Documentation of the conduct of national search; (2) Documentation of the appointment of a search committee; (3) Search committee minutes; (4) A list of applications received; (5) Documentation indicating the number of candidates interviewed; (6) Résumé of the selected person.	Agenda deadline

Policy References:

Board *RULES*

Review Process:

Campus Personnel
 Board of Supervisors

Distribution:

University Presidents
 University Vice Presidents