

How to Submit an Appointment Request

This job aid explains how institutional representatives can submit leadership appointment requests (e.g., vice presidents, deans, agency deputy/associate directors, and provost-related roles).

Important Information

- Only authorized institutional submitters may submit appointment requests.
- All requests must be submitted through the Laserfiche Appointment Request Form: https://it-lf-ecmf.tamu.edu/Forms/TAMUS-AA_Appointments
- Upload all required supporting documents (e.g., briefing minute order, memo, CV, salary justification) in the correct file format (PDF or DOCX) as indicated.
- Requests are automatically routed through the designated review and approval stages.
 - When prompted to log in, select your member institution login. System Office employees should use TAMU Net ID (CAS) credentials.

Before You Begin

1. Access the Appointments webpage

In a web browser, navigate to the [Appointments webpage](#) (see Figure 1).

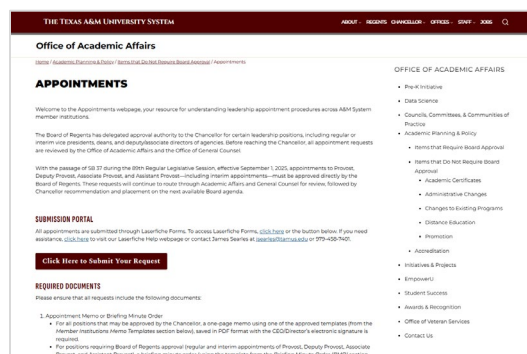


Figure 1 - Appointments webpage

2. Download relevant templates and gather required documents

Review the documentation required for the requested appointment.

- For positions that require Board of Regents approval (i.e., Provost, Deputy Provost, Associate Provost, and Assistant Provost), a [Briefing Minute Order \(BMO\)](#) is required.
- For positions that require Chancellor approval, a one-page memo is required using your institution's approved template available on the webpage (see Figure 2).

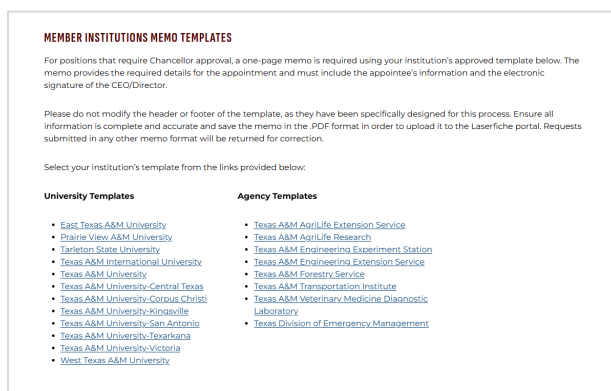


Figure 2 - Approved Memo Templates

Getting Started

1. Access the Appointment Request Form

Navigate to the form link above or open it from the webpage by clicking the **Click Here to Submit Your Request** button (see Figure 3).

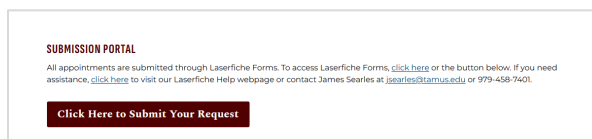


Figure 3 - Submission Portal Access

2. Enter Appointee Information

Complete all required fields on the Appointment Request Form (see Figure 4):

- **Submitting Official's Information:**
 1. **Name** - Auto-populated with the submitting official's name based on login and authentication credentials.
 2. **Email Address** – Auto-populated with the submitting official's email address based on login and authentication credentials.

3. **Phone Number** – Enter best phone number for follow up question in the format: xxxxxxxxxx (10 digits, no spaces or symbols).
- **Appointment Details:**
 1. **Member Institution** – Select the A&M System member institution making the appointment from the dropdown menu.
 2. **Appointment Category** - Select the appropriate category for the appointment (i.e., regular or interim).
 3. **Position** – Select the appropriate positions for the appointment request.
 4. **College** – Appears based on “Dean” selection for Position. Enter the full name of the College associated with the Dean appointment.
 5. **Job Title** – Enter the exact title of the position being requested.
 6. **Proposed Salary** – Provide the proposed annual salary amount in U.S. dollars. Ensure it complies with System pay plan limits.
 7. **Approval Needed** - Auto-populated based on the Appointment Category and Position selected. This field indicates whether the position requires Chancellor approval only, or for select positions requires Board approval.
 8. **Prefix** – Select the appropriate prefix (e.g., Dr., Mr., Ms.) for the appointee.
 9. **First Name** – Enter the appointee’s first name.
 10. **MI** – Enter the appointee’s middle initial followed by a period, if applicable.
 11. **Last Name** – Enter the appointee’s last name.
 12. **Suffix** – Select a suffix if applicable (e.g., Jr., III).
 13. **Full Name** – Auto-generated from the prefix, first name, middle initial, last name, and suffix fields. This field can be edited as needed. Verify accuracy before submission.
 - **Required Documentation:**
 1. **Memo** – *Required for positions that do not require Board approval.* Upload a one-page PDF memo (using the approved templates posted on the Appointments webpage) signed by the CEO.
 2. **Briefing Minute Order (BMO)** – *Required for positions requiring Board approval.* Upload a completed BMO (saved in a DOCX format) signed by the CEO.
 3. **CV** – Upload the appointee’s full CV in PDF format. Remove all personal identifiers (e.g., home address, phone number, SSN).
 4. **Salary Justification / Personnel Actions Requiring Chancellor Approval Form** – Upload the completed

justification form in PDF format, including external market and internal equity data. Ensure compliance with the System-wide Pay Plan (not more than 10% above the median; otherwise, Board approval required).

○ **System Notification Recipients**

1. **Name** – Enter the name of an individual who should be notified when the appointment is submitted.
2. **Email** – Provide the individual’s email address for system notifications.
3. **Title** – Enter the recipient’s professional title.
4. **Add additional people** – Use this option to add more notification recipients. These individuals will receive updates as the request moves through each step of the review and approval process. By default, the member institution’s CEO and their assistant are automatically included. There is no limit to the number of additional people that can be added.

3. Submit Your Appointment.

Click the Submit button once all required fields and documents are complete. This action will formally route the request into the review and approval workflow.

Appointment Request THE TEXAS A&M UNIVERSITY SYSTEM

Instructions
This form is used to submit appointment requests in compliance with System Policy 01.03 and Senate Bill 37 (89th Legislature, 2025). Complete all required fields on this form. Incomplete submissions may delay processing.

Request Date
Date will be captured on form submission

Submitting Official Information
The submitting official is the person that is submitting the appointment request form.

Name* Email Address* Phone Number*
[Text Input] [Text Input] [Text Input]

Appointment Details

Member Institution* Appointment Category*
[Dropdown] [Dropdown]

Position*
[Dropdown]

Job Title* Proposed Salary*
[Text Input] [Text Input]

Approval Needed
Board Approval Required

Prefix* First Name* MI* Last Name* Suffix*
[Dropdown] [Text Input] [Text Input] [Text Input] [Dropdown]

Full Name*
[Text Input]

Required Documentation

Memo*
[Upload]

CV*
[Upload]

Salary Justification Form*
[Upload]

System Notification Recipients
These individuals will be notified about the appointment.

Name	Email	Title
[Text Input]	[Text Input]	[Text Input]
[Text Input]	[Text Input]	[Text Input]

[Add additional people](#)

Submit

Figure 4 - Appointment Request Form

What Happens After Submission

After submitting, a confirmation message will appear on screen and designated recipients will receive email notifications. The request will be routed through the corresponding review process based on the approval needed.

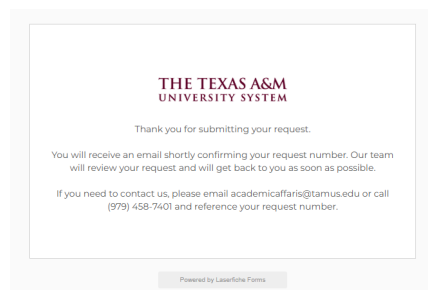


Figure 5 - Submission Confirmation Message

The submitting official and those listed as System Notification Recipients will also receive email notifications (see Figure 6 and Figure 7) as the request moves through the process. The request should be considered pending until a final approval or disapproval notice has been received.

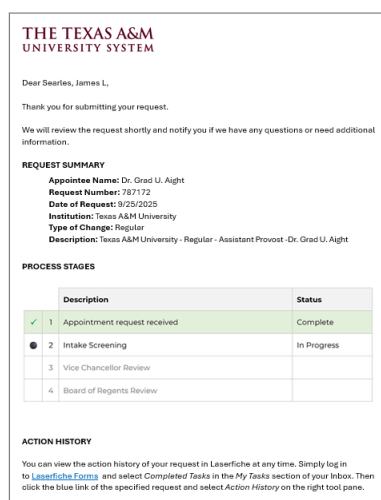


Figure 6 – Request Receipt Email for position requiring BOR Approval

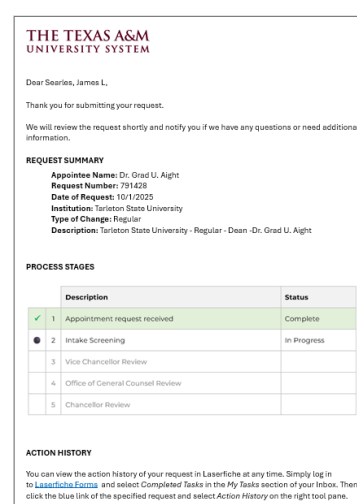


Figure 7 - Request Receipt Email for position requiring Chancellor's Approval

Process Stages

The appointment review and approval process depends on the level of authorization required. Figures 8 and 9 below illustrate the routing stages for appointment requests requiring Chancellor or Board of Regents approval.

For positions requiring Chancellor approval, the request progresses through five key stages: Request Submission, Intake Screening, Vice Chancellor Review, Office of General Counsel Review, and Chancellor Review, followed by the Appointment Decision.

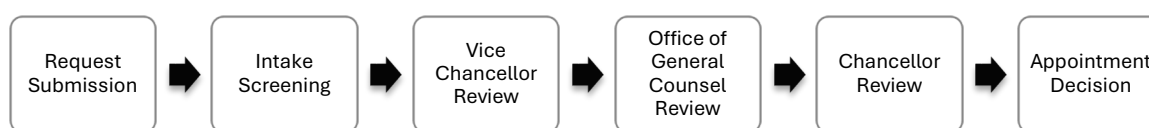


Figure 8 - Process for position requiring Chancellor's Approval

For positions requiring Board of Regents approval, the process follows a similar path but includes one fewer review stage. After Request Submission, Intake Screening, and Vice Chancellor Review, the request advances directly to the Board of Regents Review, where the final decision is made and recorded. Please note that the Board meets quarterly, and review timelines depend on [agenda submission deadlines](#). Therefore, an appointment request may or may not be reviewed at the next scheduled Board meeting.

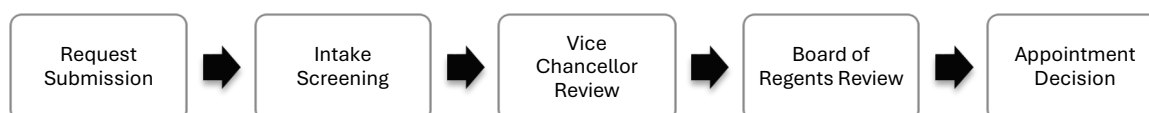


Figure 9 - Process for position requiring Board of Regents' Approval

Tips to Avoid Delays

- Use the approved member memo template from the Appointments webpage and keep it to one page.
- Do not modify the header or footer section on the memo template.
- Ensure the Salary Justification/Personnel Action Requiring Chancellor's Approval Form is complete and consistent with the memo.

- Double-check names, titles, effective dates, and attachments before submitting.
- Confirm the correct approval path early and plan for [Board agenda item submission deadlines](#) when applicable.

Need Help?

For general process or policy-related questions, contact Dr. Kim Rynearson at krynearson@tamus.edu, Dr. Stacey Silverman at ssilverman@tamus.edu, or the A&M System Office of Academic Affairs at academicaffairs@tamus.edu or (979) 458-7401. For technical assistance with the submission portal, contact James Searles at jsearles@tamus.edu.

Additional Resources

- **Appointments Webpage:**
<https://www.tamus.edu/academic/academic-planning-and-policy/changes-not-requiring-board-approval/appointments/>
- **Laserfiche Help Page:**
<https://www.tamus.edu/academic/academic-planning-and-policy/laserfiche-help/>
- **Related Policy**
 - [System Policy 01.03 Appointing Power and Terms and Conditions of Employment](#)
 - [System Policy 25.07 Contract Administration](#)
 - [System Policy 31.01.01 Compensation Administration](#)