

The Texas A&M University System

ACADEMIC AFFAIRS
PROGRAM APPROVAL REVIEW SHEET
ALL ACADEMIC BOARD AND NON-BOARD ITEMS MUST BE SUBMITTED
TO: AA-AgendaItems@tamus.edu

Appointments – Non-Board Item <ul style="list-style-type: none"> • Memo on letterhead • Salary Justification Form (fillable PDF) • Full CV in PDF; (No personal information on CV) 	Check List: <ul style="list-style-type: none"> • Memo on letterhead with President’s signature in MS Word • One email with three attachments
Centers and Institutes – Board Item <ul style="list-style-type: none"> • Briefing Minute Order (BMO) • Executive Summary (4-5 pages) 	Check List: <ul style="list-style-type: none"> • BMO, Executive Summary in MS Word • Supporting documentation as needed
Degree Programs – Board Item <ul style="list-style-type: none"> • Briefing Minute Order (BMO) • Program Review Outline (PRO) • THECB New Degree Certification & Proposal • 50 Mile Notification 	Check List: <ul style="list-style-type: none"> • BMO, PRO in MS Word • Other documents as appropriate (i.e., funding tool, letters of support...)
Emeritus – Board Item (no CV’s required) <ul style="list-style-type: none"> • Brief memo from President is encouraged but not required • Emeritus request submitted using template 	Check List: <ul style="list-style-type: none"> • Check the name, rank and title • Alpha by last name
Faculty Development Leave - Board Item (no CV’s required) <ul style="list-style-type: none"> • Briefing Minute Order (BMO) • Attachment using the FDL template 	Check List: <ul style="list-style-type: none"> • List the correct FY 20XX • Verify the names and departments • Where are they going?, What are they doing and What is the benefit to the institution
Honorary Degrees - Board Item BMO, add name to BMO <ul style="list-style-type: none"> • BMO (need to add name of individual to BMO) • Brief Bio, Resume, CV or Summary of Accomplishments 	Check List: <ul style="list-style-type: none"> • Individual’s name needs to be included on BMO • Submission Deadline – must be submitted six weeks prior to BOR meeting
Promotion - Non-Board Item (No CV’s required) <ul style="list-style-type: none"> • Use the template – be sure to list the College at the top of each section 	Check List: <ul style="list-style-type: none"> • Colleges listed in alpha order • Faculty names listed in alpha order by last name
Tenure - Board Item (CV’s Required-no page limit) <ul style="list-style-type: none"> • BMO • Tenure Template 	Check List: <ul style="list-style-type: none"> • Formatting – use updated template • Double check years towards tenure • Double check names (Names should match the CV!)

Deadlines will be enforced. Agenda Item submission subject line: Name of the university/agency followed by the type of item. Example: TAMU FDL; TSU Appointment; WTAMU BS Industrial Engineering; TAMU-CC Emeritus; TAMU-SA Tenure; TAMU-CT Promotion