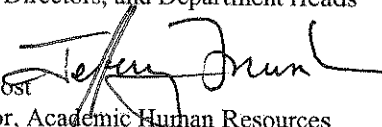


MEMORANDUM

September 1, 2008

TO: Chancellors, Deans, Directors, and Department Heads

FROM: Jeffery Frumkin 
Associate Vice Provost
and Senior Director, Academic Human Resources

SUBJECT: **2009 Deadline Dates** for Regents Communications
Involving Instructional and/or Academic Administrative
Staff Appointments and Changes

The following dates have been established for Regents' meetings in 2009. All Regents Communications involving instructional and/or academic administrative staff appointments, changes, establishment of professorships, and appointments to professorships should be submitted on or before the deadline dates listed below.*

One copy, plus the original of the communication, with **one double-sided copy of the vitae** attached, reporting all of the above mentioned personnel transactions should be sent to Tammy Deane, Academic Human Resources, 2072 Administrative Services Building, 1432.

All communications not pertaining to the above mentioned personnel transactions (such as retirement memoirs) should be sent to Cary Varney, Office of the VP and Secretary of the University, 2008 Fleming Administration Building, 1340.

Effective Date of Action Requested	Submit to Academic HR no later than *	Regents' Meeting Date
January 22, 2009, or after	January 2, 2009	January 22, 2009
February 14, 2009, or after	January 30, 2009	February 19, 2009
March 19, 2009, or after	February 27, 2009	March 19, 2009
April 16, 2009, or after	March 27, 2009	April 16, 2009
May 14, 2009, or after	April 24, 2009	May 14, 2009
June 18, 2009, or after	May 29, 2009	June 18, 2009
July 16, 2009, or after	June 26, 2009	July 16, 2009
August 2009	August 14, 2009 (for interim approval)	NO MEETING
September 17, 2009, or after	August 28, 2009	September 17, 2009
October 15, 2009, or after	September 25, 2009	October 15, 2009
November 19, 2009, or after	October 30, 2009	November 19, 2009
December 17, 2009, or after	November 27, 2009	December 17, 2009

*The Regents' Agenda books are mailed to the Regents by Wednesday morning, one week before the Regents' meeting, according to Regents Bylaws. The deadline dates are based on adhering to that schedule. Please pass this information on to staff members responsible for processing Regents Communications within your area.