



2072 ADMINISTRATIVE SERVICES
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MEMORANDUM

November 12, 2015

TO: Chancellors, Deans, Directors, and Department Heads

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

SUBJECT: 2016 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 2016. 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.*

An electronic version of the original communication, as well as a vitae, reporting all of the above mentioned personnel transactions should be uploaded into the Regents Communications Ctools site. A notification should be sent to Tammy Deane, Academic Human Resources, via email at trendell@umich.edu once the communication is available in Ctools. If you have any questions, please contact Tammy at 936-8911.

All communications not pertaining to the above mentioned personnel transactions (such as retirement memoirs) should be sent to Erin Katz, 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 21, 2016, or after	January 22, 2016 (for interim approval)	NO FORMAL MEETING
February 18, 2016, or after	January 29, 2016	February 18, 2016
March 17, 2016, or after	February 26, 2016	March 17, 2016
April 21, 2016, or after	April 1, 2016	April 21, 2016
May 19, 2016, or after	April 29, 2016	May 19, 2016
June 16, 2016, or after	May 27, 2016	June 16, 2016
July 21, 2016, or after	July 1, 2016	July 21, 2016
August 2016	August 19, 2016 (for interim approval)	NO MEETING
September 15, 2016, or after	August 26, 2016	September 15, 2016
October 20, 2016, or after	September 30, 2016	October 20, 2016
November 17, 2016, or after	October 28, 2016	November 17, 2016
December 15, 2016, or after	November 23, 2016	December 15, 2016

*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.