



MEMORANDUM

November 17, 2023

TO: Chancellors, Deans, Directors, and Department Heads

FROM: Alexandra S. Matish *Alexandra S. Matish*
Associate Vice Provost and Senior Director
Academic Human Resources

SUBJECT: 2024 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 2024. All Regents Communications involving instructional and/or academic administrative 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 reporting all of the above-mentioned personnel transactions should be uploaded into the Regents Communications Dropbox site. A notification should be sent to Tammy Deane, Academic Human Resources, via email at trendell@umich.edu once the communication is available in Dropbox. 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, 3300 Ruthven Building, 1079.

Effective Date of Action Requested	Submit to Academic HR no later than *	Regents Meeting Date
January 2024	January 26, 2024 (for interim approval)	NO MEETING
February 1, 2024, or after	January 26, 2024	February 15, 2024
March 1, 2024, or after	March 8, 2024	March 28, 2024
April 1, 2024, or after	April 26, 2024 (for interim approval)	NO MEETING
May 1, 2024, or after	April 26, 2024	May 16, 2024
June 1, 2024, or after	May 31, 2024	June 20, 2024
July 1, 2024, or after	June 28, 2024	July 18, 2024
August 2024	August 30, 2024 (for interim approval)	NO MEETING
September 1, 2024, or after	August 20, 2024	September 19, 2024
October 1, 2024, or after	September 27, 2024	October 17, 2024
November 2024	November 22, 2024 (for interim approval)	NO MEETING
December 1, 2024, or after	November 22, 2024	December 5, 2024

*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.