



MEMORANDUM

November 21, 2024

TO: Chancellors, Deans, Directors, and Department Heads

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

SUBJECT: 2025 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 2025. 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 2025	January 31, 2025 (for interim approval)	NO MEETING
February 1, 2025, or after	January 31, 2025	February 20, 2025
March 1, 2025, or after	February 28, 2025	March 20, 2025
April 2025	April 25, 2025 (for interim approval)	NO MEETING
May 1, 2025, or after	April 25, 2025	May 15, 2025
June 1, 2025, or after	May 23, 2025	June 12, 2025
July 2025	July 31, 2025 (for interim approval)	NO MEETING
August 2025	August 29, 2025 (for interim approval)	NO MEETING
September 1, 2025, or after	August 29, 2025	September 18, 2025
October 1, 2025, or after	September 26, 2025	October 16, 2025
November 2025	October 31, 2025	November 20, 2025
December 1, 2025, or after	December 24, 2025 (for interim approval)	NO MEETING

*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.