




MEMORANDUM

October 12, 2016

TO: Chancellors, Deans, Directors, and Department Heads

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

SUBJECT: 2017 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 2017. 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 vita, reporting all of the above mentioned personnel transactions should be uploaded into the Regents Communications MBox site. A notification should be sent to Tammy Deane, Academic Human Resources, via email at trendell@umich.edu once the communication is available in MBox. 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 2017	January 20, 2017 (for interim approval)	NO MEETING
February 1, 2017, or after	January 27, 2017	February 16, 2017
March 1, 2017, or after	February 24, 2017	March 16, 2017
April 1, 2017, or after	March 31, 2017	April 20, 2017
May 1, 2017, or after	April 28, 2017	May 18, 2017
June 1, 2017, or after	May 26, 2017	June 15, 2017
July 1, 2017, or after	June 30, 2017	July 20, 2017
August 2017	August 25, 2017 (for interim approval)	NO MEETING
September 1, 2017, or after	August 26, 2017	September 21, 2017
October 1, 2017, or after	September 30, 2017	October 19, 2017
November 2017	October 20, 2017 (for interim approval)	NO MEETING
December 1, 2017, or after	November 17, 2017	December 7, 2017

*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.