

University of Louisiana System

**Title: SUBMISSION OF BOARD
AGENDA ITEMS**

Effective Date: August 29, 2008

Cancellation: July 23, 2001 PPM

Chapter: Miscellaneous

Policy and Procedures Memorandum

The following guidelines shall be followed to submit agenda items in order to be considered by the Board of Supervisors for the University of Louisiana System:

1. **Agenda Deadline:** Items to be placed on the agenda are due in the System office by the agenda deadline date as published on the ULS website. The agenda deadline calendar will be published annually.
2. **Cover Letter:** A cover letter signed by the campus president listing all agenda items for Board approval must be submitted with agenda items. This letter will serve as a record and checklist for System staff.
3. **Agenda Items:**
 - Each individual item must be accompanied by a letter describing the item and requesting Board approval.
 - Send each *original* agenda item without being stapled; do not spiral bind, put in binders, or use tabs.
 - Unless otherwise stated in this PPM, submit seven (7) stapled copies (including personnel actions).
 - Reduce all legal-size documents to 8 ½ x 11 when applicable.
4. **Withdrawal of an Agenda Item:** A letter or email from the University President or designee is required to withdraw an agenda item that was previously submitted to the System office.

5. **Documents Requiring Signatures:** Any document that requires a signature from the Board Chairman, System President, and/or appropriate agencies/parties, etc. must have a signature line with the appropriate name(s).

6. **Committee Specifics:** Please see table entitled *Committee Specifics*.

COMMITTEE SPECIFICS		
<i>Academic and Student Affairs Committee Items</i>		
Type of Item	Action	Due date/deadline
Letters of Intent/Proposals for Degree Programs	Since significant review is necessary, please submit one (1) copy of letter of intent or proposal to the Committee Liaison.	30 days prior to agenda deadline
	After initial review by the Committee Liaison, submit an original and six (6) copies. In addition, an electronic version must be submitted (for future submission to the Board of Regents).	Agenda deadline
Faculty Rank Promotion and Tenure Recommendations	Submit one (1) copy to Committee Liaison.	Prior to the August agenda deadline
<i>Athletic Committee Items</i>		
Type of Item	Action	Due date/deadline
Athletic Contracts	Submit one (1) copy of an athletic contract to the Committee Liaison for review.	30 days prior to agenda deadline
	After initial review by Committee Liaison, submit four (4) originals.	Agenda deadline
	After approval by Board, submit one original signed copy for Board files.	Subsequent to Board meeting
<i>Audit Committee Items</i>		
Type of Item	Action	Due date/deadline
Universities' Annual Audit Plans	Submit one (1) copy to Committee Liaison.	Prior to the June agenda deadline
<i>Facilities Planning Committee Items</i>		
Type of Item	Action	Due date/deadline
Leases, Contracts, Cooperative Endeavor Agreements, Alternatively Financed Capital Project Proposals, Donations of Property, Sale and/or Purchase of Property	Submit one (1) copy to the Committee Liaison and legal counsel for review.	30 days prior to agenda deadline

	After initial review/approval by the Committee Liaison, submit four (4) originals.	Agenda deadline
	After approval by Board, submit one (1) original signed copy for Board files.	Subsequent to Board meeting
Capital Outlay Budget Requests	Submit request to Committee Liaison.	Agenda deadline for August meeting
<i>Finance Committee Items</i>		
Type of Item	Action	Due date/deadline
Auxiliary Projects, i.e., Foodservice Contracts, Bookstore Contracts, Bond Refunding/Amendments, etc.	Submit one (1) copy to the Committee Liaison and legal counsel for review.	30 days prior to agenda deadline
	After initial review/approval by Committee Liaison, submit four (4) originals.	Agenda deadline
	After approval by Board, submit one original signed copy for Board files.	Subsequent to Board meeting
Endowed Professorships	Submit one (1) original letter with original affidavits attached and six (6) stapled copies.	No later than agenda deadline for February meeting (to coordinate with Regents' March 31 deadline)
Endowed Chairs	Submit one (1) original letter with original affidavits attached and six (6) stapled copies.	No later than agenda deadline for December meeting (to coordinate with Regents' January 23 deadline)
Operating Budgets (including Organizational Charts, Faculty and Staff Pay Plans, Mandatory Attendance Fees and Room and Board Charges)	Submit to Committee Liaison.	Agenda deadline for August meeting
Quarterly Interim Financial Reports	Submit to Committee Liaison.	15 th of the month following end of each quarter
Annual Financial Reports	Submit to Committee Liaison.	September 1
Act 971 Reports	Submit to Committee Liaison.	September 1
Third Party Financial Reports	Submit to Committee Liaison.	Agenda deadline for October and February meetings

Summer Faculty Appointments	Submit to Committee Liaison.	Agenda deadline for April meeting
<i>Personnel Committee Items</i>		
Type of Item	Action	Due date/deadline
Positions of Rank Dean and Above	Submit the following: (1) Documentation of the conduct of national search; (2) Documentation of the appointment of a search committee; (3) Search committee minutes; (4) A list of applications received; (5) Documentation indicating the number of candidates interviewed; (6) Résumé of the selected person.	Agenda deadline

Policy References:

Board *RULES*

Review Process:

Campus Personnel
 Board of Supervisors

Distribution:

University Presidents
 University Vice Presidents