

2018-2019 BOG APPROVAL PROCESS

BOG's Personnel & Tenure Committee Submission Schedule
(FY 2018-19)

For Salary or Position Actions Which Require Full P&T Review

Deadline – 12PM on Following Dates:	Board Meeting Date:
Tuesday, July 3, 2018	Friday, July 27, 2018
Tuesday, July 31, 2018	Wednesday, August 22, 2018
Tuesday, August 21, 2018	Friday, September 14, 2018
Tuesday, September 18, 2018	Wednesday, October 10, 2018
Tuesday, October 16, 2018	Friday, November 9, 2018
Tuesday, November 20, 2018	Friday, December 14, 2018
Wednesday, January 2, 2019	Friday, January 25, 2019
Tuesday, February 26, 2019	Friday, March 22, 2019
Tuesday, April 30, 2019	Wednesday, May 22, 2019

In addition to submissions which go before the Board of Governors, Section 35.24 of the Current Operations Appropriations Act of 2017 requires an additional level of consultation and reporting on two specific types of actions:

- (1) salary adjustments where the cumulative increase since June 30 is at or above 5%, and affects a proposed salary that is at or will be above \$100,000; and
- (2) new positions where the associated budget is \$70,000 or higher.

Such salary adjustments and new position designations are reviewed on a bi-monthly basis by the chair and vice chair of the Committee on Personnel and Tenure. The deadlines and turnaround for these requests to the System Office is as follows:

Consultation - Campus Submission Deadline:

1st and 3rd Tuesday of each month at 12pm

Consultation – Review Cycles:

The System Office will submit the info to the Chair and Vice Chair the following week, generally by end of business on the 2nd and 4th Tuesday of each month. The Chair and Vice Chair of P&T will respond with approval or concerns as early as the Monday following the 2nd and 4th Tuesdays, though it's always possible an extra 1-4 business days may be needed to complete the process, depending on the volume of the submission package.