



## 2024 Calendar of Key Meetings, Actions, Reports, Data Requests, and Deadlines

MEETING/ACTION	ASSOCIATED DEADLINES and KEY DATES
<b>January 2024</b>	
<i>THEC Winter Meeting:</i> January 25	<b>Jan. 8:</b> Deadline for campuses to submit final presentations /materials to AARSS for the Winter THEC meeting
<i>UT BOT Executive Committee Meeting</i> January 26	<b>Nov. 27:</b> Deadline to submit all <u>draft</u> materials to AARSS for review with a request to appear on the executive committee agenda ( <i>for urgent matters only; inclusion is subject to approval</i> ) <b>Dec. 15:</b> Deadline to submit all <u>final</u> BOT materials to AARSS <b>Feb 2:</b> AARSS notifies THEC of UT BOT-approved items and requests final approval or inclusion on the next THEC meeting agenda (in May)
<i>IE Reporting for Spring 2024 (REMINDER)</i>	<b>Jan 15:</b> Campus total enrollment targets (Fall 2024) due to VP Savarese <b>Jan. 17:</b> Fall 2023 EOT Data due to UTSA Institutional Effectiveness team
<i>UT Promise Campus Data Submission 1 (REMINDER)</i>	<b>Jan. 22 (approx.):</b> Campus financial aid offices upload a Teams file for UT Promise students whose aid has been dispersed.
<b>February 2024</b>	
<i>Census Data Due to IE (REMINDER)</i>	<b>Feb. 12:</b> Spring 2024 Census data due (enrollment, extended, applications, and reference data)
<i>UT Anti-Hazing Summit (Nashville) February 12-13</i>	<b>Jan. 12 (approx.):</b> Event registration opens <b>Feb. 1 (approx.):</b> Event registration closes
<i>UT BOT Winter Meeting</i> February 29 – March 1 (Pulaski, TN)	<b>Dec. 19:</b> Deadline to submit all <u>draft</u> materials to AARSS for review <b>Jan. 11:</b> Deadline to submit all <u>final</u> BOT materials to AARSS <b>Mar. 8:</b> AARSS notifies THEC of UT BOT-approved items and requests final approval or inclusion on the next THEC meeting agenda (in May)
<i>Tennessee Transfer Pathway Meetings</i> February 12-March 1	<b>Jan. 31:</b> Deadline for campuses to convene faculty to review Tennessee Transfer Pathway information for the 2024 review cycle <b>Apr. 30 (approx.):</b> Revisions from institutions will be due to TBR for final consideration
<i>UT Promise Campus Data Submission 2 (REMINDER)</i>	<b>Feb. 12 (approx.):</b> Campus financial aid offices upload a Teams file for UT Promise students awarded/paid by freeze/census date.
<i>UT Promise Campus Data Submission 3 (REMINDER)</i>	<b>Feb. 19 (approx.):</b> Campus financial aid offices upload a Teams file for UT Promise students awarded/paid this semester.



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**March 2024**

**Promotion and Tenure Reporting Deadlines**  
(REMINDER)\*

- Apr. 1:** List of early and tenure upon appointment names due to AARSS
- Apr. 15:** Last day to request tenure upon appointment preliminary approval for BOT
- Apr. 25:** Voting spreadsheets due to AARSS
- Apr. 25:** Early and tenure upon appointment completed files due to AARSS
- May 2:** Split decision files due to AARSS

**GYO Spring Survey**  
(REMINDER)

- Mar. 25:** GYO Survey Opens
- Apr. 1:** GYO Survey Closes
- May 1:** Survey Report Available for Release

**April 2024**

**UT Department Head Convening (Nashville)**  
April 4-5

- Feb. 15 (approx.):** Event registration opens
- Mar. 22 (approx.):** Event registration closes

**Academic Notifications Due**  
(REMINDER)

- Apr. 30:** Deadline to submit all THEC academic notifications that need to go into effect for the Summer 2024 term; however, they can be submitted by the campus on a rolling basis

**May 2024**

**THEC Mission Profiles**  
Due May 1

- Mar. 15 (approx.):** AARSS will request info for [THEC's Institutional Mission Profiles](#)
- Apr. 19:** THEC Mission Profiles due to AARSS (via email); Do not submit directly to THEC

**UT BOT Executive Committee Meeting**  
May 10

- Mar. 11:** Deadline to submit all draft materials to AARSS for review with a request to appear on the executive committee agenda (*for urgent matters only; inclusion is subject to approval*)
- Mar. 29:** Deadline to submit all final BOT materials to AARSS
- May 17:** UT System Office submits notifications of UT BOT-approved items to THEC

**THEC Spring Meeting**  
May 16

- Apr. 25:** Deadline for campuses to submit final presentation/materials to AARSS for the Spring THEC meeting

**June 2024**

**EOT Data Due to IE**  
(REMINDER)

- Jun. 10:** Spring 2024 EOT data due (enrollment, extended, and reference data)

**UT BOT Summer Meeting**  
June 24-25 (Knoxville)

- April 24:** Deadline to submit all draft materials to AARSS for review with a request to appear on the upcoming ERS agenda
- May 13:** Deadline to submit all final BOT materials to AARSS
- Jul. 3:** AARSS notifies THEC of UT BOT-approved items and requests final approval or inclusion on the next THEC meeting agenda (in July)



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**UT Promise Student  
Deadline (REMINDER)**

**June 3:** UT Promise recipients must complete and submit eight hours of community service and three mentor meetings to maintain eligibility for Fall 2024. The UT System Office will confirm student eligibility for Fall 2024 with campus financial aid offices by July 1.

**July 2024**

**THEC Chairs of Excellence  
Reports  
(REMINDER)**

**Jul. 1:** AARSS will request updated info for the [THEC Chairs of Excellence Report](#)

**Aug. 19 (approx.):** Updated Chairs of Excellence Reports due to AARSS; do not submit directly to THEC

**Academic Notifications Due  
(REMINDER)**

**Jul. 19:** Deadline to submit all THEC academic notifications that need to go into effect for the Fall 2024 term; however, they can be submitted by the campus on a rolling basis

**August 2024**

**Annual Reporting for ERS  
Athletics\*\* (REMINDER)**

**Aug. 1:** AARSS staff will send athletics reporting template to campuses ahead of fall BOT

**Sept. 13:** All completed athletics reports due to AARSS

**Student Experience Survey  
Distribution  
(REMINDER)**

**Aug. 1:** Campuses receive a preview of the Fall 2024 Student Experience Survey

**Aug. 30:** Deadline to request campus-specific additions/edits to the survey

**Sept. 13:** Campuses receive final preview/test link before the survey goes live

**Sept. 20:** Campuses receive “live” link to prepare for Fall 2024 survey launch

**Sept. 30:** Survey launches Monday, 9/30, and campuses receive weekly response updates

**Nov. 1:** Survey closes for analysis

**Nov. 22:** Campuses receive cleaned, analyzed survey analysis reports

**Feb. 27:** Final survey data will be reported at the next BOT meeting in February 2025

**THEC Summer Meeting  
August 15**

**Aug. 1:** Deadline for campuses to submit final presentation/materials to AARSS for the Summer THEC meeting (*Note that this was previously scheduled for July 25 but was rescheduled in January; the new meeting date will likely affect programs targeting a fall launch.*)

**UT Promise Campus Data  
Submission 1 (REMINDER)**

**Aug. 19 (approx.):** Campus financial aid offices upload a Teams file for UT Promise students whose aid has been dispersed.

**September 2024**

**UT BOT Executive  
Committee Meeting  
September 13**

**July 12:** Deadline to submit all draft materials to AARSS for review with a request to appear on the executive committee agenda (*for urgent matters only; inclusion is subject to approval*)

**Aug. 16:** Deadline to submit all final BOT materials to AARSS

**Sept. 20:** AARSS notifies THEC of UT BOT-approved items and requests final approval or inclusion on the next THEC meeting agenda (in May)

**UT Promise Tour  
(REMINDER)**

**Sept. 2 – Sept. 13:** (Specific travel dates and schools TBD)



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**Data Reports Due to IE**  
(REMINDER)

**Sept. 6 (approx.):** 2024 degree completion data due (2023F, 2024S, and 2024U)

**Sept. 16 (approx.):** Fall 2024 census data due (enrollment, extended, applications, and reference data)

**Sept. 30 (approx.):** Summer 2024 EOT data due (enrollment, extended, and reference data)

**UT Promise Campus Data Submission 2 (REMINDER)**

**Sept. 9 (approx.):** Campus financial aid offices upload a Teams file for UT Promise students awarded/paid by freeze/census date.

**UT Promise Campus Data Submission 3 (REMINDER)**

**Sept. 23 (approx.):** Campus financial aid offices upload a Teams file for UT Promise students awarded/paid this semester.

**October 2024**

**UT BOT Fall Meeting**  
October 24-25 (Knoxville)

**Aug. 23:** Deadline to submit all draft materials to AARSS for review

**Sept. 13:** Deadline to submit all final BOT materials to AARSS

**Nov. 1:** AARSS notifies THEC of UT BOT-approved items and requests final approval or inclusion on the next THEC meeting agenda (in November)

**November 2024**

**Annual Reporting for Faculty APPR, PPPR, EPPR, & Program Terminations\*\***  
(REMINDER)

**Nov. 1:** AARSS staff will send spreadsheets and templates to collect annual faculty performance, grievance, and retirement data, as well as athletics reporting and academic program terminations and inactivations for reporting at the February 2025 BOT meeting

**Dec. 13:** All completed spreadsheets and templates due to AARSS

**7th Annual AARSS Summit**  
(Nashville) November 7-8  
(TENTATIVE)

**Aug. 15 (approx.):** Summit registration opens

**Oct. 25 (approx.):** Summit registration closes

**THEC Fall Meeting**  
November 7

**Oct. 17:** Deadline for campuses to submit final presentation/materials to AARSS for the Fall THEC meeting (*Note: THEC materials are due before the BOT meeting due to the timing of the meetings this year*)

**Reminder: Tennessee Transfer Pathways**  
(REMINDER)

**Nov. 15:** TTP staff will contact UT CAOs for faculty nominations to participate in next year's review process of [Tennessee Transfer Pathways](#)

**December 2024**

**UT Promise Student Deadline (REMINDER)**

**Dec. 2:** UT Promise recipients must complete and submit eight hours of community service and three mentor meetings to maintain eligibility for Fall 2024. The UT System Office will confirm student eligibility for Fall 2024 with campus financial aid offices by December 1.

**Academic Notifications Due**  
(REMINDER)

**Dec. 6:** Deadline to submit all THEC academic notifications that need to go into effect for the Spring 2024 term; however, they can be submitted by the campus on a rolling basis

**Reminders for January 2025**

**Dec. 16:** Final revised materials due to AARSS for the January 24 Executive Committee Meeting



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**December 20:** Deadline to submit all draft materials to AARSS for review with a request to appear on the upcoming ERS agenda in February

**Jan. 15:** Final revised materials due to AARSS for the February 27-28 BOT meeting

**Jan 15 (approx.):** Campus total enrollment targets due to VP Savarese

**Jan. 17 (approx.):** EOT Data due to UTSA Institutional Effectiveness team

**Jan. 24:** Executive Committee Meeting for BOT

**Jan. 31:** Deadline for campuses to convene faculty to review Tennessee Transfer Pathway information for the 2025 review cycle

*\*Promotion and tenure documents for the June meeting have separate deadlines established by the VP of AARSS in conjunction with the CAO on each campus.*

*\*\*Reporting of APPR, EPPR, and PPPR will now go to BOT in February rather than October; deadlines have been adjusted accordingly.*

*Note: THEC Academic Program Productivity Reporting is typically due on May 1 (along with the Post-Approval Monitoring Report). This report is due every three years, and [2021](#) was the last reporting cycle, with 2024 being the next. However, as of January 2024, THEC has indicated that changes to the reporting process and timeline are under review and will likely change, so additional information will not be available until later in the year.*

### NOTES

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- The dates listed above do not reflect any campus deadlines or approvals.
- Items requested to appear on the UT Board of Trustees meeting agenda must be received by AARSS in complete draft form at least **2 months prior** (to the day) of the upcoming BOT meeting.
- The UT System Office of AARSS must receive all complete and final versions of BOT materials no later than **6 weeks before** the upcoming BOT meeting. Example: For a new academic program, May 13, 2024, is the deadline for UT System staff in AARSS to receive all completed BOT materials for the June 24, 2024, meeting.
- **Please direct all communications about academic or student affairs issues going before the Board of Trustees to the appropriate ERS committee System Office staff in AARSS.** Requests are not to be made directly to the system president, a trustee, or the secretary to the board.
- **Submitting a request before the deadline does not guarantee that the item will appear on the requested Board of Trustees meeting agenda.** All requirements, including responses to external reviewers and final THEC staff approval, must be met for an item to proceed to the board agenda.
- THEC policies, checklists, forms, and resources for academic programs and notifications are available [HERE](#).
- Information on THEC Commission meetings is available [HERE](#).
- Information on UT Board of Trustees meetings is available [HERE](#).