Board Resolutions/Format Requirements

All matters that require board approval must include *both*a resolution and agenda item form.

When submitting a board item for approval, please provide the resolutions and supporting material (e.g. proposals, curriculum vitae, etc.) via e-mail or on a diskette to the contact below. The Associate Vice Provost for Academic Planning may also assist you in preparing a resolution.

**Resolution Format Requirements**
**Font:**  Georgia, 12-point
**Margins:**  Left, Top, Bottom and Right Margins=1"
**Spacing:**  Single Spacing
**Resolution Body Paragraphs:**.5" Indent
**Justification:**Body of Resolution Full Justified
**Campus Name and Resolution Title:**

* Center Alignment and Bold
* Campus Name In All Caps
* The word "Resolution" should be underlined
* Title should start with the action being requested of the Board (e.g., Approving, Establishing, etc.)

To submit materials, for assistance, or for answers to any other board questions contact:

Dr. Katrina Bradley
Associate Vice Provost for Academic Planning
Institutional Effectiveness and Analysis
205-934-2453

kmintz@uab.edu

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Birmingham, AL 35294-0110