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

**Physical Address:**Administration Building 420  
701 20th Street South  
Birmingham, AL 35294-0110