



SUBMITTING SUMMER NOMINATIONS

Follow these steps to submit nominations in R'Summer



Each academic department typically has only one authorized person to submit and manage instructor nominations in R'Summer. Please contact Summer Sessions if your department's access needs to be updated.

1. Log into R'Summer.
2. Navigate to the "Assign Appointees" tab.
3. Select the pen and paper icon on the far right of the course row to enter the details page.
4. Use the pull-down menu in the Appointee Info box to select the instructor. If the instructor does not exist, scroll to the bottom to select "Add more" and click on the pencil. Complete the required fields and click on "Save" on the bottom of the screen. Go back to the pull down to select name.
5. Select the appropriate summer title.
6. Please check mark the "Approval Required" box for Lecturers or visiting faculty who have not taught during the current calendar year, for Associate In___ who have never taught the same lower division course, and for Associate In___ who are assigned to an upper-division course.
7. Select "Save & Submit" button to submit for processing or select "Save/Un-Submit" to continue editing.