



SUMMER
Sessions

SUMMER LETTERS OF APPOINTMENT

Instructors are **REQUIRED** to have a signed letter of appointment on file to perform any Summer Sessions duties.

A Letter of Appointment will be sent via email once ALL of the following requirements are complete:

Pre-Approval Requirements (if applicable):

- ✓ Dean approval
- ✓ Committee on Courses (COC) Approval

Onboarding Requirements for Rehires and New Hires:

- ✓ Complete I-9 Form
- ✓ Sign Oath of Allegiance
- ✓ Misconduct Disclosure Form
- ✓ Clear Background Check
- ✓ Complete any other applicable onboarding documents



Summer Sessions issues letters of appointment via email. Instructors cannot work until Summer Sessions receives acceptance of their appointment letter.



Appointment letters are emailed to appointees per the following timeline:

- Ladder Rank Faculty – Beginning mid to late April
- Lecturers – Early May
- Associate Instructors – Early to mid-May
- Teacher Assistants – mid-May through early July, based on assigned session



R'Summer Appointment Letter Status Codes

- **U** = Unsent
- **S** = Sent, but not yet accepted. Click on the status to show the sent date
- **A** = Appointee accepted. Click on the status to show the acceptance date
- **CX** = The appointment has been cancelled
- **R** = The appointee has declined