



Summer Course Proposals and Instructional Nominations

It is a critical responsibility of the academic Chairs/Directors to ensure all summer course proposals and instructional nominations are accurate, complete and submitted via R'Summer, on time. Late submission of information can result in courses not being available for enrollment, instructors not being able to work, delays in compensation, and cancellation of proposed offerings.

The Steps

1. Refer to the course recommendation provided by SS with the "Call for proposals" (which goes out in mid-November) and assemble your schedule.
2. Once the schedule is ready, submit it to SS by the 1/16/2026 deadline.
3. Assign the Instructor of Record nominees to the offerings in R'Summer and submit them by the appropriate deadline (see below).
4. Assign the TA nominees to the secondary sections in R'Summer and submit them by the appropriate deadline (see below).



Key Administrative Dates and Deadlines

11/10/2025	Call for course proposals
1/16/2026	Course proposal submission due date
3/6/2026	Primary instructor appointment proposal submissions for Session A, C1, C2, and F (Group 1) due date
4/6/2026	Primary instructor appointment proposal submissions for Session B, C3, and E (Group 2) due date
4/13/2026	Teaching Assistant names due to Summer Sessions for Sessions A, C1, C2, and F (Group 1) due date
5/18/2026	Teaching Assistant names due to Summer Sessions for Sessions B, C3, and E (Group 2) due date