

#### **4.4 SUMMER PROGRAM GUIDELINES**

In early Spring, Academic Affairs will solicit hiring requests for summer programs. Two spreadsheet forms will be sent to departments—one for Plan A summer session and both field session courses; and one to use for estimating Plan B payments. Please see Section 4.7 for Plan B policies, which includes information on how Plan B payments are calculated.

Requests for summer contracts will be checked against these forms so it is important that they are as complete as possible.

Forms will be due to Academic Affairs by mid-February, although it is helpful if departments submit them as soon as possible. The first drafts of summer and fall course schedules are also usually due in the Registrar's Office by mid-February. Academic Affairs works with the Registrar to coordinate what is approved with what is actually printed in the course schedules, so please view both submissions as "subject to approval" until the process is complete.