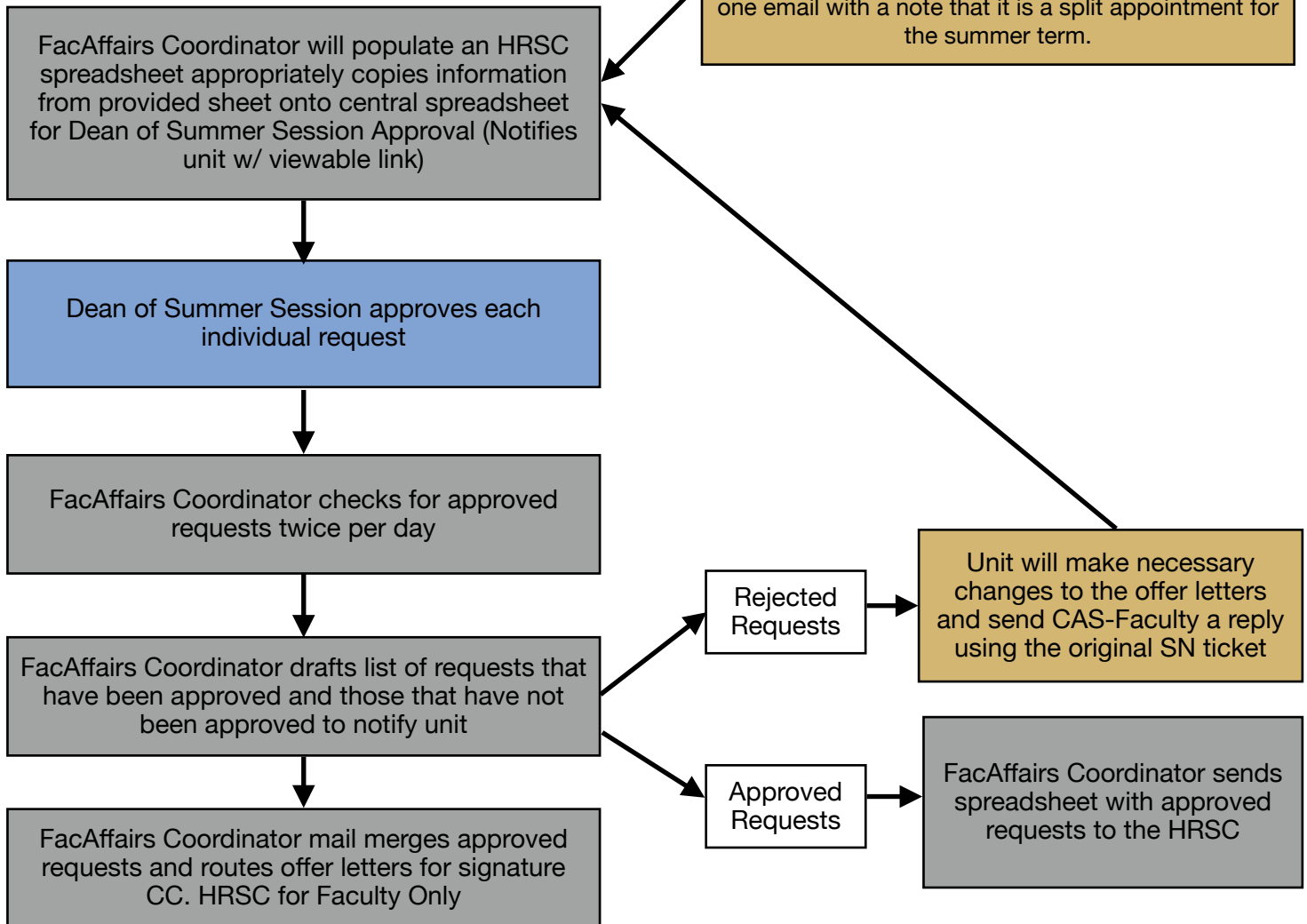


Details:

- Please only send requests for courses that have met the minimum viable headcount; otherwise, they will be rejected by the Dean
- Your FacAffairs Coordinator will not accept spreadsheets that are not complete or formatted correctly, and will ask that you correct formatting issues before passing requests to the Dean.
- While your designated Faculty Affairs Coordinator will make every effort to notify you of rejected lines as a courtesy, it is still your responsibility to check your unit's tabs in the shared spreadsheet periodically for approved and rejected requests
- The Dean of Summer Session will leave notes as to why requests have been rejected
- Requests that have been rejected **MUST** be submitted on a brand new spreadsheet in a brand new ticket, otherwise your FacAffairs Coordinator will not accept them

Summer Session Faculty/
Graduate Student - Split Appt.

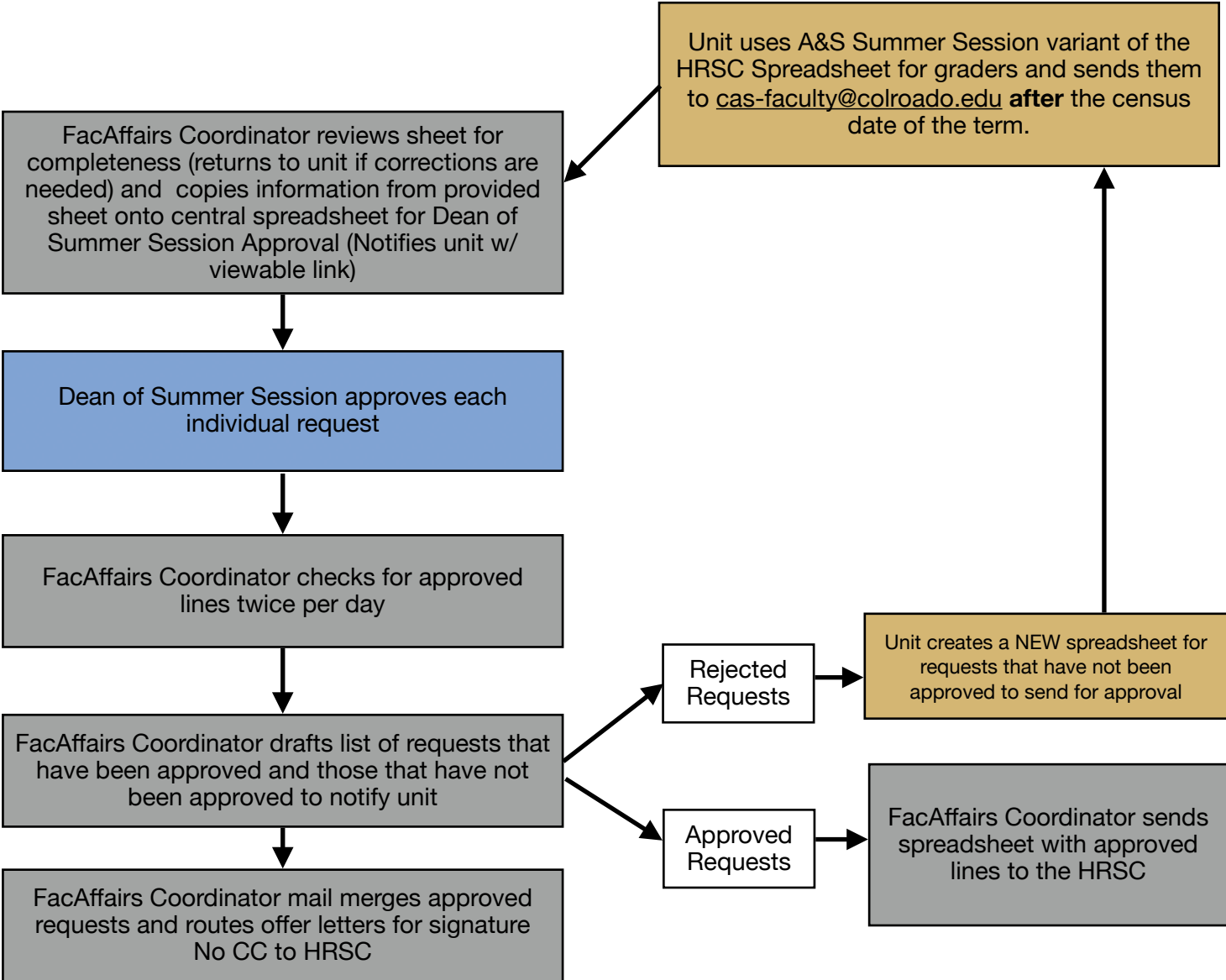
Unit drafts the two offer letters that divides the percent appointment and established compensation. Sends both letters to CAS-Faculty@colorado.edu in one email with a note that it is a split appointment for the summer term.



Details:

- Please only send requests for courses that have met the minimum viable headcount; otherwise, they will be rejected by the Dean
- Your FacAffairs Coordinator will not accept spreadsheets that are not complete or formatted correctly, and will ask that you correct formatting issues before passing requests to the Dean.
- While your designated Faculty Affairs Coordinator will make every effort to notify you of rejected lines as a courtesy, it is still your responsibility to check your unit's tabs in the shared spreadsheet periodically for approved and rejected requests
- The Dean of Summer Session will leave notes as to why requests have been rejected
- Requests that have been rejected **MUST** be submitted on a brand new spreadsheet in a brand new ticket, otherwise your FacAffairs Coordinator will not accept them

Summer Session Graders



Details:

- While you may request pre-approval from the Dean of Summer Session to have a grader in a course, **your FacAffairs Coordinator will reject requests for graders before the census date of each term.**
- While your Faculty Affairs FacAffairs Coordinator will make every effort to notify you of rejected requests as a courtesy, it is still your responsibility to check your unit's tabs in the shared spreadsheet periodically for approved and rejected requests
- The Dean of Summer Session will leave notes as to why requests have been rejected

Summer Session Appointments-
Not Summer Session Funded

Once you receive approval from your Associate/
Divisional Dean, you will draft an offer letter or
additional job **and** create a standard HRSC
spreadsheet and send each individual in their
own email to cas-faculty@colorado.edu

FacAffaris Coordinator will review letters for
completeness and compliance with university
and college policy

FacAffairs Coordinator will route offer letter for
signature
No CC to HRSC

You send the HRSC a copy of the spreadsheet.
Call out that this is NOT summer session

Details:

- Do not reach out to the Dean of Summer Session for appointments not funded by Summer Session
- In email to HRSC, please call out that it is not funded by Summer Session in the subject line