

Summer Department Administration Appointment Processing

Summer Chairperson



Send to
**Human
Resources**



Submit
Online

No e-Appointment or
Timesheets required for
Summer *Chair*
assignments.

Summer Deputy Chairperson



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Resources**



Submit
Online



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Note: All non-teaching adjunct appointments outside of the “Summer Compensation” allocation should be processed as a separate e-Appointments with separate timesheets.