**Administrator and Faculty Timeline - Summer School 2015**

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| Action | Maymester 2015 | Summer I 2015 | Summer II 2015 | Summer III 2015 | Point of Contact |
| Academic Affairs (AA) sends colleges summer budget  | **Mid February** | **Mid February** | **Mid February** | **Mid February** | Matt Dunleavy |
| AA requests initial class projections from colleges | **March 12th** | **March 12th** | **March 12th**  | **March 12th**  | Heather Miano |
| Colleges provide initial projections to AA | **April 3rd** | **April 3rd** | **April 3rd** | **April 3rd** | Heather Miano |
| Colleges, departments and AA confirm and enter teaching assignments in INB-SIAASGN  | **March & April** | **March & April** | **April & May** | **March & April** | Matt DunleavyHeather Miano |
| Departments complete entering faculty course assignments in INB –SIAASGN | **April 20th***Deadline:* All faculty assignments to be entered in SIAASGN. | **April 20th***Deadline*: All faculty assignments to be entered in SIAASGN. | **June 1st***Deadline:* All faculty assignments to be entered in SIAASGN. | **April 20th***Deadline:* All faculty assignments to be entered in SIAASGN. | Heather Miano |
| AA makes FLAC records available to view in SSB-FLAC | **April 21st** Department, chairs and deans review faculty records. | **April 21st**Department, chairs and deans review faculty records. | **June 2nd**Department, chairs and deans review faculty records. | **April 21st** Department, chairs and deans review faculty records. | Heather Miano |
| Deans lock FLAC records. Faculty begins acknowledging contracts through MyRU in Self Service Banner. | **April 22nd** | **April 22nd** | **June 3rd** | **April 22nd** | Heather Miano |
| Faculty acknowledge contracts | **May 5th***Deadline*: Departments should check FLAC to ensure all faculty have acknowledged their contracts in SSB-FLAC and contact them if necessary. | **May 5th***Deadline*: Departments should check FLAC to ensure all faculty have acknowledged their contracts in SSB-FLAC and contact them if necessary. | **June 16th***Deadline*: Departments should check FLAC to ensure all faculty have acknowledged their contracts in SSB-FLAC and contact them if necessary. | **May 5th***Deadline*: Departments should check FLAC to ensure all faculty have acknowledged their contracts in SSB-FLAC and contact them if necessary. | Heather Miano |