As spring is underway, I have provided some information to keep in mind for end of spring term/beginning of summer. Please contact me with any questions or concerns.

- **Graduate Appointments:**
  - **Summer:** All summer graduate appointments should be entered at this point. If you have a Spring G.A., not working this summer, it is required that they are terminated for the summer regardless if they are returning for the fall. Be sure your Fiscal Associate is aware of the status of every graduate student that was appointed in the spring.
  - **Fall:** All fall graduate appointment information should be sent to your Fiscal Associate by mid-June.

- **Performance Review** time is around the corner. They will need to be completed by the end of June. Additional information to come.

- **Nepotism:** Please review the nepotism policy when considering hiring an individual (student, staff, or faculty) related to another individual within your department. Click [here](#) to review the policy.

- **Minors:** Be sure proper protocol is being followed if your department has any activities or programs where minors are involved. Please work with your Fiscal Associate to register any Activities and Programs with Minor Participants. These require about 4-6 weeks lead time, and require approval within the College and Office of Human Resources. For additional information, click [here](#) to review the policy.