

**AY 2024/2025**

**Timetable for Periodic Evaluation of Lecturers:**

**Lecturers on Fall One-Semester Appointments<sup>1</sup>**

Action	Calendar Days	Start Date	Due Date
WPAF turned in to Department Chair or Director by Lecturer	1		November 6, 2024
Chair to review for completeness and notify Lecturer of lacking material (copying Dean's Office)	7	November 7, 2024	November 14, 2024
Lecturer adds requested material	7	November 15, 2024	November 21, 2024
Chair review period, including summaries of Fall Student Evaluations of Teaching College/division/chair (depending on college practice) sends Chair evaluation to Lecturer	30	November 22, 2024	January 2, 2025
Lecturer's optional response/rebuttal period	10	January 3, 2025	January 13, 2025

**Lecturers on Spring One-Semester Appointments or Part-time One-Year Appointments<sup>1</sup>**

Action	Calendar Days	Start Date	Due Date
WPAF turned in to Department Chair or Director by Lecturer	1		May 8, 2025
Chair to review for completeness and notify Lecturer of lacking material (copying Dean's Office)	7	May 9, 2025	May 15, 2025
Lecturer adds requested material	7	May 16, 2025	May 22, 2025
Chair review period, including summaries of Spring Student Evaluations of Teaching. College/division/chair (depending on college practice) sends Chair evaluation to Lecturer	30	May 23, 2025	June 23, 2025
Lecturer's optional response/rebuttal period	10	June 24, 2025	July 3, 2025

**Lecturers with Full-time One-Year Appointments,**

**Eligible for an Initial Three-Year Appointment or in Year Three of a Three-Year Appointment<sup>1</sup>**

Action	Calendar Days	Start Date	Due Date
WPAF turned in to Dean's Office by Lecturer	1		March 5, 2025
Custodian of File Administrative Day	1		March 6, 2025
PRC to review for completeness and notify Lecturer of lacking materials (copying Dean's Office)	7	March 7, 2025	March 13, 2025
Lecturer adds requested material	7	March 14, 2025	March 20, 2025
PRC review period ends (evaluations due to Dean's Office)	20	March 21, 2025	April 15, 2025
College/division sends PRC evaluation to Lecturer	1		April 16, 2025
Lecturer's optional response/rebuttal period	10		April 25, 2025
Dean/Associate Dean review period - College/division sends Dean's/Associate Dean's evaluation to Lecturer	20	April 28, 2025	May 19, 2025
Lecturer's optional response/rebuttal period	10	May 20, 2025	May 30, 2025

**eWPAF Container Creation Process for Lecturers:**

[https://www.csusm.edu/iits/services/ats/idesign/cougarcourses/guides/ewpaf\\_process\\_lecturers.html](https://www.csusm.edu/iits/services/ats/idesign/cougarcourses/guides/ewpaf_process_lecturers.html)

<sup>1</sup> If an extension of time is necessary, a request shall be made to the appropriate administrator. It may only be granted for a reasonable period of time.