Part-time Lecturer Evaluation Calendar: FALL 12	
Date Calendar days	**Activity**
August 30, 2012	Dean's office provides list of all Faculty to be evaluated to DC
September 4, 2012	Provide copy of Policy to All Temp Faculty with contract packet
September 10, 2012	DC to advise Faculty of WPAF due date and additional standards required.
September 10, 2012	DC to advise Dean's Office of any changes to list of Faculty to be evaluated.
December 3, 2012	WPAF due to the DC's Office (submission deadline)
December 10, 2012	DC to review WPAF for completion and notify faculty of additional documents required.
January 22, 2013	Evaluation completed and mailed to the Faculty. Copy provided to Dean's Office

Part-time Lecturer Evaluation Calendar: SPRING 13	
Date	**Activity**
January 25, 2013	Dean's Office will provide list of all Faculty to be evaluated to DC
January 29, 2013	Dean's Office will provide a copy of the Policy to All Temp Faculty with contract packet
February 4, 2013	DC to advise Faculty of WPAF due date and additional standards required.
February 4, 2013	DC to advise Dean's Office of any changes to list of Faculty to be evaluated.
May 13, 2013	WPAF due to the DC's Office (submission deadline)
May 20, 2013	DC to review WPAF for completion and notify faculty of additional documents required.
June 24, 2013	Evaluation completed and mailed to the Faculty. Copy provided to Dean's Office

Full-time Lecturer Evaluation Calendar: 2012-13 (with Department Chair on PRC)		
Action	**Start Date**	**Due Date**
WPAF turned in to Dean's Office by lecturer	-	Friday, February 15, 2013
PRC/Chair Pre-review for completeness	Monday, February 18, 2013	Monday, February 25, 2013
PRC to notify Deans Office of lacking materials	-	Monday, February 25, 2013
Deans Office to notify lecturer of lacking materials	-	Wednesday, February 27, 2013
Lecturer adds requested material	Wednesday, February 27, 2013	Tuesday, March 05, 2013
PRC review period	Friday, March 08, 2013	Friday, March 22, 2013
Lecturer picks up PRC evaluation	-	Monday, March 25, 2013
Lecturer's response/rebuttal period	Monday, March 25, 2013	Monday, April 15, 2013
PRC's response period	Monday, April 15, 2013	Friday, April 26, 2013
Associate Dean review period	Friday, June 07, 2013	Friday, June 28, 2013
Lecturer picks up Dean's evaluation	-	Monday, July 01, 2013
Lecturer's response/rebuttal period	Monday, July 01, 2013	Friday, July 12, 2013
Associate Dean's response period	Monday, July 15, 2013	Friday, July 26, 2013

Full-time Lecturer Evaluation Calendar: 2012-13 (with separate Department Chair Review)		
Action	**Start Date**	**Due Date**
WPAF turned in to Dean's Office by lecturer	-	Friday, February 15, 2013
PRC/Chair Pre-review for completeness	Monday, February 18, 2013	Monday, February 25, 2013
PRC to notify Deans Office of lacking materials	-	Monday, February 25, 2013
Deans Office to notify lecturer of lacking materials	-	Wednesday, February 27, 2013
Lecturer adds requested material	Wednesday, February 27, 2013	Tuesday, March 05, 2013
PRC review period	Friday, March 08, 2013	Friday, March 22, 2013
Lecturer picks up PRC recommendation	-	Monday, March 25, 2013
Lecturer's response/rebuttal period	Monday, March 25, 2013	Monday, April 15, 2013
PRC's response period	Monday, April 15, 2013	Friday, April 26, 2013
Department Chair review period	Monday, April 29, 2013	Friday, May 10, 2013
Lecturer picks up Department Chair recommendation	-	Monday, May 13, 2013
Lecturer's response/rebuttal period	Monday, May 13, 2013	Friday, May 24, 2013
Department Chair's response period	Monday, May 27, 2013	Friday, June 07, 2013
Associate Dean review period	Friday, June 07, 2013	Friday, June 28, 2013
Lecturer picks up Dean's recommendation	-	Monday, July 01, 2013
Lecturer's response/rebuttal period	Monday, July 01, 2013	Friday, July 12, 2013
Associate Dean's response period	Monday, July 15, 2013	Friday, July 26, 2013