

**AY 2017/18**  
**Timetable for Periodic Evaluation of Lecturers:**

<b>Timetable for Lecturers on Fall One-Semester Appointments<sup>1 2</sup></b>		
<b>Action</b>	<b>Calendar Days</b>	<b>Due Date</b>
WPAF turned in to Department Chair or Director by Lecturer	1	November 7, 2017 (Tues.)
Chair to review for completeness and notify Lecturer of lacking material (copying Dean's Office)	7	November 15, 2017 (Wed.)
Lecturer adds requested material	7	November 22, 2017 (Wed.)
Chair review period, including summaries of Fall Student Evaluations of Teaching College/division/chair (depending on college practice) sends Chair evaluation to Lecturer	30	January 5, 2018 (Fri.)
Lecturer's optional response/rebuttal period	10	January 16, 2018 (Tues.)

<b>Timetable for Lecturers on Spring One-Semester Appointments or Part-time One-Year Appointments<sup>2</sup></b>		
<b>Action</b>	<b>Calendar Days</b>	<b>Due Date</b>
WPAF turned in to Department Chair or Director by Lecturer	1	May 8, 2018 (Tues.)
Chair to review for completeness and notify Lecturer of lacking material (copying Dean's Office)	7	May 15, 2018 (Tues.)
Lecturer adds requested material	7	May 22, 2018 (Tues.)
Chair review period, including summaries of Spring Student Evaluations of Teaching College/division/chair (depending on college practice) sends Chair evaluation to Lecturer	30	June 22, 2018 (Fri.)
Lecturer's optional response/rebuttal period	10	July 2, 2018 (Mon.)

<b>Timetable for Lecturers with Full-time One-Year Appointments, Eligible for an Initial Three-Year Appointment or in Year Three of a Three-Year Appointment<sup>2</sup></b>		
<b>Action</b>	<b>Calendar Days</b>	<b>Due Date</b>
WPAF turned in to Dean's Office by Lecturer	1	March 5, 2018 (Mon.)
Custodian of File Administrative Day	1	March 6, 2018 (Tue.)
PRC to review for completeness and notify Lecturer of lacking materials (copying Dean's Office)	7	March 13, 2018 (Tue.)
Lecturer adds requested material	7	March 27, 2018 (Tue.)
PRC review period College/division sends PRC evaluation to Lecturer	20	April 17, 2018 (Tue.)
Lecturer's optional response/rebuttal period	10	April 27, 2018 (Fri.)
Dean/Associate Dean review period College/division sends Dean's/Associate Dean's evaluation to Lecturer	20	May 21, 2018 (Mon.)
Lecturer's optional response/rebuttal period	10	June 1, 2018 (Fri.)

<sup>1</sup> Provide a list of courses/instructors to Institutional Planning and Analysis and affix an extra label on the envelope to identify as Priority Processing of results.

<sup>2</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.