

AY 2018/19
Timetable for Periodic Evaluation of Lecturers:

Timetable for Lecturers on Fall One-Semester Appointments^{1 2}		
Action	Calendar Days	Due Date
WPAF turned in to Department Chair or Director by Lecturer	1	November 6, 2018 (Tues.)
Chair to review for completeness and notify Lecturer of lacking material (copying Dean's Office)	7	November 14, 2018 (Wed.)
Lecturer adds requested material	7	November 21, 2018 (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 3, 2019 (Thur.)
Lecturer's optional response/rebuttal period	10	January 14, 2019 (Mon.)

Timetable for Lecturers on Spring One-Semester Appointments or Part-time One-Year Appointments²		
Action	Calendar Days	Due Date
WPAF turned in to Department Chair or Director by Lecturer	1	May 7, 2019 (Tues.)
Chair to review for completeness and notify Lecturer of lacking material (copying Dean's Office)	7	May 14, 2019 (Tues.)
Lecturer adds requested material	7	May 21, 2019 (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 21, 2019 (Fri.)
Lecturer's optional response/rebuttal period	10	July 1, 2019 (Mon.)

Timetable for Lecturers with Full-time One-Year Appointments, Eligible for an Initial Three-Year Appointment or in Year Three of a Three-Year Appointment²		
Action	Calendar Days	Due Date
WPAF turned in to Dean's Office by Lecturer	1	March 4, 2019 (Mon.)
Custodian of File Administrative Day	1	March 5, 2019 (Tue.)
PRC to review for completeness and notify Lecturer of lacking materials (copying Dean's Office)	7	March 12, 2019 (Tue.)
Lecturer adds requested material	7	March 19, 2019 (Tue.)
PRC review period ends (evaluations delivered to Dean's Office)	20	April 15, 2019 (Mon.)
College/division sends PRC evaluation to Lecturer	1	April 16, 2019 (Tue.)
Lecturer's optional response/rebuttal period	10	April 26, 2019 (Fri.)
Dean/Associate Dean review period College/division sends Dean's/Associate Dean's evaluation to Lecturer	20	May 20, 2019 (Mon.)
Lecturer's optional response/rebuttal period	10	May 31, 2019 (Fri.)

¹ 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.

² 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.