

**AY 2019/20**  
**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 6, 2019
Chair to review for completeness and notify Lecturer of lacking material (copying Dean's Office)	7	November 14, 2019
Lecturer adds requested material	7	November 21, 2019
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 2, 2020
Lecturer's optional response/rebuttal period	10	January 13, 2020

<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 5, 2020
Chair to review for completeness and notify Lecturer of lacking material (copying Dean's Office)	7	May 12, 2020
Lecturer adds requested material	7	May 19, 2020
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 19, 2020
Lecturer's optional response/rebuttal period	10	June 29, 2020

<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 4, 2020
Custodian of File Administrative Day	1	March 5, 2020
PRC to review for completeness and notify Lecturer of lacking materials (copying Dean's Office)	7	March 12, 2020
Lecturer adds requested material	7	March 19, 2020
PRC review period ends (evaluations delivered to Dean's Office)	20	April 16, 2020
College/division sends PRC evaluation to Lecturer	1	April 17, 2020
Lecturer's optional response/rebuttal period	10	April 27, 2020
Dean/Associate Dean review period College/division sends Dean's/Associate Dean's evaluation to Lecturer	20	May 18, 2020
Lecturer's optional response/rebuttal period	10	May 29, 2020

**The Dean's Office must submit a request for eWPAF containers to be created no later than 5 weeks prior to the WPAF due date.** Further information can be found at [https://www.csusm.edu/ats/idesign/cougarcourses/guides/ewpaf\\_process\\_lecturers.html](https://www.csusm.edu/ats/idesign/cougarcourses/guides/ewpaf_process_lecturers.html)

<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.