

Summer 2024
Timetable for Periodic Evaluation of Lecturers:
For Lectures in a Spring and Summer Only Appointments (No Fall Appointment)

First Half – Summer Block (June 3, 2024 – July 6, 2024) ¹			
Action	Calendar Days	Start Date	Due Date
WPAF turned in to Department Chair or Director by Lecturer	1		July 5, 2024
Chair to review for completeness and notify Lecturer of lacking material (copying Dean’s Office)	2	July 8, 2024	July 9, 2024
Lecturer adds requested material	2	July 10, 2024	July 11, 2024
Chair review period, including summaries of Spring Student Evaluations of Teaching. College/division/chair (depending on college practice) sends Chair evaluation to Lecturer	7	July 12, 2024	July 18, 2024
Lecturer's optional response/rebuttal period	10	July 19, 2024	July 29, 2024

Second Half – Summer Block (July 8, 2024 – August 10, 2024) ¹			
Action	Calendar Days	Start Date	Due Date
WPAF turned in to Department Chair or Director by Lecturer	1		July 26, 2024
Chair to review for completeness and notify Lecturer of lacking material (copying Dean’s Office)	2	July 29, 2024	July 30, 2024
Lecturer adds requested material	2	July 31, 2024	August 1, 2024
Chair review period, including summaries of Spring Student Evaluations of Teaching. College/division/chair (depending on college practice) sends Chair evaluation to Lecturer	7	August 2, 2024	August 8, 2024
Lecturer's optional response/rebuttal period	10	August 9, 2024	August 19, 2024

Full - Summer Block (June 3, 2024 – August 10, 2024) ¹			
Action	Calendar Days	Start Date	Due Date
WPAF turned in to Department Chair or Director by Lecturer	1		July 26, 2024
Chair to review for completeness and notify Lecturer of lacking material (copying Dean’s Office)	2	July 29, 2024	July 30, 2024
Lecturer adds requested material	2	July 31, 2024	August 1, 2024
Chair review period, including summaries of Spring Student Evaluations of Teaching. College/division/chair (depending on college practice) sends Chair evaluation to Lecturer	7	August 2, 2024	August 8, 2024
Lecturer's optional response/rebuttal period	10	August 9, 2024	August 19, 2024

eWPAF Container Creation Process for Lecturers:

https://www.csusm.edu/iits/services/ats/idesign/cougarcourses/guides/ewpaf_process_lecturers.html

¹ 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.