

AY 2023/2024

Timetable for Periodic Evaluation of Lecturers:

Timetable for Lecturers on Fall One-Semester Appointments¹		
Action	Calendar Days	Due Date
WPAF turned in to Department Chair or Director by Lecturer	1	November 6, 2023
Chair to review for completeness and notify Lecturer of lacking material (copying Dean's Office)	7	November 14, 2023
Lecturer adds requested material	7	November 21, 2023
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, 2024
Lecturer's optional response/rebuttal period	10	January 15, 2024

Timetable for Lecturers on Spring One-Semester Appointments or Part-time One-Year Appointments¹		
Action	Calendar Days	Due Date
WPAF turned in to Department Chair or Director by Lecturer	1	May 9, 2024
Chair to review for completeness and notify Lecturer of lacking material (copying Dean's Office)	7	May 16, 2024
Lecturer adds requested material	7	May 23, 2024
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 24, 2024
Lecturer's optional response/rebuttal period	10	July 5, 2024

Timetable for Lecturers with Full-time <u>One-Year Appointments</u>, Eligible for an <u>Initial Three-Year Appointment</u> or in <u>Year Three of a Three-Year Appointment</u>¹		
Action	Calendar Days	Due Date
WPAF turned in to Dean's Office by Lecturer	1	March 6, 2024
Custodian of File Administrative Day	1	March 7, 2024
PRC to review for completeness and notify Lecturer of lacking materials (copying Dean's Office)	7	March 14, 2024
Lecturer adds requested material	7	March 27, 2024
PRC review period ends (evaluations delivered to Dean's Office)	20	April 17, 2024
College/division sends PRC evaluation to Lecturer	1	April 18, 2024
Lecturer's optional response/rebuttal period	10	April 29, 2024
Dean/Associate Dean review period - College/division sends Dean's/Associate Dean's evaluation to Lecturer	20	May 20, 2024
Lecturer's optional response/rebuttal period	10	May 31, 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.