

AY 2025/2026

Timetable for Periodic Evaluation of Lecturers:

Lecturers on Fall One-Semester Appointments¹

Action	Calendar Day(s)	Start Date	Due Date
WPAF turned in to Department Chair or Director by Lecturer	1		November 5 2025
Chair to review for completeness and notify Lecturer of lacking material (copying Dean's Office)	7	November 6, 2025	November 13, 2025
Lecturer adds requested material	7	November 14, 2025	November 20, 2025
Chair review period, including summaries of Fall Student Evaluations of Teaching College/division/chair (depending on college practice) sends Chair evaluation to Lecturer	30	November 21, 2025	January 2, 2025
Lecturer's optional response/rebuttal period	10	January 5, 2026	January 14, 2026

Lecturers on Spring One-Semester Appointments or Part-time One-Year Appointments¹

Action	Calendar Day(s)	Start Date	Due Date
WPAF turned in to Department Chair or Director by Lecturer	1		May 6, 2026
Chair to review for completeness and notify Lecturer of lacking material (copying Dean's Office)	7	May 7, 2026	May 13, 2026
Lecturer adds requested material	7	May 14, 2026	May 20, 2026
Chair review period, including summaries of Spring Student Evaluations of Teaching. College/division/chair (depending on college practice) sends Chair evaluation to Lecturer	30	May 21, 2026	June 22, 2026
Lecturer's optional response/rebuttal period	10	June 23, 2026	July 2, 2026

Lecturers with Full-time One-Year Appointments,

Eligible for an Initial Three-Year Appointment or in Year Three of a Three-Year Appointment¹

Action	Calendar Day(s)	Start Date	Due Date
WPAF turned in to Dean's Office by Lecturer	1		March 4, 2026
Custodian of File Administrative Day	1		March 5, 2026
PRC to review for completeness and notify Lecturer of lacking materials (copying Dean's Office)	7	March 6, 2026	March 12, 2026
Lecturer adds requested material	7	March 13, 2026	March 19, 2026
PRC review period ends (evaluations due to Dean's Office)	20	March 20, 2026	April 14, 2026
College/division sends PRC evaluation to Lecturer	1		April 15, 2026
Lecturer's optional response/rebuttal period	10	April 16, 2026	April 27, 2026
Dean/Associate Dean review period	20	April 28, 2026	May 18, 2026
College/division sends Dean/Associate Dean evaluation to Lecturer	1		May 19, 2026
Lecturer's optional response/rebuttal period	10	May 20, 2025	May 29, 2026

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.