

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		Nov 9, 2026
Chair to review for completeness and notify Lecturer of lacking material (copying Dean's Office)	7	Nov 10, 2026	Nov 17, 2026
Lecturer adds requested material	7	Nov 18, 2026	Nov 24, 2026
Chair review period, including summaries of Fall Student Evaluations of Teaching College/division/chair (depending on college practice) sends Chair evaluation to Lecturer	30	Nov 25, 2026	Jan 4, 2027
Lecturer's optional response/rebuttal period	10	Jan 5, 2027	Jan 14, 2027

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 5, 2027
Chair to review for completeness and notify Lecturer of lacking material (copying Dean's Office)	7	May 6, 2027	May 12, 2027
Lecturer adds requested material	7	May 13, 2027	May 19, 2027
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 20, 2027	Jun 21, 2027
Lecturer's optional response/rebuttal period	10	Jun 22, 2027	Jul 1, 2027

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		Mar 3, 2027
Custodian of File Administrative Day	1		Mar 4, 2027
PRC to review for completeness and notify Lecturer of lacking materials (copying Dean's Office)	7	Mar 5, 2027	Mar 11, 2027
Lecturer adds requested material	7	Mar 12, 2027	Mar 18, 2027
PRC review period ends (evaluations due to Dean's Office)	20	Mar 19, 2027	Apr 14, 2027
College/division sends PRC evaluation to Lecturer	1		Apr 15, 2027
Lecturer's optional response/rebuttal period	10	Apr 16, 2027	Apr 26, 2027
Dean/Associate Dean review period	20	Apr 27, 2027	May 17, 2027
College/division sends Dean/Associate Dean evaluation to Lecturer	1		May 18, 2027
Lecturer's optional response/rebuttal period	10	May 19, 2027	May 28, 2027

WPAF Community Information and Resources:

https://www.csusm.edu/iits/services/ats/idesign/moodle/guides/wpaf_howtos_lecturers/index.html

Calendar Days include weekends. If the end date falls on a weekend or Campus Holiday, the deadline is extended to the next workday (CBA Article 2.11). Campus Holidays can be found by looking for the Campus Payroll and Holiday Calendar.

<https://www.csusm.edu/corp/hr/payroll/2026csusmcorpholidayschedule.pdf>

¹ If an extension of time is necessary, a request shall be made to the appropriate administrator.
May only be granted for a reasonable period of time.