

**AY 2021/22**  
**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 9, 2021
Chair to review for completeness and notify Lecturer of lacking material (copying Dean's Office)	7	November 17, 2021
Lecturer adds requested material	7	November 24, 2021
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, 2022
Lecturer's optional response/rebuttal period	10	January 13, 2022

<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 9, 2022
Chair to review for completeness and notify Lecturer of lacking material (copying Dean's Office)	7	May 16, 2022
Lecturer adds requested material	7	May 23, 2022
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 23, 2022
Lecturer's optional response/rebuttal period	10	July 5, 2022

<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 8, 2022
Custodian of File Administrative Day	1	March 9, 2022
PRC to review for completeness and notify Lecturer of lacking materials (copying Dean's Office)	7	March 16, 2022
Lecturer adds requested material	7	March 29, 2022
PRC review period ends (evaluations delivered to Dean's Office)	20	April 19, 2022
College/division sends PRC evaluation to Lecturer	1	April 20, 2022
Lecturer's optional response/rebuttal period	10	May 2, 2022
Dean/Associate Dean review period College/division sends Dean's/Associate Dean's evaluation to Lecturer	20	May 23, 2022
Lecturer's optional response/rebuttal period	10	June 3, 2022

eWPAF container creation process

[https://www.csusm.edu/ids/guides/ewpaf\\_process\\_lecturers.html](https://www.csusm.edu/ids/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.