

## The Electronic WPAF Process:

- A notice of evaluation is sent to the lecturers from the Dean's Office
- E-WPAF is created automatically at <http://community.csusm.edu>.
  - If you do not see one with the current AY in the title, email [btaylor@csusm.edu](mailto:btaylor@csusm.edu) to request the container
  - Include your department administrative coordinator in the request
- Attend a workshop to learn about the evaluation process (see Faculty Center calendar at [www.csusm.edu/fc](http://www.csusm.edu/fc))
- Attend a workshop to learn about using an electronic WPAF (see Faculty Center calendar at [www.csusm.edu/fc](http://www.csusm.edu/fc))
- Visit the Technology Resource Center (Kellogg 2414) for assistance with uploading files
- Submit your electronic file
  - Notify Department Chair the E-WPAF is ready prior to the due date
  - Notify Dean's Office the E-WPAF is ready prior to the due date
- Your access will be removed at 5:00 pm on due date
- You will be notified and given access if you need to add documents
- You will be given access after the review process has been completed
  - If you haven't received access by August 1 contact the staff in the Dean's Office to get access