Bowdoin College

Dean for Academic Affairs

Lab Performance Evaluation Process

Lab instructors are reviewed on a calendar year basis; for 2014-15, for example, a lab instructor evaluation would include comments on the Spring 2014 and Fall 2014 semesters. A written evaluation is due in the dean’s office from the department chair by February 19.

1. May 15: The Dean’s office sends a note to department chairs initiating the evaluation process. The chair then solicits written reports from relevant faculty members about their laboratory instructor(s).

2. May 31: Written reports from faculty about the laboratory instructor are due to the department chair. This written report should include a discussion of how the lab section was organized and conducted. The department chair saves these reports for the annual review of the laboratory instructor.

3. January 15: The Dean for Academic Affairs’ office sends a note to department chairs reminding them of the fall course evaluation process for lab instructors. The chairs then solicit letters from relevant faculty members.

4. January 21: Faculty reports about the laboratory instructor from fall courses are due to the department chair. This written report should include a discussion of how the lab section was organized and conducted.

5. January 21: Lab instructors submit a copy of their professional activities form and c.v. to the chair. The form should include relevant observations about performance during all semesters under review.

6. January 22 – February 15: The chair reviews faculty reports, the lab instructor professional activities form, student opinion forms from all semesters under review (normally the previous spring and the current fall semester), and other relevant materials and writes a draft performance evaluation. A copy of that draft will be sent to the lab instructor.

A meeting should be held between the chair and the lab instructor to review the draft, to give lab instructor an opportunity to respond to the draft, to discuss extenuating circumstances, etc.

7. February 19: The chair writes the final performance evaluation and shares it with the lab instructor. The lab instructor signs the final copy, indicating that s/he has read the evaluation, and the chair delivers it, along with the lab instructor’s professional activities form and c.v to the dean's office by no later than February 19, providing the lab instructor with a copy.

8. March 29: Lab instructors have the opportunity to write a letter of response to the chair and the dean's office within a reasonable time, but no later than March 29.

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