

# BOWDOIN COLLEGE

DEAN FOR ACADEMIC AFFAIRS

## Evaluation Timeline

<b>Deadline</b>	<b>Responsible person</b>	<b>Activity</b>
January 20	Faculty member of lab course	Submit written report about the lab instructor for fall semester lab courses to the department chair
January 20	Lab instructor	Submit professional activities form and c.v. to department chair
Jan-Feb	Dept chair	Write draft evaluation
Jan-Feb	Dept chair	Meet with lab instructor to review draft
February	Lab Instructor	Review draft, respond to draft in writing (if necessary)
February	Dept chair	Write final performance evaluation, ask lab instructor to sign the final evaluation, provide copy to lab instructor
February 20	Dept chair	Submit final, signed evaluation, copies of faculty reports, and lab instructor's professional activities form and c.v. to Associate Dean for Curriculum
March 31	Lab instructor	If needed, submit a letter of response to the chair and Associate Dean for Curriculum
May 31	Faculty member of course	Submit written report about the lab instructor for spring semester lab courses to the department chair

December 2007