Senior Vice President and Dean for Academic Affairs

Professional Activities Form for Laboratory Instructors - 2023

Please return completed form and c.v. to the Office of the Dean for Academic Affairs by February 5, 2024.

**Name:**  **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Department(s):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**I. Teaching**

 **A. Labs**

 Please list the labs and/or lab prep you directed this year.

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| --- | --- | --- | --- | --- |
| **Semester** | **Course** | **Lab section** | **Enrollment** | **Remarks\*** |
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\* Please indicate the number of hours per week for each lab. If the lab was jointly taught, note other instructor(s).

**\*\*For the following sections, please answer with up to three points for questions relevant to your work.\*\***

**B. Additional Time with Students**

Please describe additional instructional time spent with students enrolled in your laboratory course including but not limited to make up lab and assisting with lecture components of the courses.

 **C. Laboratory-Related Curriculum Development**

Please describe lab-related curricular development you pursued this year to prepare for or improve your instruction.

**D. Learning/Lab Assistant Supervision**

Please describe any responsibilities you may have for supervising Learning or Lab Assistants.

**II. Student Support**

Please list the work you conducted in support of students outside of formal laboratory instruction. Examples include but are not limited to: informal advising, writing letters of recommendation, contributing to independent studies and honors projects, and student club advising.

**III. Service to Department/Program**

With the understanding that opportunities for service vary across departments/programs (as well as within depending on chairs/directors), please list all activities conducted in service to your department(s)/program(s). Examples include but are not limited to: meeting with/interviewing job candidates, mentoring newly-hired lab instructors, maintaining equipment, and/or ordering supplies.

**IV. Professional Development**

Please give examples of your efforts in teaching-related professional development. These efforts might include attending BCLT workshops or consultations, reading books addressing pedagogy, online webinars/workshops or attending a conference or training elsewhere.

**V. Collaboration**

Please list activities of a collaborative nature in which you have participated with departments, programs, and offices other than your own. Examples include but are not limited to: service trips with the McKeen Center and workshops with the Student Fellowships Office.

# VI. Diversity and Inclusion

Please describe specific examples of how your work, including teaching and mentorship, may support Bowdoin’s commitment to diversity and inclusion. These could include:

* Curricular efforts to increase the diversity of students in the major
* Extra-curricular efforts to increase students’ sense of belonging within your department or program
* Efforts to further antiracist and inclusivity practices within and outside of your department or program.

**VII. Other Activities**

Please list participation in other work-related activities not identified above. Examples include but are not limited to: service on college-wide working groups and writing for professional publications.

**VIII. The Future**

1. What longer-term needs (e.g. resources or professional development) exist for laboratory instruction at Bowdoin?
2. What professional goals would you like to achieve in the next one to three years?