

# BOWDOIN COLLEGE

DEAN FOR ACADEMIC AFFAIRS

## Laboratory Instructor Annual Professional Review Process

Laboratory instructors undergo an annual review. All reviews are performed on a calendar year basis; for 2021, for example, the annual review includes input and feedback on the Spring 2021 and Fall 2021 semesters.

1. May 1: The Office of the Dean for Academic Affairs initiates the review process by disseminating *Faculty Forms* to appropriate faculty (i.e., those faculty teaching with laboratory instructors) and *Laboratory Instructor Forms* to appropriate laboratory instructors for the spring course review process.

June 15: Completed forms for spring are due to the dean's office, where they will be compiled and returned to laboratory instructors and department chairs/program directors for review.

2. December 4: The dean's office disseminates *Faculty Forms* to appropriate faculty and *Laboratory Instructor Forms* to appropriate laboratory instructors for the fall course review process.
3. January 20: Completed forms for fall are due to the dean's office. By this date, laboratory instructors also submit a copy of their Professional Activities Form and current c.v. to the dean's office. All documents are compiled and organized for each laboratory instructor and sent to the appropriate chair/director and laboratory instructor for review.
4. January 21 – February 21: The chair/director reviews the materials for each laboratory instructor along with the Bowdoin Course Questionnaires from the previous two semesters. The department chair/program director *may* contribute to the review materials a written summary assessment of the laboratory instructor's performance during the period under review. The chair/director's written summary assessment will be shared with the laboratory instructor at this time. The chair/director and laboratory instructor will meet to discuss review materials at either's discretion.
5. March 8: An e-mail from the chair/director confirming the names of the laboratory instructors who have completed the annual review process is sent to the dean's office by this date. If the chair/director prepares a written summary assessment of the laboratory instructor's performance, this document is submitted to the dean's office as well.
6. March 29: Lab instructors have the opportunity to write a letter of response, to be submitted to the Office of the Dean for Academic Affairs (a copy will be shared with the chair/director) no later than **March 29**.

June 1, 2021