Laboratory Instructor Annual Professional Review Process

Laboratory instructors undergo an annual review. All reviews are performed on a calendar year basis; for 2020, for example, the annual review includes input and feedback on the Spring 2020 and Fall 2020 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, 2020