

Assistant Dean Evaluation

Dr. ****

Timeline

Spring 200*

| | |
|------------|--|
| January 2 | Planning & Analysis receives cover letter dated January 9 with deadline of January 16, addresses, and approved evaluation form (1 WEEK PRIOR TO EVALUATION OFFERING) |
| January 9 | Evaluations mailed |
| January 16 | Evaluations closed (SURVEY TYPICALLY AVAILABLE FOR 7 BUSINESS DAYS) |
| Jan 22-26 | Compile and analyze data, prepare final report (TYPICALLY ONE WORKING WEEK FROM SURVEY CLOSING) |
| January 31 | Provide committee with final report (IF NO COMMITTEE, REPORT MADE AVAILABLE TO DEAN) |
| Feb 7 | Committee reviews survey and compiles a report |
| Feb 14 | Report made available to Dean |