

Department Head Evaluation

Dr. *****

Timeline

Spring 2004

January 19	Send draft of invitation letter, participation list, and timeline to dept. head
January 28	Receive from the dept. head: Invitation letter on letterhead (dated February 9, 2004 with deadline of February 13, 2004), participation list, and any revisions
February 2-6	Planning and Analysis – make appropriate copies, prepare mailings, and send out evaluations on February 9
February 9	Evaluations mailed
February 13	Return Deadline for evaluations
February 16-24	Compile and analyze data, prepare final report
February 27	Provide dept. head with final report