

**Lewis & Clark College**  
**College of Arts & Sciences**  
**SCHEDULE FOR REVIEW OF VISITING AND ADJUNCT FACULTY**  
**Spring 2018**

<b>Date</b>	<b>Activity</b>
Early May	Administrative assistants remind visitors and adjuncts (full academic-year or spring-only) and their Chairs and Directors about the review process and its timeline. Visiting and adjunct faculty members who wish to be considered for future employment must participate in the review process. Others may notify their Chair or Director that they choose not to participate.
Mid-May	Spring course evaluations available to Department Chairs and Program Directors
Late June	Files of academic-year and spring-only visitors and adjuncts participating in reviews due to Chairs and Directors
Early July	Chairs and Directors submit: <ul style="list-style-type: none"><li>▪ their review letters to participating academic-year and spring-only visitors and adjuncts,</li><li>▪ files and review letters to Associate Dean John Krussel's Office</li><li>▪ a brief review and course data of non-participating academic-year and spring-only visitors and adjuncts to the Associate Dean's Office</li></ul>