February 17, 2015

TO: Graduate Students

FROM: Jie Chen, Dean

RE: Annual Evaluation and Performance Report for all Graduate Students

Conducting an annual evaluation of your progress toward the degree increases communication between you and your Major Professor/Unit Chair or Director and provides you with a “real world” experience of performance evaluation. This process was designed by Graduate Council to create the opportunity for good conversation, goal setting, and an assessment of your skills and abilities.

Graduate Council reviewed similar processes at a number of other institutions. After lengthy deliberation and collaboration, including input from faculty and students, as well as a review by the Office of the University Counsel, the Annual Evaluation and Performance Report was implemented in 2011.

It is your responsibility to initiate the evaluation process by downloading the form and scheduling an appointment with your Major Professor. However, an evaluation may be initiated at any time by the Major Professor or Unit Chair/Director (if no Major Professor is in place). While this process can be done at any time during the year, it is to be completed for all students by May 1 of each year.

At the conclusion of the evaluation, the evaluator will recommend one of the following actions regarding your status:

- continuation in the program
- issuance of a warning
- recommendation that you be dismissed from the program

The Unit Chair/Director will forward a copy of the report to the College of Graduate Studies (COGS). A copy of this report will be placed in your student file. Students who wish to appeal any part of this evaluation may do so in writing to the Unit Chair/Director with notification to the COGS Dean. A meeting will be scheduled with all parties and the COGS Dean. Further appeals will be submitted to the Graduate Council and forwarded to the Graduate Petitions Committee.

If you have any questions, please contact the College of Graduate Studies.