

TO: All Faculty, Staff, and Graduate Students

RE: Annual Evaluation and Performance Report for all Graduate Students

Conducting an annual evaluation of a student's progress toward the degree increases communication between the student and the Major Professor/Unit Administrator and provides the student 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 the student's skills and abilities in areas other than classes.

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** has been developed for use.

All degree seeking students (Unclassified are excluded) have the responsibility to initiate the evaluation process by completing the form and scheduling an appointment with the Major Professor/Unit Administrator. However, an evaluation may be initiated **at any time** by the Major Professor or Unit Administrator (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 the student be dismissed from the program

If continuation in the program is recommended, the form is retained by the department and a copy is not forwarded to the College of Graduate Studies.

Please submit a copy of this report to the College of Graduate Studies (COGS). If dismissal is recommended, a meeting will be scheduled with all parties and the COGS Dean. Students who wish to appeal any part of this evaluation may do so in writing to the unit administrator with notification to the COGS Dean. Further appeals will be submitted to the COGS Dean and forwarded to the Graduate Petitions Committee.

If you have any questions, please contact the College of Graduate Studies, 208 885 6243