

**GRADUATE COMMITTEE**

**AGENDA**

**February 21, 2008**

**9:00 A.M.**

- I. CALL TO ORDER**
- II. APPROVAL OF AGENDA**
- III. GRADUATE COMMITTEE CHAIR'S REMARKS – DR. JILL LOCKWOOD**
- IV. A. OLD BUSINESS**
  - B. SUBCOMMITTEE REPORTS & UPDATES:**
    - i. Academic Standards & Policies Committee**
      - a) New Graduate Student Handbook**
    - ii. Curriculum Committee**
    - iii. Program Review, Assessment & Strategic Planning Committee**
  - C. BLUEPRINT DISCUSSION**
- V. NEW BUSINESS**
- VI. ROUND TABLE DISCUSSION**
- VII. DEAN'S UPDATE**
- VIII. ANNOUNCEMENTS**
- IX. ADJOURNMENT**

# Proposed Policy on Annual Review of Graduate Student Progress

January 10, 2008

**Whereas**, graduate education is a complex activity that involves a close working relationship between major advisor and graduate student, and

**Whereas**, graduate students are often referred to as 'junior faculty' or as apprentices, and

**Whereas**, evaluation of the graduate student's program is dependant upon the judgment of the major professor, augmented by the collective judgment of the members of the Graduate Advisory Committee, and

**Whereas**, it is important that each graduate student be fully informed, not only of the University's expectations but of the department's expectations as well,

**Therefore**, each department is responsible for developing procedures for annually reviewing the progress of each of their graduate students.

## Guidelines For The Annual Review Of Graduate Students

**Departmental Responsibilities:** Each department is responsible for developing a Graduate Handbook that defines expectations of their program(s). New students should be issued a copy of this Handbook soon after they are accepted in the program. Departments are also responsible for developing a new student orientation that is offered at least annually where departmental policies, procedures, and expectations are discussed with the new students.

Each department is responsible for developing procedures for major advisors to use in an annual review of the progress of each graduate student. An example form is attached. Alternative forms may be developed as the department sees fit. The only required items on the form are:

- Signatures of the student, major advisor, and department chair.
- An overall rating rubric that clearly and unequivocally defines the progress of the student.

The student's major advisor should do the review with input from the student's Graduate Advisory Committee. All graduate students must be reviewed annually, with a copy of the review results submitted to the College of Graduate Studies on September 1<sup>st</sup> each year for any full- or part-time graduate student enrolled for the past 12 months. The results of the review should be placed permanently in the student's folder and the student should be provided with a written copy of the review.

**Student's Responsibilities:** Students may be required by departments to submit an progress annual report; if so, then such a report must be submitted to the designated departmental representative. Students should also meet with their major advisors to discuss progress and identify areas needing improvement. This meeting could be 'virtual' for part-time graduate students residing elsewhere.

**College of Graduate Studies:** The College of Graduate Studies will collect reviews during each September and report the results for each graduate program in a Dean's Council meeting.



# Graduate Student Annual Review Form

Name: \_\_\_\_\_

Review Date: \_\_\_\_\_

Eagle ID: \_\_\_\_\_

Department: \_\_\_\_\_

## Evaluation Rating:

CRITERIA	Needs				Not Applicable
	Exceeds	Acceptable	Improvement	Unacceptable	
Academic Performance					
Thesis/Dissertation Progress					
GA Performance					
Professional Activities & Internaction					
<b>OVERALL</b>					

## Recommendations for Improvement:

## Signatures:

Student: \_\_\_\_\_

Major Advisor: \_\_\_\_\_

Department Chair: \_\_\_\_\_

*The major advisor is encouraged to seek input from the student's Graduate Advisory Committee before completing this form. Return a copy of this form to the College of Graduate Studies, Po Box 8008, Room 2000 Veazey Hall.*