

Graduate Student Annual Review Policy

Rationale

The purpose of the graduate student review policy is to promote optimal student performance. By assessing student performance in a systematic way we provide the basis for accountability. Evaluations are expected to give an accurate analysis of success and to identify areas for improvement. Annual evaluations help to identify an individual student's performance in training, to provide constructive feedback on performance and to support the highest standard of excellence. Evaluations also facilitate the dismissal of underperforming students. Further the annual review provides program documentation of a student's progress which is important for reporting for training grants and for grant development as well as for reference as students enter the work force post-graduation.

Policy

1. Every graduate student will be evaluated on a yearly basis. The annual evaluation will be completed and submitted by May 20th.
2. The evaluation will be completed by the student's major advisor. If a major advisor has not been identified the Chair of the NSGP will evaluate the student.
3. The student will complete the Self Evaluation portion of the Graduate Student Annual Review.
4. The major advisor will complete the written review form and schedule a meeting with the student to review the written evaluation. At the end of the meeting, the written evaluation will be signed by the student and the major advisor and submitted to the NSGP Coordinator.
5. If applicable, prior to the meeting the student should review his or her "Plan of Study" and make any needed changes. The major advisor can then approve the changes at the review meeting. Changes in the "Plan of Study" must be submitted to the NSGP coordinator and to the Graduate College.

6. At the end of each semester, each student must complete a Student Progress form summarizing progress in course work, research, teaching, presentations, publications and key achievements. A copy of these progress forms must also be submitted to the NSGP Coordinator.
7. The Graduate Executive Committee (or the Chair of the NSGP acting for the Executive committee) may adjust the student's deadlines for the review meeting to accommodate special circumstances.
8. The evaluation forms and the student progress forms will be maintained in the student's records in the office of the NSGP coordinator. These annual reviews may be shared with the student's advisory committee, the NSGP Chair, the NSGP Coordinator, the Department Head and the Graduate College Dean's office.

Policy Dissemination

1. A copy of this policy along with the graduate student review form and the graduate student progress form will be posted at the following department website. http://nutrition.arizona.edu/grad_forms.phtml . This information will also be sent to all program faculty and students via email the first year the policy is introduced.