**Guidelines for Annual Evaluations for Graduate Assistants in BB (Aug. 2019)**

All BB students are expected to have annual progress meetings with their major advisor after completion of their first year in the program (i.e. after they have chosen a mentor), and to provide the results to their committee and to the department. ***These meetings are scheduled by the student!*** Ideally, evaluations should occur before the initial Program Committee Meeting, the Preliminary (or Qualifying) Exam, and the final Thesis Defense. Annual Graduate Employee Evaluations are now also required by the university (see last page of this form).

The purpose of the BB Annual Progress Meetings for Graduate Students is twofold**:**

1. **Monitoring academic progress (research and scholarship).** This addresses laboratory research projects, writing tasks (manuscript or proposal preparation), speaking engagements (scientific meetings, outreach), and teaching performance. Ideally the student should complete the progress report in consultation with the mentor. This helps to ensure that students and mentors are on the same page, and that students have feedback on how they are progressing and clarity about shared upcoming goals.
2. **Updating and reviewing Individual Development Plans (IDP)** ensures that students are giving thought to their future goals and updating their IDPs as they gain experience, as well as considering how they are progressing, and what experiences and trainings will help them succeed. Also important is that mentors become aware of each student’s individual development goals, as well as the program requirements. Mentors should work together with students to strategize on how to meet goals described in the IDP.

The student should update the form annually including setting goals in consultation with their major advisor. After the student and major advisor have agreed on the content of the form and the advisor has included comments in section F and completed the “Annual Graduate Employee Evaluation” portion of the form (on the last page), the student should share the completed form and evaluation with their committee members and invite feedback. If a graduate committee meeting is held in association with the evaluation, section G should be filled out be the student and major advisor documenting any key outcomes of the meeting.

After the form is completed, a PDF copy must be provided to the BB office (2011 ALS; Dina Stoneman) to be added to the Student’s file.

*This is a running record. Please update annually before each meeting.*

**Student Name:** *student name here* **Term Entered BB:** *term w/year*

**Major Professor:** *prof name here* **Targeted Completion Term:** *term w/year*

**A. Core Requirements: Completion Term and Grade (e.g. F18 B+; W19 A; Sp19 A-)**

BB 581, 582, 583 (Biophysics) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

BB 590, 591, 592 (Biochemistry) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

BB 507 / 607 (First-year seminar) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Years 2 and 4 BB Journal Club) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Third-year seminar (BB607) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ethics course *course number* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rotation – Fall (BB601) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Advisor:** *name here*

Rotation – Winter (BB601) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Advisor:** *name here*

Rotation – Spring (BB601) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Advisor:** *name here*

TA (First required term) \_\_\_\_\_\_\_\_ *term, course* \_\_\_\_\_\_ **Instructor:** *name here*

TA (Second required term) \_\_\_\_\_\_\_\_ *term, course* \_\_\_\_\_\_ **Instructor:** *name here*

TA (third required term) \_\_\_\_\_\_\_\_ *term, course* \_\_\_\_\_\_ **Instructor:** *name here*

**B. Graduate Committee: Date of first program committee meeting:** *mm/dd/yyyy*

Members (List major advisor first and designate GCR last):

**C. Teaching assignments in addition to three core requirements:**

Course name Instructor Term (w/ year)

**Progress Checklist: Term Completed (Term and year)**

Program Filed with Graduate School…………….

Coursework…………………………………………

Preliminary Exam…………………………………..

Third-year seminar…………………………………

Additional Graduate Commitee Meetings……….

(one line per meeting)

***For sections C., D. and E., please adjust space and add extra pages if needed.***

**C. Accomplishments or activities:**

1. **Papers published** (give full citations)
2. **Papers in review** (give authors, title, journal, date submitted)
3. **Awards** (give date and award description)
4. **Presentations** (talk or poster; authors w/ presenting author in bold, title, meeting name, place and date)
5. **Outreach activities** (give date and description of activity and role)
6. **Other academic accomplishments**

**D. Progress report on laboratory projects:** (since joining lab)

(Organized by project, re-state goals for current year, the addressed, and the outcomes; in a separate section state goals for the coming year and, very briefly, planned approaches)

**E. Individual Development Plan**

(state broader program and career-related longer term goals and specific desires for targeting experiences, activities to help you get there )

**F. Mentor’s comments:**

(these are based on the student’s report and will be discussed at the annual progress meeting)

1. Progress made:

2. Goals for upcoming year:

**G. Brief minutes of any formal Graduate committee meeting associated with this annual review:**

**H. Actions taken (if needed):**

**Annual Graduate Employee Evaluation** (required by the University)

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| --- |
| Position Information |
|  |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Employee Name *NAME HERE* | | | Satisfactory Academic Progress  ❑ Meets Expectations ❑ Does NOT Meet Expectations | | | | Department **Biochemistry & Biophysics** | | | Major Professor:  *NAME HERE* | Signature: | | | | Evaluation Period: | | | Date of Evaluation: | | | | *DATES HERE FOR PERIOD OF REVIEW* | | | *DATE HERE* | |  | | Supervisor | | |  | | | | NAME HERE | | |  | | | | Position Number | Appt % (FTE) | Appt Basis (9 or 12 mo.) | FLSA Status | Job Location | | |  |  |  | **Exempt Admin/Not Eligible for Overtime** |  | | |
|  |
| Position Duties (taken from the position description) |
| |  | | --- | | **Overall Evaluation (required)**  ***Instructions: The supervisor provides comments substantiating the overall performance rating.***  ***If there are areas in which the Graduate Assistant is expected to improve his/her performance,***  ***they should be noted in this section.***  ❑ Exceeds Expectations ❑ Meets Expectations ❑ Does NOT Meet Expectations  (*example text in italics, choose one or write your own)*   1. *Overall exceeds the general responsibilities outlined in the position description.* 2. *Overall meets the general responsibilities outlined in the position description, but Supervisor would like to see more self-started initiative related to finding ways to improve the [research tasks/teaching assignments].* 3. *Overall attitude towards responsibilities laid out in the position description are not congruent with the expectations of a graduate level appointment.* 4. *Supervisor is committed to exploring mechanisms for creating a valuable and manageable experience for the student and the department.*   **Goals for the Next Evaluation Period (Required)**   1. *Student and Supervisor have created a list of goals and primary tasks (see above in section D) to facilitate better evaluation of accomplishments for the next evaluation period.*   **Graduate Assistant’s endorsement:** I have reviewed this progress report with my mentor and program committee and I know that this report enters into my personnel record file, together with attachments to the review of any comments, explanations or rebuttals that I wish to make. | |  | |
| **Signatures** |
| Employee signature confirms ***receipt*** of the evaluation. Graduate Assistants may submit a written rebuttal for inclusion into the personnel record within 30 days of receipt of the evaluation (Art. 15, Sec.4). |
| Employee Signature Date |
| Supervisor Signature Date |