

CENTER FOR GENDER, SEXUALITIES, AND WOMEN'S STUDIES RESEARCH

Graduate Student Annual Evaluation Procedures

Student progress is evaluated continuously by the Center faculty. This evaluation is based on the quality of the student's academic work, research and professional accomplishments, assigned assistantship work, the student's professional and ethical conduct, and completion of degree requirements.

In addition to continuous evaluation, students are evaluated annually. By the end of the spring semester of each year, students are required to complete a self-assessment by completing the Student Progress Report Form. In addition, Center faculty will review the progress of all students and determine whether the student is continuing in good standing. Each student's advisor and Graduate Coordinator will then give the student formal written feedback. If a student is deemed not to be making satisfactory progress, the written feedback will identify the performance areas/behaviors that are problematic, actions/outcomes required to reach a level of satisfactory progress, a time-table for achieving these outcomes, and future consequences (e.g., probation, dismissal) for not achieving these outcomes. These actions are not confined to the annual evaluation and may be initiated by faculty at any time as part of continuous evaluation.

**Center for Women's Studies and Gender Research
Student Progress Report Form**

To be completed by student and turned in to advisor

Student Name:	Year in program:	Advisor:
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Courses & Grades		
Number of Incompletes (I):	Number of Cs:	
Are you on track for year level in terms of courses?	Yes	No
If no, please comment:		

Assistantship (where applicable)	
Position and Supervisor:	
Please attach copy of GA evaluation form completed by your GA supervisor	
Comments?	

**Center for Women's Studies and Gender Research
Advisor Report Form**

Section 1: To be completed by advisor in preparation for faculty annual review of graduate students.

Section 2: To be completed by advisor after faculty annual review and discussed with student. Signed version to be placed in student file.

SECTION 1

(Completed by advisor in preparation for faculty annual review of graduate students)

Program Milestones: Defenses and Exams		
Presenting research topic at 1 st year graduate student panel		
Satisfactory	Unsatisfactory	
Forming committee by 2 nd semester		
Yes, date:	No, anticipated date:	
Assistantship performance:		
Quality of Work:	Satisfactory	Unsatisfactory
Master's thesis or project progress		
Satisfactory	Unsatisfactory	
Master's thesis or project defended		
Yes, date:	No, anticipated date:	

ADVISOR COMMENTS ABOUT MILESTONES:

