

Graduate Student Evaluation Procedure
(Adopted October 2007)

I. Department Policy on Evaluation of Graduate Student Progress

Department policy regarding the annual evaluation of every graduate student is detailed in the Anthropology Department Graduate Program Policy and Procedures document (item 6). According to this policy, students are formally evaluated annually by the Supervisory Committee Chair concerning their course work, committee composition and meetings, progress toward the degree, and professional development.

II. Self-Reporting of Graduate Student Accomplishments to the Department

1. Each graduate student will annually prepare a list of specific accomplishments and milestones. Students will be directed to download a form from the department website to report accomplishments such as papers published, papers presented, grants received, fellowships and awards received, teaching accomplishments, etc., from the period of April 16 of the previous year to April 15 of the current year. This is on par with the college-mandated annual faculty report and is in keeping with the department's goal of professionalizing graduate students.
2. The report will be sent to the student's Supervisory Committee Chair, who will use this report and other information to evaluate the student's progress in the degree program. A copy will also be sent by the student directly to the Graduate Program Assistant. These data will be compiled and reported in aggregate form as a measure of department accomplishments.
3. The due date for the report is April 15 of each year.

III. Evaluation of Student Progress by Subfield Faculty

1. Once each year faculty will meet by subfield to jointly evaluate the progress of all active students for which those subfield faculty serve as Supervisory Committee Chairs. As part of this discussion, recommendations for addressing deficiencies or slow progress will be suggested.
 - a. The Graduate Program Assistant will prepare a spreadsheet with pertinent information on each graduate student in that subfield for use by the faculty at this meeting.
 - b. Primary responsibility for reporting on a student's progress lies with the Supervisory Committee Chair and other committee members. Other faculty who have interacted with the student—for example, having that student in a class or supervising their work as a teaching assistant—will contribute their assessment of the student's work.

2. After the subfield evaluation meeting the Supervisory Committee Chair will download the Anthropology Annual Graduate Student Evaluation Form from the department web site. On this form Supervisory Committee Chairs will formally assess the progress of each of their advisees in the four areas noted above in Section I, summarize milestones achieved, and add any additional comments.

- a. Extra pages may be attached to the form if desired.
- b. For any category marked as “deficient,” corrective actions should be specified along with a deadline for those actions to be completed to demonstrate progress.
- c. The Supervisory Committee Chair will sign the form and give the original to the Graduate Program Assistant for filing, with one copy made to give to the student.
- d. The due date for this form is May 15 of each year.

3. Based on this formal evaluation, any student deemed as *continuing* to fail to make satisfactory progress or to correct reported deficiencies will be brought to the attention of the Graduate Coordinator and the Department Chair for action, as indicated in the Graduate Program and Policy document.