

Each April, PhD students' temporary sponsor or dissertation chair and committee members review student progress from the prior academic year and their plans/goals for future year(s). This annual review process is due for completion by May 1.

All PhD students complete this form and participate in the review, including those that have defended but not turned in dissertation corrections. For these defended-but-not-completed students, the process focusses on reviewing dissertation corrections, manuscript preparation, updates on the job search, and so on.

Student instructions

The annual review form is provided in
box: <https://usu.box.com/s/t2riovow669wj6rmkaxl1lemsd8rmmfa>

Each PhD student is also provided a folder in box with their name on it. This folder is initially shared with the student and the graduate committee. The student is responsible for adding (and sometimes removing) the temporary sponsor, chair, and committee members (see below).

- Each year the student saves a copy of this form in their folder, and **renames** it to include the correct year and their last name: e.g. "PhD Annual Review 2020 Lastname"
- The student completes the form **using Word online** (*or if they choose to download the file and reupload the file, they should reupload with the same file name*).
- After they have completed the form, they **share the box folder* with their temporary sponsor or dissertation committee chair**. If the chair already has access to the folder, the student notifies the chair by email that the document is ready for review.
- **The student sets up a time to meet with their sponsor/chair** (virtual/phone meeting is accepted). Students provide their sponsor/chair a copy of their Program of Study and their Unofficial Student Transcript prior to, or at, this meeting. Students in their first year who have not filed a Program of Study provide the temporary sponsor the courses they plan to register for.
- After this meeting (and after making any further adjustments to the annual review file), the student **shares the box folder* with remaining HDFS committee members**. It is optional for the student to include their outside member (the committee member outside of HDFS department). If the committee members already have access to the student's shared folder, the student notifies the committee by email that the document is ready for their review.
- The committee members email the student when they have signed and commented on the form. When the chair and all members have commented and signed the document, the student renames the **document** (*not* the folder) with COMPLETED at the end. For example, the file will now say "PhD Annual Review 2020 Lastname COMPLETED". This will be the indicator that the annual review is signed and ready for further grad committee review, if need be.
- **This process, including gathering comments from all committee members, must be completed by May 1**

*To share the folder, in box, next to the folder name, go to share, then in the invite box, add emails.

Faculty Instructions

- As described in step 4 (above) the temporary sponsor/chair (but not committee members) meet with the student after they have reviewed the student annual review form, but before they have signed and commented on the form. In this meeting the sponsor/chair also reviews the Program of Study and the unofficial transcript. This should facilitate discussion, particularly if there are courses with poor or incomplete grades (note that all dissertation credits will be incompletes, no need to discuss these). Sponsors/chairs also use the time to review past progress and future goals, clarify/adjust the annual review form, and provide general support for the student.
- a. Temporary sponsors should remind the student that the student needs to select their dissertation committee and chair, and complete their Program of Study form within 1.5 years of starting the program (if they started in Fall 2019 they need to file these forms by December 2020).
- Once chairs/sponsors/members receive the invitation to participate in the review, they go to the student's folder on box and open the annual review file **using "Word online"** directly from box. This will allow for live editing (similar to Google docs where you don't have to save the file – it saves in real time). If faculty must download the file to Word and edit it, they must also reupload the signed copy with the **exact file name** ("PhD Annual Review 2020 Lastname") to the exact student folder. For this form, faculty sign *and* add written feedback. Typing one's name and the date serves as the digital signature – there is no need to add an official digital signature. Comments should include detailed and constructive feedback on student progress in the last year, as well as opportunities to consider for the next year.
- The faculty member contacts the student by email to notify them that they have completed the form.