PBS Annual Graduate Student Review

PBS conducts a formal annual graduate student review of professional development. This review is separate from the GAC annual review of students’ fulfillment of degree requirements/progress to degree.

Primary goals of the annual review are: 1) to make the area, and not just the students’ primary advisor, aware of each student’s progress within the program, and 2) to provide students feedback on their overall professional development. This review is done by each area, and takes place prior to the last day of Spring quarter following the procedure described below.

1. Students submit an electronic copy of their up-to-date CVs to a designated faculty member from their area (the due date to submit the CVs will be specified by the area). Students have the option of also asking for feedback or comment if they have any specific concerns or questions about their progress. If a student decides to take this option, she/he should include the description of the issue(s) in an email accompanying the submitted CV.

2. All or the majority of the area faculty meet to discuss each student’s progress and professional development. The aim of the annual graduate student review is to have an in-depth assessment of students’ professional progress, to identify their strengths and potential concerns, and to suggest ways that these might be addressed, if necessary.

3. After the review session, the area faculty prepares a written summary of the discussion about each individual student in the form of a letter to the student that conveys individuated, substantive content. This letter may be prepared by a subset of the area faculty members on behalf of the area.

In addition to (but not instead of) preparing the letter, each area (or a predetermined number of area faculty) has the option of providing the same feedback in the letter to the student in a face-to-face meeting. The format of feedback must be used uniformly within the area (e.g., if an area decides to have two faculty members provide face-to-face feedback, all students must meet with and receive feedback from at least two faculty members).

4. The summary letters are submitted to the Graduate Advisor by the last day of Spring quarter, and the Graduate Advisor distributes them to students. A copy of each student’s letter is also kept in each student’s file.