Department of Wood Science & Engineering
Graduate Student & GRA Annual Evaluation

All Wood Science graduate students & GRAs employed by the Wood Science & Engineering department shall be evaluated annually by their major professor or work supervisor. Annual evaluation is a matter of good professional practice to ensure students make satisfactory progress towards their degree. It is also required by the CGE Collective Bargaining agreement.

This evaluation must be completed and on file in the Department office prior to any planned reappointment or re-employment.

Article 15–EVALUATION
(from the October 8, 2014-June 30, 2016 CGE bargaining agreement, available at: http://cge6069.org/about/cba/#Article%2015)

Section 1. Each unit employing Graduate Assistants has the right to conduct periodic evaluations of the employee's job performance. The unit may establish job performance criteria and the frequency and format of evaluation appropriate for the employee's work assignment. Evaluations will be performed no less than once each academic year. Employees shall have access to all evaluative material unless otherwise restricted by this Article. Upon appointment, Graduate Assistants shall be notified in writing of the evaluation process and criteria.

Section 2. The evaluation may include written input provided by students, clients or others who have direct knowledge of the employee's performance. If the written input includes a numerical rating, then a summary of the average rating scores may become a part of the Graduate Assistant's personnel file. Anonymous evaluative material may not be kept in a Graduate Assistant's personnel file.

Section 3. The supervisor or another faculty member designated by the employing unit may also conduct one or more site visits to the employee's classroom or work place for the purpose of evaluation. Upon request by the Graduate Assistant, the supervisor or a designated faculty member will conduct a site visit to an employee's classroom or workplace. A Graduate Assistant may request additional evaluations on particular performance issues at any time.

Section 4. The employee shall be provided with a timely copy of the written evaluation by the supervisor. The employee shall sign the copy to be placed in the personnel file as an acknowledgment that the employee has received and read the evaluation. Within thirty (30) days of receiving the evaluation, the employee has the right to submit a written rebuttal for inclusion in the personnel file.

Section 5. As a result of the evaluation process, the academic unit may require that specific deficiencies in the work performance be remedied. If the deficiencies are not remedied within a reasonable period of time, the employing unit may initiate disciplinary procedures as specified in Article 17 (http://cge6069.org/about/cba/#Article%2017).

Instructions:
Graduate Students & GRAs: It is your responsibility to initiate this annual review. Please fill out the form to the best of your ability and estimate dates of completion.

- If you have not yet completed a task, but expect to do it soon, circle "**Anticipated**" & record the expected date of completion.
- If you are in the middle of completing a milestone, circle "**In progress**" & record the expected date of completion.
- If you have completed a milestone, circle "Completed" & record the date it was completed.

In the evaluation you should summarize what you have accomplished over the year in your research & thesis/dissertation, academics, professional development, service, and what you would like to accomplish next year. You should also note any obstacles that you currently face or have overcome. Your initial self-evaluation can be utilized to start a conversation with your major professor regarding your progress towards degree completion.

After you and your major professor/supervisor have met you will both sign the form & turn it in to the graduate program coordinator for WSE.

Department of Wood Science & Engineering Annual Evaluation
MS Students & GRAs

Name: _____ Major: _____ 2nd Major or Minor: _____

Degree: **MS** Program Start: _____ Expected Completion: _____

MS MILESTONES

	Please circle one			*Please fill in*
Committee formed:	Anticipated	In Progress	Completed	Date: _____

Please fill in the names, departments, & roles of your committee members as best as you are able:

Name:		Department:	Wood Science & Engineering	Role on Committee:	Major Professor
Name:		Department:		Role on Committee:	
Name:		Department:		Role on Committee:	
Name:		Department:		Role on Committee:	
Name:		Department:		Role on Committee:	

		Please circle one		*Please fill in*
Coursework:		In progress	Completed	Date: _____
Ethical Research Training:	Anticipated	In Progress	Completed	Date: _____
Program Meeting:	Anticipated		Completed	Date: _____
Program of Study filed:	Anticipated	In Progress	Completed	Date: _____
Qualifying Exam:	Anticipated		Completed	Date: _____
Research Plan filed	Anticipated		Completed	Date: _____
WSE 507 Presentation:	Anticipated		Completed	Date: _____
Defense & Final Exam:	Anticipated		Completed	Date: _____

Briefly summarize your accomplishments and/or impediments on the following items. Use additional pages if necessary.

Research and thesis:

Academics:

Professional development:

Service to department, college, or university:

Goals for upcoming year:

_____ _____

Graduate Student Date Major Professor Date

_____

Department Head Date

Graduate Student: Your signature indicates that you have completed an annual review with your major professor(s) and understand that you have the right to discuss this evaluation with the Department Head. You are able to attach any comments, explanations, and rebuttals to this review. Letters or other supporting documents may not be anonymous.

Major Professor(s): Your signature indicates that you have completed an annual review with this graduate student.