

Faculty Evaluation of Graduate Students in the Department of American Studies (November 2015)

In order to provide constructive feedback to our graduate students as they learn to become scholars and teachers and in order to enable the department to assess the progress of students through our graduate programs, the faculty undertake a commitment to provide timely and thorough evaluations of students whom we have taught in core courses, worked with as TAs, or advised, and to discuss evaluations with our advisees, according to the following plan.

- **Who provides evaluations?**
 - Professors of AMST 700, 701, 702 and FOLK 850, 860.
 - Professors who have supervised an American Studies or Folklore student as a TA or GRC.
 - Professors assigned by the Associate Chair to observe and evaluate graduate students who serve as instructor of record for a course or who serve as TAs in charge of discussion sections for a course in which another TA is the instructor of record; in the latter case the observing professor will visit at least one section meeting and also consult with the instructor of record.
 - Each student's primary advisor (preliminary advisor, comprehensive exam advisor, or thesis/dissertation advisor).
 - Professors of graduate seminars or who have supervised an independent study are encouraged but not required to submit an evaluation.
 - Graduate students submit a self-evaluation, using the Graduate Student Self-Report form.
- **What should evaluations include?**
 - Evaluators should assess both strengths and areas in which a student could improve and should mention specific examples of performance.
 - Evaluations need be no more than 500 words.
- **When are evaluations due?**
 - The last day of examinations for the semester in which the faculty and student worked together (December or May).
 - Primary advisors and students need only submit an evaluation at the end of the academic year (last day of examinations in May).
- **How are evaluations to be submitted, shared, and acted upon?**
 - Professors and students submit their evaluations to the individual student's Drop Box on the "AMST/FOLK Grad Student Evaluations" Sakai site.
 - The Director of Graduate Studies is responsible for adding new faculty members with organizer status and new graduate students with guest status to the Sakai site. This enables faculty to access all Drop Boxes but each student only to access his/her own.
 - The Graduate Student Self-Report form for each academic year will be available in the Resources folder.
 - Each student has access to the evaluations in his/her own Drop Box as soon as they are deposited.
 - Advisors should read their advisees' evaluations and schedule meetings early each semester to discuss feedback and the student's plans to make use of it.
 - Any faculty member who has serious concerns about a student (e.g., problems or deficiencies that could prevent the student from completing degree requirements; behaviors that disrupt the learning process for other students)

should also alert the Director of Graduate Studies, who will contact the student to discuss progress-toward-degree and any remediation required.

- At the end of the semester in which a PhD student defends his/her dissertation prospectus, the Director of Graduate Studies will apply to the Graduate School to have the official designation "Advanced to Candidacy" added to the student's transcript and will forward notification that the designation has been approved to the student and his/her dissertation advisor, with the department's congratulations.