

December 2021

Annual Graduate Student Reviews — Department of Chemistry

Background:

During 2017, the Department of Chemistry approved a system of required annual reviews for graduate students, scheduled to begin in Spring 2018. The general goal of this system is to improve in the areas of student success, faculty mentoring, and departmental recordkeeping. For students, this can provide regular, individualized communication and mentoring with/from their advisor(s) with reference to their progress on short and long-term goals. Other anticipated outcomes for students include reduced time to degree, increased number of publications, and enhanced career development.

Summary of changes for 2021. In response to discussions between CGSA, DGS, and GEC, efforts are implemented to streamline the annual review process while encouraging meaningful student/advisor interactions. There are two key structural changes and one procedural change:

- The Student Research Progress Report is no longer required.
- A new document, Student Achievement and Skills Matrix, is now required. A template is provided, and the skills listed are mapped to the Ph.D. Learning Outcomes adopted in Spring 2021.
- The procedural change is that instead of faculty providing feedback through a free form document uploaded in Workflow, now students and faculty independently complete separate copies of the Student Achievement and Skills Matrix. The student and faculty advisor(s) then meet to review the documents and converge on a final form to be signed by the students/advisor(s) and uploaded by the faculty advisor(s) through Workflow.
- Additionally, a minor structural change is that students are now referred to UI Graduate College for suggested IDP formats.

Content:

- Individual Development Plan (student completes)
- Milestones Checklist — Major programmatic milestones for earning a Ph.D. (student completes and reviews with faculty advisor. Template and instructions sent by the Graduate Coordinator.)
- Student Achievement and Skills Matrix (student and advisor complete separate copies. Templates and instructions sent by the Graduate Coordinator.)

The annual graduate student review consists of files prepared and submitted by the student and research advisor according to guidelines in the following pages. Faculty advisor(s) must meet with the student and complete the faculty copy of the Student Achievement and Skills Matrix. Both the research advisor(s) and the student sign the faculty copy to state the meeting and discussion took place. That final signed copy is then uploaded by the faculty advisor(s). When complete, the annual reviews for each student will be deposited into the student's departmental electronic file.

Deadline:

Student components of the review are due annually on the first day of the spring semester, unless otherwise stated in the annual instructions email sent out by the Graduate Coordinator. Additionally, if desired, either the student or faculty advisor have the option to initiate semi-annual reviews.

Mechanism to Submit Files:

Student files and faculty comments are submitted via Workflow at the following URL:
<https://workflow.uiowa.edu/form/chemistry-grad-review>

Instructions for Student File Submission

- a. Go to the Workflow link noted above (you will be prompted for HawkID and password).
- b. In the first field at the top, check that your name is correctly listed as the student.
- c. In the second field, select advisor: Under "Add a Person", type in your advisor's last name and click search, then select your advisor from the list.
- d. (*Optional*) In the third field, select co-advisor, if any, as noted above in step c.
- e. Scroll down to the lower section entitled "Upload Attachments", where you will upload each file individually. Fill the appropriate radio button to designate the content of the file you wish to upload.
Click "Browse..." and select the corresponding file on your computer. Then click "Upload File". Repeat this procedure for each file you will upload.
- f. When all files have been uploaded, click "Submit to Advisor". This will generate an automated Workflow notice to advisor(s) that the files are available for their review and comment.

Faculty Comments on Review Files:

Faculty will be sent a template for the Student Achievement and Skills Matrix to complete. When a student completes the submission of their materials, faculty noted as advisor(s) will receive a Workflow notice that the files are ready for review and comment. Click the link to access the student files.

- After reviewing student files, faculty will set a meeting with the student. During the meeting, the faculty advisor(s) and student will discuss both versions of the Student Achievement and Skills Matrix results.
- In any instances where the faculty advisor(s) indicate “failed to meet expectations” or “barely met expectations,” remediation plans are to be included in the notes field of the faculty portion of the Student Achievement and Skills Matrix document. Other comments can be entered in the notes field provided.
- Once the review documents have been discussed, faculty should upload the completed and signed faculty portion of the Student Achievement and Skills Matrix to the Workflow record, and approve the review in Workflow. (Co-advised students will have their review routed to both advisors.)
- For questions about deadlines, student records, and file submission, contact the graduate coordinator and/or the Director of Graduate Studies.

Documentation

A. **Current Curriculum Vitae (CV).** Please discuss format and content with your advisor if you are uncertain of the length and level of detail needed. Resources are also available through the office of Graduate Student Success in the Graduate College. Links as of December 2021:

- <https://grad.uiowa.edu/career-exploration-planning>
- <https://iowagradsuccess.wordpress.com/careers/career-materials/>

B. **Individual Development Plan.** Students are to prepare an Individual Development Plan using any of the formats suggested by the University of Iowa Graduate College, which can be found at the following link:

<https://grad.uiowa.edu/individual-development-plan>

Students are to check with their faculty advisors about any specific preferences for the IDP format.

C. **Milestone Checklist.** A template will be provided and/or will be available for download in Workflow.

D. **Student Achievement and Skills Matrix.** A template will be provided and/or will be available for download in Workflow.