

Graduate Student Annual Reviews — Department of Chemistry **Instructions** (updated January 2025)

The Department of Chemistry expects graduate advisors to provide their students with formal mentoring to help them achieve our [graduate program outcomes](#). Formal reviews of student progress are important record of faculty mentoring and ensure uniform feedback for students. Such reviews should occur at least annually, and typically requested in January of each year. A student or faculty advisor may request more frequent reviews as desired.

Student Instructions

- Students will submit up-to-date .pdf or .docx versions of four documents (list below) to the [Chemistry Graduate Student Review Workflow](#) by the announced deadline.
- Students with more than one advisor should list the advisor who will complete or lead their formal review as ‘Advisor’, and the other as ‘Co-advisor’.
- Students should request a review meeting with their faculty advisor(s).

Four review documents:

1. CV (curriculum vitae) – student maintains, and submits an up-to-date version each year
 - Graduate College provides resources re: formatting and content ([site 1](#), [site 2](#))
2. Student Achievement and Skills Matrix – student independently completes [Page 1](#) and submits each year
 - .docx template is available under [Annual Reviews](#) on department website
3. Milestones Checklist – student maintains, and submits an up-to-date version each year
 - .docx template is available under [Annual Reviews](#) on department website
4. Individual Development Plan – student completes/updates and submits each year
 - Students may use [any IDP format suggested by the UI Graduate College](#)
 - Faculty may request that their students complete a specific IDP format

Advisor Instructions

For each of their advised students, faculty advisors will:

1. Access and review the student review materials in Workflow
2. Complete [Page 2](#) of the Student Achievement and Skills Matrix
 - a. If the faculty advisor indicates “failed to meet expectations” or “barely met expectations,” remediation plans should be included in the notes field of the faculty portion of the Student Achievement and Skills Matrix document.
 - b. Other comments may also be entered in the notes field.
3. Meet with each student individually to discuss their progress during the review period
 - a. Student and advisor sign the completed form confirming the meeting and discussion took place
4. Upload the signed form and approve in workflow. *The advisor is required to upload a file to the review before approving the form.*
 - a. Co-advisors are included in the form workflow, and will review and approve the form.

The department will retain review documents and add them to the student’s department academic file.

Deadlines: Formal reviews are due annually by 31st January, unless a different deadline is indicated when review instructions are sent out. Faculty should complete student reviews in a timely manner.

Please direct questions about the review process and forms to the Graduate Coordinator and/or Director of Graduate Studies.