

DEPARTMENT OF COMPUTER SCIENCE ANNUAL REVIEW – Funded Ph.D. Students

A. Goal

The objective of the review is to assess each funded student's performance and progress to better advise him/her through the PhD program. The annual review summarizes and reflects the faculty's judgment regarding each student's ability to complete more advanced academic work and to master all aspects of professional training relevant to the student's area of research. The annual review also serves as the basis for the development of a corrective action plan if significant concerns are identified.

B. Procedures

Annual evaluations occur each year using the following procedures:

1. By **February 14, 2020** students submit a filled *Annual Review Form* to the advisor, describing their research, academic activities, and accomplishments during the previous calendar year, and their plans for the next calendar year.
2. Based on this information, the student's advisor will evaluate and provide feedback and/or advice. All aspects of a student's activities and performance are reviewed, including:
 - Academic performance
 - Research performance
 - Teaching assistant performance (when applicable)
 - Teaching performance (when applicable)
 - Professionalism and citizenship (e.g., compliance with regulations, service to the scientific community, conduct with colleagues)

The advisor will provide one of the following 4 ratings:

- (a) Excellent – student is performing higher than expectations.
- (b) Very Good – student is performing at normal expectations.
- (c) Fair – student is performing below expectations and should be placed on 1-year probation.
- (d) Poor – student is not performing and is to be dismissed from the program.

(Note: starting from next year, the advisor will also suggest performance based bonus for some students when applicable.)

3. On or before **February 14, 2020**, the student should go to the Advisor, discuss with advisor on the review, and obtain the signed review from the advisor. The student should submit a signed copy to csgrad@gsu.edu by 5pm on **Feb. 21, 2020**. (Signature indicates that the student and advisor have both seen and discussed the document.)
4. The Director of Graduate Studies will solicit Computer Science Faculty for written feedback they may have regarding the students (e.g., performance in class, research activities, or as a teaching assistant).

5. If the student has any concerns with the advisor's letter, the student may submit a letter addressing these concerns to the Director of Graduate Studies and the advisor by Feb. 18th.
6. The Graduate Committee shall review the annual reports and the advisor's evaluation by April 3rd.
7. In those cases in which the Graduate Committee determines that there are serious concerns with a student's performance, the Director of Graduate studies will design a plan of corrective action in consultation with the student's advisor and the student.

Note 1: In case the student has not chosen an advisor, the Director of Graduate Studies will be assigned as the temporary advisor.

Note 2: For 2020 evaluation, we will use the following timeline:

February 14, 2020: Students submit annual report to the advisor

Feb. 21, 2020: Deadline for students to review the evaluation with the advisor and submit the signed form to csggrad@gsu.edu.

April 3rd 2020: Graduate Committee review reports.

Annual Report Form for Year 2019 (Jan-Dec)

Please answer the following questions as accurately as possible. Items 1-7 pertain to the previous calendar year.

Student Name: _____

Advisor Name: _____

Semester and Year of Initial Enrollment: _____

Semester and Year of Initial Funding: _____

- (1) List any courses you have taken and semester taken, along with your grades, and most current GPA.**
- (2) List any conferences attended and any conference presentations.**
- (3) List any manuscripts published, in press, or submitted.**
- (4) What research projects have you been conducting over the past year? How is this work progressing? If your progress has been slower than expected, have you encountered any difficulties that might explain this.**
- (5) List any GTA/GLA activities and/or departmental, university, and/or community service.**
- (6) List any internship undertaken during the year (include details such as name of company, duration, and a brief project description).**
- (7) Did you attempt the qualifying exam or the dissertation proposal exam? What was the result of the exam?**
- (8) What courses do you intend to take this coming year?**
- (9) What is your research plan for this coming year? This includes plans for conferences and manuscripts?**
- (10) What milestone(s), if any, do you expect to complete this coming year (e.g., qualifying exam, dissertation proposal, or dissertation defense)?**

Please provide any other pertinent information that you feel may be needed to assess your academic progress accurately.

Note:

- (1) If you have successfully passed the qualifying exam, please provide the result announcement email.
- (2) If you have successfully defended your dissertation proposal, please provide the signature sheet along with the abstract page.
- (3) If you taught a course in the review period, please provide the student evaluations.