

## **Annual Review Process**

The Graduate School requires that each graduate student file an **annual progress report** every year. The Rhetoric & Writing program requires that each graduate student complete an **annual portfolio review** with their advisory/guidance committee every year.

### **Purpose**

The primary purpose of the annual progress report is to provide each graduate student with clear feedback on her/his progress in the program and to provide the student with guidance on making satisfactory academic and professional progress. A second but important purpose is to help students understand how to prepare for evaluation in their professional lives. (This annual progress report process is very similar to the annual review that all faculty are expected to do, but which is particularly important for untenured faculty who need to prepare a case for tenure and promotion.)

### **Process**

There are two components to this process:

1. the Annual Progress Report (for programmatic data collection purposes);
2. the Annual Portfolio Review (for intellectual & professional mentoring purposes).

#### Part 1. The Annual Progress Report

In December of each year, all students will receive an electronic copy of the Annual Progress Report form (Parts A and B) and a letter detailing the annual review process.

In January of each year, students should fill out and turn in Part A of the Annual Progress Report accompanied by a current *curriculum vitae* or résumé by the deadline indicated on the Annual Progress Report form. (For graduate students in the first year of their program, the Report of the Guidance Committee is not due until March 15 but the Annual Progress Report and a current *c.v.* are still due in January.)

These three items – the Annual Progress Report with Part A completed by the student, the student's current *curriculum vitae* or résumé should also be forwarded to the student's guidance committee chair in January, thus triggering Part 2 of the Annual Review Process.

#### Part 2. The Annual Portfolio Review

The student should be collecting relevant portfolio materials throughout the year in preparation for this part of the annual review process. When the student sends the items required for the Annual Progress Report to his/her guidance committee chair, they should also discuss how to determine the schedule for turning in their Annual Portfolio.

While the advisory/guidance committee chair determines the exact procedures for the Annual Portfolio Review, there are some general program procedural requirements and deadlines that must be observed.

In addition to a selection of materials that represent the student's research, teaching, service, and coursework for the year, the portfolio should include an overview statement in which the student reflects on her/his progress and professional development for that year.

Sometime between January and March, the advisory/guidance committee reviews the student's material and provides the student with a written evaluation of the past year's work (Part B of the Annual Progress Report form).

The committee chair and the student meet to discuss the evaluation of the student's work (the entire committee may also meet if the student or chair wishes). Both the committee chair and the student sign Part B of the Annual Progress Report form and submit that form to the director of Rhetoric & Writing by March 15. (For graduate students in the first year of their program, Part B is not due until April 15.) Additionally, students should also supply the program office with a copy of their Annual Review Portfolio (digital documents are fine) for their program file.

Note – students who are actively engaged in the process of MA or PhD exams can be exempted from the Annual Portfolio Review by their advisory/guidance committees, substituting their accumulated exam portfolios and faculty exam responses for the portfolio review process. In such cases, Part A of the Annual Progress Report form is still due in January, and Part B of the Annual Progress Report form must still be filed with the director of Rhetoric & Writing by March 15 of that year.

### **Criteria for Annual Portfolio Review**

The two key criteria to be applied in reviewing and evaluating the Annual Portfolio are:

1. Is the student making satisfactory academic progress?

Although satisfactory progress is determined by each student's graduate committee and program standards, the following provides some general guidelines: each student should be making progress toward degree completion each year and meeting the standard benchmarks for each year in the program, or be close to doing so. (For instance, by the conclusion of the first year in the program, a doctoral student should have satisfactorily completed about half his/her coursework, or sufficient coursework to graduate in four or five years. A doctoral student at the end of the third year in the program should have completed the core and concentration exams, or be close to doing so.) See Appendix A "Timelines for Completion."

2. Is the student developing as a professional researcher, teacher, and/or practitioner in the field?

This criterion pertains to excellence and overall professional development. Is the student making good progress toward developing a professional identity? Is the student actively involved in professional activities, including activities outside the program (e.g., attendance and presentation at conferences, publications, consulting work)? Is the student involved in professional organizations?

# 2008 Annual Progress Report for Rhetoric & Writing Graduate Students

covering January 1, 2008 - December 31, 2008

**Materials due to the Program office by January 15:**

- Part A of this report
- a current CV

**Materials due to your Guidance/Advisory Committee\* by January 15:**

- all of the above materials (this prompts your chair to schedule the due date and review timeline for your Annual Review Portfolio)

**Materials due to the Program office by March 15:**

- Part B of this report, signed\*

\*Graduate Students in the first year of their program do not have to file the paperwork that forms their committee (the Report of the Guidance Committee) until March 15<sup>th</sup>, and they have until April 15<sup>th</sup> to file Part B of this report.

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## **PART A** of the Annual Progress Report

Name \_\_\_\_\_ PID Number \_\_\_\_\_

Degree Program:    \_\_ PhD  
                      \_\_ MA, CSLP  
                      \_\_ MA, DRPW

Date you entered the program\* \_\_\_\_\_  
(\*if admitted under provisional status, date provisional status removed)

Expected Completion Date \_\_\_\_\_

Date of core comprehensive exam (expected or completed) _____	Passed? _____
Date of concentration exam (expected or completed) _____	Passed? _____
Date of prospectus & oral exam (expected or completed) _____	Passed? _____
Date of dissertation defense (expected or completed) _____	Passed? _____

Current GPA \_\_\_\_\_  
Number of credits below 3.0 \_\_\_\_\_  
Number of credits with grade of "I" or "DF" \_\_\_\_\_

Remaining required courses:

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*Please provide a list answer for each of the following categories. If you had no activity in a category, leave it blank. When you are finished, save this file with your last name appended and e-mail it, along with a current copy of your CV, to Melissa Arthurton.*

**1. Scholarly Activity during 2008**

**a. Publications** (books, articles, reviews, abstracts, short stories, poems, essays, digital projects, etc.)

Appeared in print in 2008

Accepted for publication in 2008

Submitted for publication in 2008

**b. Exhibits, installations, performances**

Actually happened in 2008

Received notification about in 2008

Submitted for in 2008

**c. Conference Presentations**

Presented in 2008

Submitted for in 2008

**d. Editorial and/or Consulting Work performed in 2008**

**e. External funding applied for and/or awarded in 2008**

**2. Teaching Accomplishments during 2008** (awards, recognition, leadership roles in mentoring, course development, etc.)

**3. Academic Service during 2008**

a. participation in program governance and recruitment

b. participation in College or University governance

c. participation in National professional organization governance/service (including conference organizing and conference proposal review)

**4. Experiential Learning, Internships, and Community Engagement Activities during 2008**

**5. Awards/Honors received during 2008**

**6. Professional Development Activities during 2008**

- a. participation in program-sponsored workshops
- b. participation in College or University-sponsored workshops
- c. other professional development activities

**7. Other Accomplishments during 2008** (including study-away or study abroad programs)

**PART B** of the Annual Report Form

Due by March 15, 2009\*\* (to be completed by the Chair of the Guidance/Advisory Committee after consultation with the entire Committee and the Graduate Student.)

Student Name \_\_\_\_\_ PID Number \_\_\_\_\_

This portion of the Report should be accompanied by a copy of the student's Annual Review Portfolio in hard-copy or electronic format.

\*\*For graduate Students in the first year of their program, Part B is not due until April 15, 2009.

1. Has the student made acceptable progress during the evaluation period?
2. Please provide a brief statement of evaluation of this student's academic and professional performance for 2008.

Student: Your signature below indicates that you have discussed the contents of this report with the Chair of your Guidance/Advisory Committee.

Student \_\_\_\_\_ Date \_\_\_\_\_

Guidance Committee Chair: Your signature below indicates that you have discussed the contents of this report with the Guidance Committee and with the student.

Chair \_\_\_\_\_ Date \_\_\_\_\_

When both the student and the Guidance Committee Chair have reviewed and signed this report, copies should be given to them both. The original report should be filed in the Rhetoric & Writing program office. Students who wish to appeal any part of their Guidance Committee's evaluation may do so in writing to the Director of Rhetoric & Writing.