

Annual Review for Fifth Year Students

Student Name: _____

Meeting Date: _____

Student ID: _____

Year Entered: _____

Meet with your [Dissertation Committee](#) before December – *the earlier the better!*

Goal: Share an update on your dissertation progress and professional development and get feedback that will guide your efforts in the upcoming year.

Virtual/remote meetings and digital signatures are accepted. Final Deadline: December 1st.

STUDENT: ASSEMBLE PRIOR TO MEETING

- ☐ Review the Program's [PhD student requirements](#) and [Timeline](#)
- ☐ Complete the [IB Annual Review Survey](#) – you do *not* need to share this with your committee
- ☐ Generate a [CalCentral](#) Academic Progress Report (APR) - see bottom of [this webpage](#) for instructions
- ☐ Update your dissertation outline/prospectus (broken down by chapters, give progress update for each)
- ☐ Update your 'timeline to completion' and expected date of graduation
- ☐ What guidance could your committee offer to help you address challenges you've faced, or will face soon?

Discuss with faculty mentor:

- ☐ IB 299 faculty mentor's research syllabus for Fall semester (12 units, P/F)
- ☐ Optional: [Individual Development Plan](#) (IDP)

COMMITTEE MEMBERS PROVIDE INPUT AT MEETING

Meet with your dissertation committee ([meeting format](#)). **In a shared google doc**, have the faculty provide input on:

- Describe the student's academic and dissertation progress this past year
- Itemize the remaining requirements for the dissertation and note suggestions for overcoming obstacles
- **Will the student need to continue beyond their 5th year?** If so, will the committee support an exception request for continued program funding (GSI) beyond normative time?
- Any recommendations for grants/fellowships the student should pursue this academic year?
- Any recommendations for conferences the student could attend/present at?
- **Student:** Do you have any questions/concerns about the IB 299 syllabus or your responsibilities for this year?
- **Student:** Do you require any guidance and/or support related to writing, analysis, or job searching?
- Collect faculty members signatures on this cover sheet, or take a photo/screenshot of them all giving "thumbs up" approval

In addition to the written feedback provided in the shared google doc, **Committee, please rate the student's progress:**

- ☐ **Excellent:** exceeds expectations for a student at their stage, no concerns about progress
- ☐ **Very Good:** meets expectations, solid academic and dissertation progress
- ☐ **Satisfactory:** meets expectations, some concerns raised about academic progress or dissertation progress
- ☐ **Unsatisfactory:** not meeting expectations, needs improvement, warning letter will be issued

If the rating is Satisfactory or Unsatisfactory, please identify the ways the student can improve in the shared google doc.

STUDENT: ASSEMBLE AFTER MEETING

Incorporating faculty input:

- ☐ Attach updated dissertation outline/proposal (broken down by chapters), can include committee feedback
- ☐ Attach your timeline and address any feedback provided by the committee
- ☐ Attach any other materials shared during your annual review meeting (APR, etc)
- ☐ Attach the faculty input/meeting notes, label section "Committee Feedback"
- ☐ Use this document as your cover page and assemble your annual review packet into a single PDF
- ☐ Ensure that the packet is signed/approved by your advisory committee members and your cohort advisor

REQUIRED FIELD SAFETY CHECK IN

Did you perform fieldwork in the last year?

☐ Yes ☐ No

If yes, did you file a [Field Safety Plan](#) using the google form?

☐ Yes ☐ No

Is it possible that you will do fieldwork this Fall or in the coming year?

☐ Yes ☐ No

Does the PI have a general [Field Safety Plan](#) for their research program?

☐ Yes ☐ No

If yes, has it been filed with the field safety committee?

☐ Yes ☐ No

If yes, when did the PI last review and revise the FSP? _____

ANNUAL REVIEW APPROVAL SIGNATURES

Please provide evidence of your advisory committee's approval in one of two ways: traditional signatures below, or a screenshot or photo depicting all members indicating their consent visually (e.g., a 'thumbs up'). Dissertation committees may have between 3-5 members, 50% need to be IB faculty.

Student's Faculty Mentor Signature: _____ Print Name: _____

2nd IB Faculty Member Signature: _____ Print Name: _____

3rd Faculty Member Signature: _____ Print Name: _____

4th Faculty Member Signature: _____ Print Name: _____

5th Member Signature: _____ Print Name: _____

COHORT ADVISOR APPROVAL SIGNATURE

5th Year Cohort Advisor Signature: _____ Date: _____

All materials from your annual review need to be combined into a single PDF and submitted to the IB Department via this form: <https://forms.gle/ouSaUJ6CMpt4Pstp9> by December 1st.

