

C&I Doctoral Yearly Plan & Review (YP&R) with Rubrics

By the end of each September, each new and returning doctoral student will engage in a yearly review and plan. Students should look for an email from the Program Coordinators for the specific due date each year. If you are graduating in December of a given year, then you may complete the final YP&R at the time of your defense and forgo the regular September deadline.

Required Elements in the Yearly Plan and Review (not all apply to first or final year reviews)

- 1) **Cover and Signature Page**: Download the fillable Cover Page that requests the following: Name, CWID, Email, Beginning Semester/Year, Catalog Year, Major Professor and committee members, Doctoral student and Major Professor signatures.
- 2) **Reflections**:
 - a) **Strengths and Weaknesses**: Briefly reflect upon your areas of strength and weakness across the past year (approx. 1 to 2 paragraphs). What is the most significant thing you've learned so far? For *first year folks*, describe the academic strengths you bring to the program and any areas you would like to work on in the current year.
 - b) **Yearly Goals**: List a few measurable yearly goals (e.g., submit two proposals for national conferences in my field; submit one peer-reviewed article to X journal; reach out to Dr. X at University Y to grow connections in my professional network).
 - c) What **future courses** do you need in coming semesters (spring, summer, next fall). This will help us to offer what is most in demand.
 - d) **GA Assignment**: If you have an assistantship, please explain briefly what you did for your GA (e.g., class you taught, research you engaged in). Then describe any changes you might like to see in the future.
 - e) **Program Concerns**: Briefly offer any other information you think program faculty should know to help improve your own preparation as a scholar or the program more generally.
- 3) Add a PDF of your current **Doctoral Transcript** (need not be official; may simply be a list of courses you have *already* taken).
- 4) Add a PDF of your **CV**.
- 5) Add a PDF of a scholarly **writing sample** for review, which will be assessed using [this rubric](#) [not required first year]. This is not for a grade, but to ascertain if you are making adequate writing progress so that optimal mentoring can happen in a timely fashion.

First Year Plan:

- 1) Doctoral student completes the Yearly Plan and Review (YP&R) with only the following elements from above (1, 2a, 2b, 2c, and 4) and email it to your Major Professor as **one PDF** file (not separate documents please!).
- 2) Doctoral student schedules meeting with the Major Professor for the YP&R meeting.
- 3) After meeting, doctoral student makes changes to the written document, if necessary, signs and dates the cover page, and sends it to Major Professor for signature (**again, one PDF**).
- 4) Major Professor signs the cover page and returns it to student.

passed unanimously 10-11-23 by email ballot KS; edited 7-8-2024 for accuracy KS.

- 5) Student bundles the cover page and abbreviated YP&R into one PDF, and emails it to either the PhD Doctoral Program Coordinator (kspector@ua.edu) or the EdD Program Coordinator (alhooper2@ua.edu), depending upon the student's program.
- 6) Doctoral student and Major Professor regularly touch base throughout the year regarding progress toward yearly plan goals.
- 7) Over the first year, the student selects Plan of Study Committee Members (there is no form for this committee, but this is the committee from which the 3 comps readers will come). The student also creates a CV with Major Professor input.

Subsequent Years, Review & Plan:

- 1) By the end of September each year (or earlier), doctoral student completes the YP&R and emails it to the *full* Plan of Study/Dissertation Committee for the YP&R meeting. Note: Every attempt should be made to include all committee members, even postponing the meeting for several weeks to make this happen. At least 3 committee members shall be in attendance, including the Major Professor, but all committee members shall have been invited. Those who can't attend should send written feedback that should be included in the YP&R documentation.
- 2) Doctoral student schedules meeting with the full Program/Dissertation committee.
- 3) Doctoral student and full Program/Dissertation committee discuss YP&R.
- 4) Doctoral student makes changes to the written documents, if necessary, signs and dates the cover page, and sends it to Major Professor as **one PDF**.
- 5) Major Professor reads the packet, assesses the packet, **fills out the rubrics**, signs the cover page, bundles the rubrics with the other materials into one PDF with the rubrics at the front, and returns it to student to countersign.
- 6) Student makes sure all required items are bundled together in one PDF with rubrics on top. Student emails the PDF packet to the PhD Doctoral Program Coordinator (kspector@ua.edu) or EdD Program Coordinator (alhooper2@ua.edu), depending upon the program. Note: The rubrics are linked at the bottom of this document.
- 7) Doctoral student and committee members regularly touch base throughout the year regarding progress toward yearly plan goals.

Final Year Plan & Review (should be done right after the successful dissertation defense, in same meeting; if student is graduating in December, then the usual deadline of September is extended until December). Doctoral student completes their final YP&R, as outlined below:

- 1) **Cover and Signature Page:** Download the fillable Cover Page that requests the following: Name, CWID, Email, Beginning Semester/Year, Catalog Year, Major Professor and committee members, Doctoral student and Major Professor signatures.
- 2) **Reflections:**
 - a) **Strengths and Weaknesses:** Briefly reflect upon your areas of strength and weakness across the past year (approx. 1 to 2 paragraphs). What is the most significant thing you've learned so far? For *first year folks*, describe the academic strengths you bring to the program and any areas you would like to work on in the current year.

- b) **Program Concerns:** Briefly offer any other information you think program faculty should know to help improve the preparation of scholars or the program more generally.
 - c) **Employment Plans:** Please tell us about your employment plans, the job you will continue working, and/or the new position you are seeking or have already accepted.
 - d) Attach your **CV**.
 - e) What is the best email for us to use to contact you in the future?
- 3) Doctoral student successfully defends dissertation, and then the full committee reviews the YP&R and CV.
 - 4) The full dissertation committee assesses ***both*** the dissertation and the publication record of the student (2 different measures) using the Dissertation Defense and Final YP&R Rubric appended below). Note: There are checkboxes for you to indicate if this is a YP&R or a Dissertation Defense (check only one box per form).
 - 5) Major Professor sends the student YP&R review **AND** the **Dissertation Defense and Final YP&R Rubric** to the Doctoral Program Coordinator (for report writing purposes). All graduating Doctoral students must have this rubric submitted to the Doctoral Program Coordinator to be cleared for graduation.

Rubrics:

[Doctoral Program Rubric for Yearly Plans & Reviews](#)

[Writing Rubric](#)

[Draft of Potential New Writing Rubric \(9-7-2025\)](#)

[Dissertation Defense and Final YP&R Rubric](#)