

To: All Business PhD Students
CC: All Supervisors, Supervisory Committee Members, PhD Policy Committee
From: David L. Deephouse, Associate Dean, Business PhD Program
Re: Annual Student Evaluations
Date: April 24, 2019

Students enrolled in the Business PhD Program are required to be evaluated annually. The university requires supervisory committees to meet formally with their students at least once a year ([FGSR Graduate Program Manual, Section 8.1](#)).

We have moved from a paper-based one to a primarily electronic process in which you build a digital record of your accomplishments as a PhD student; many of these could be copied to your c.v. Please update your Student Planning and Progress Form to report on your activities and accomplishments relative to the goals stated last May or September. Please highlight any awards, publications, etc. Forms for the annual review are at:

<https://www.ualberta.ca/business/programs/phd/student-support/forms-and-policy-documents>

Exceptions to reporting: If you had a candidacy or final examination since January 1 or have formally scheduled one with the PhD Office as of May 15, then the examination qualifies as the supervisory committee evaluation.

Some students may be concerned about providing certain information. No student is required to provide any specifics that (s)he wishes to keep confidential. The more specific the information that you provide (e.g., individual course grades, dates and name of conferences that you attended or presented, details of journal submissions, etc.), the more valuable will be your evaluation.

The Annual Evaluation Process consists of the following steps:

1. You must send an updated Student Planning and Progress Form to your supervisor(s) by **May 15**. Failure to do so could result in a disruption to your registration and/or future funding.
2. Your supervisor should review the document with you, and you should revise it if needed.
3. The revised version must be sent to the supervisory committee.
4. Your supervisor must arrange a meeting with you and your supervisory committee by **May 31** to give you formal feedback on your progress over the last year. You and your supervisor should be physically present.
5. You and your committee should discuss your progress. The committee should provide you with written developmental feedback, and you should update your academic plan as needed.
6. The Supervisory Committee Evaluation Form should be completed and sent to the PhD Office BusPhD@ualberta.ca by **May 31**. It should include *Narrative Evaluation and Developmental Suggestions*. A copy should go to your specialization's PhD area representative.
7. The area representative of each specialization should provide the Associate Dean of the Business PhD program with a *comparative assessment* of all students in the specialization by **June 30**. The current Associate Dean prefers that faculty for each specialization meet as a group to provide input.
8. The Associate Dean will make funding decisions based on the information received during the annual evaluation process and from conversations with relevant faculty.

Annual reviews are an important tool to monitor progress and provide developmental feedback. Thank you for your attention to this process.