



## Annual Evaluation Form Instructions

### 1. Purpose and process

The Department evaluates all current graduate students to assess their progress towards successful completion of the degree. This process is intended to make clear what steps you should be taking to complete your graduate studies successfully, including the development of your major research project and your professionalization as a scholar. In the interest of an accurate and effective evaluation, the Department requires that students submit documents representing their current status and work completed in the past academic year, which are considered in addition to grade reports and input from advisors. The preparation of these documents is a chance to take stock of your own goals and development as a scholar. It also provides practice in the genres of self-presentation required for professional advancement.

### 2. Deadline

Evaluation documents are due on March 15 each year. They should be emailed as attachments to [lkchaney@ku.edu](mailto:lkchaney@ku.edu). They should cover the previous fall semester and the current spring semester; e.g., documents submitted in March 2017 will reflect work in fall 2016 and expected accomplishments for spring 2017. Students must submit these documents to be considered “in good standing” in the degree program.

### 3. Documents

The annual evaluation documents include:

- a. **An M.A. or Ph.D. annual evaluation form** (detailed instructions appear below).
- b. **A research statement.** In no more than one page, single-spaced, describe your research program. Identify its topical focus and major question, the prior literature it builds on, and the field(s) to which it will contribute. State what you have accomplished in advancing your program in the past academic year, and your goals for the coming year. This statement will become more specific as you progress through the program, and in the first year may be largely prospective.
- c. **A current CV.** The purpose of an academic curriculum vitae (CV) is to summarize your training, experience, and achievements in research, teaching, and service related to your academic specialization. Please note that a CV is different in form and emphasis from a resume. Employment history is only relevant if it relates to your intellectual pursuits. As a scholar, you should always have a CV prepared, and update it regularly with new information. You will likely compose and revise different CVs for different audiences. For this evaluation, you may include all information that might appear on other versions prepared for more specific purposes.
- d. **Supporting documents.** Submit copies of any publications that have appeared in print during the past academic year. If you do not have any, submit a proposal, paper or chapter that you feel represents your best writing for the year. Please convert any supporting documents to pdf and do not submit more than 50 pages of unpublished material.

#### 4. Forms

Complete the form for the degree you are working on at the time of the evaluation. All students admitted to the Ph.D. program should submit the Ph.D. form, even if they have yet to complete the M.A. article. The M.A. form should only be used by students who are admitted to the M.A. program alone. The forms include:

- a. **Profile section.** This provides a snapshot of your current interests as a scholar. All items describing the project and focus should describe the current emphasis of your efforts in coursework or research. These may change from year to year. As your project matures, areas of interest will become areas of expertise.
  - **Topical focus** refers to a historically specific group, site, period, event, set of texts, or some other delimited topic that your research explores.
  - **Theoretical focus** refers to general categories of significance that your research prioritizes. You may use a wide range of general terms to describe this (e.g., race, feminism, citizenship, post-structuralism, linguistics).
  - **Methodological focus** describes the kinds of materials you work with (e.g., literature, interviews, archived newspapers) and the methods you apply to their collection and analysis (e.g., ethnography, cultural history, discourse analysis). Early in your graduate career, these will be prospective, describing the approach you are planning on and preparing to undertake.
- b. **Degree progress section.** All students should indicate the date on which they intend to complete the degree. Fill in additional information (exam fields, committee members) as you decide them.
- c. **Professional development section.** This portion of the form (page 2) is not required for first-year students. You may not have items to report in each category every year. As you progress, you should become active in the presentation, publication, and funding categories. By the end of your degree program, you should have reported at least one service activity at some point. Please report any teaching you do at KU or another institution of higher education to document this experience.

#### 5. Format

- a. All electronic documents should be saved in pdf format. The evaluation forms are available as fillable pdf documents on the graduate program website.
- b. Please use no smaller than 11-point type and 1-inch margins.
- c. Please name all documents according to the following template: <Lastname>.<First initial>.<Academic year>.<Component>.pdf **Example:** Chappell.B.2013-14.Research.pdf
- d. Please email all documents attached to one message, with the subject line “Annual Review <calendar year covered>.”  
**Example:** in spring 2014, you will submit “Annual Review 2013-14.”
- e. Save both digital and hard copies of all documents for your own records.

#### 6. Evaluation

Graduate faculty will review the submitted documents, as well as grade reports and any additional information submitted by your advisor or other faculty with whom you have worked. Faculty may volunteer this information, or you may ask them to submit it. You will receive a letter assessing your progress by May 1. If you feel that the assessment is inaccurate or unfair, you may submit a letter in reply any time before the next spring semester. All submitted materials will be retained in your file as a record of your evaluation.