

School Procedures of the University of North Texas Health Science Center	Chapter 15 – School Procedures Student Affairs, Education and Funding
15.205 SBS – Graduate Student Annual Performance Review	

Every graduate student accepted in a degree program will undergo an annual performance review by the major professor which will be reported to the School of Biomedical Sciences through the discipline by the graduate advisor. The review process is designed to assist students in meeting discipline expectations and document students' annual progress toward degree.

Application.

This procedure applies to all graduate students enrolled in the School of Biomedical Sciences.

Definitions.

1. Discipline. "Discipline" is the field of study or major chosen by the student.

Procedures and Responsibilities.

1. Distribute assessment tool to major professors of students enrolled in the discipline
Responsible Party: Graduate Advisor
2. Use assessment tool to evaluate each student's performance and discuss the evaluation with each student; return completed evaluation to Graduate Advisor
Responsible Party: Major Professor
3. Review and add comments; forward to Assistant Dean for review and signature
Responsible Party: Graduate Advisor
4. Forward to Dean for review
Responsible Party: Assistant Dean

References and Cross-references.

Forms and Tools.

The required assessment tool is revised each year and provided to the discipline graduate advisors with their annual reports.

Approved: September 1995
Effective: September 1995
Revised: June, 2022