

**To:** All Business PhD Students  
**CC:** All Supervisors, Supervisory Committee Members, PhD Policy Committee  
**From:** Trish Reay, Associate Dean, Business PhD Program  
**Re:** Annual Student Evaluations  
**Date:** April 22, 2021

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As part of FGSR policy, all students enrolled in the Business PhD Program must be evaluated annually. The university requires supervisory committees to hold a formal evaluation meeting with their students at least once a year ([FGSR Graduate Program Manual, Section 8.1](#)).

We are using the electronic process with Google forms again this year. We expected to be piloting FGSR's soon-to-be launched annual online reporting system, however the pilot is not ready.

All students, no matter what year they are in the program or if milestone exams are imminent, are required to participate in the annual evaluation process. You will all be sent a link to a google drive which is shared with the student, supervisory committee members and your area representative. To clarify, there is a separate google drive space for each student together with her/his supervisory committee members. The PhD office staff and I also have access to the drives.

The Annual Evaluation Process consists of the following steps: [Please ensure that all work is completed within the google drive. Please do not download the documents. Use Chrome as your browser for best performance.]

1. The student will complete the 2021 Evaluation Form in the drive and upload a CV, and then advise the supervisory committee members that they have completed the form. If you completed the 2020 Evaluation Form, the information has been copied into the 2021 form for you and you need only update it for this reporting period.
2. Supervisory committee members review the form, and the supervisor sets up an online meeting with the committee members and student.
3. The student and committee should discuss student progress at the online meeting. The committee should provide written developmental feedback on the form where indicated.
4. All required information is recorded on this form – including brief summaries of research projects that are separate from thesis work.
5. During the online meeting, supervisors can type in the evaluation and comments, and all those participating in the meeting (including the student) should add their digital signatures to the document. Since the google doc will track all changes made and by whom and when, the PhD office will be able to see that supervisors have added their own signatures and evaluations.
6. When all steps are complete, the student must email [busphd@ualberta.ca](mailto:busphd@ualberta.ca) to inform the PhD office that their evaluation is complete. **The deadline is May 31.**
7. When all evaluations in a specialization have been submitted, the PhD office will inform the area representative of each specialization that their area is complete. The area rep should provide the Associate Dean of the Business PhD program with a *comparative assessment* of all students in the specialization via email by **June 30**. If desired, the area rep can convene a meeting with faculty members to discuss progress.
8. The Associate Dean will use the content of the annual report as part of any required reporting to FGSR. In addition, the Associate Dean may make funding decisions based on the information received and from conversations with relevant faculty.

Annual reviews are an essential component of student progress. Our process is meant to assist with overall monitoring, but most importantly it should provide developmental feedback.

Thank you for your attention to this process.