

## MEMORANDUM

**TO:** Anthropology Faculty and Graduate Students  
**FROM:** Gilbert Quintero, Chair Anthropology, and Doug MacDonald, Grad Program Coordinator  
**DATE:** XXXX, 2013  
**SUBJECT:** Graduate Student Yearly Evaluation

This memo is a formal call for graduate student yearly evaluation forms. Please submit your materials to Rehanna Olson on or before February 10, 2013.

We describe below the new graduate student annual review criteria used to assess graduate student performance at UM. These criteria are used to assess graduate students on an annual basis from the information graduate students provide on the Graduate Student Yearly Evaluation Form (attached). Please complete the attached form for your yearly evaluation. For this year, please include details of all of your graduate activities at UM up to the current date of application. In future years, your annual review will only need to be updated with information from that past year.

All active graduate students are asked to complete a Yearly Evaluation Form as support for their T.A. application and/or as support for their being considered for departmental scholarships. Students not applying for T.A. support or departmental scholarships do not need to complete this form. This yearly graduate student evaluation will be used to eliminate multiple “calls” for assessment/review information. This single yearly evaluation tool will be used for a number of different applications including, but not limited to:

1. TA applications and evaluations,
2. Graduate student excellence awards/scholarships,
3. Student assessments for teaching opportunities (e.g., Missoula College courses),
4. and miscellaneous funding opportunities.

The Graduate Student Yearly Evaluation Form and supporting materials are due this year on February 10, 2013. Supporting materials included in the annual evaluation are for your career as a UM grad student (UM start date through date of application, February 10). Since we have not completed this formal process before, you will be asked to include all activities (publications, presentations, awards, honors, etc.) that you have completed during your entire graduate student career to date at UM. In the future, this will be an annual review, updating only your achievements in the past year. Please have your form to Rehanna Olson (Anthropology Administrative Assistant) on or before February xxx, 2013.

The Graduate Student Yearly Evaluation is an attempt to quantitatively evaluate graduate student progress at UM. After the first year (in which all of your data from all of your UM career is included), you will only be required to update your last year accomplishments. In the future, thus, we will be able

to easily evaluate graduate student performance over a several year period and provide a more accurate assessment of student performance relative to a single year performance. However, student performance is also assessed based upon the number of semesters the student has been enrolled in a particular degree program. For instance, a student will likely have more publications and other performance points the longer s/he has been in a degree program. As such, longtime graduate students will tend to have an advantage over more recent graduate students. To counterbalance this effect our assessment tool divides performance scores by the number of semesters a student has been within his or her degree program.

The Graduate Student Yearly Evaluation Form only counts items once. For instance, if a graduate student was given credit for a paper after it was accepted for publication (a.k.a. in press), credit for the same publication will not be given when the paper actually appears in the journal or book in the following year.

All items listed on Graduate Student Yearly Evaluation Form should be for your career as a graduate student at UM; any prior work at other institutions or UM (e.g., as an undergraduate) should not be included. In future years, you will only have to update your accomplishments in the past year (since the current form includes everything else to date). All items listed should be supported with a copy of the publication's cover (showing your name and its date of publication) or in the case of an "in press" publication a letter from the editor or publisher stating the paper has been accepted for publication. Do not include papers that have been submitted or in review or in preparation. Such papers will not count toward student yearly assessment.

The list of criteria below document and discuss the kinds of materials along with their values that should be included in the Graduate Student Yearly Evaluation Form.

#### GRADUATE STUDENT ASSESSMENT CRITERIA:

There are 19 fields of information for our student yearly assessment form. These fields are compressed into three categories (Progress, Quality, Promise). Those three categories are standardized and weighted to account for 20%, 40%, and 40% respectively, and summed. The greatest summed value is ranked highest. Each of the fields is explained below.

1. ID: Students should identify if they are interested in a teaching assistantship and complete the fields for date, ID number, and name.
2. Current degree program
3. Semester of entry into program
4. Number of semesters completed for current degree
5. GPA: Grade point average since entering UM graduate program (cumulative for both MA and PhD)
6. PRELIM: Successful defense of dissertation proposal (2=yes, 0=no). This will not be factored into the point totals for M.A. students.

7. PROGRAM: Successful completion of preliminary paperwork for M.A. or Ph.D., including filing of committee, etc... (.25-1.0)
8. TA: Number of semesters at UM during which the student has had TA or departmental RA (not including RA's funded by grants)
9. GRANT Successful grant application(s) generally 1 per external, 0.5 per internal (must be approved by time of application), depending on size and prominence. Minor grant examples: MASA Travel Grant, .25
10. PUBLICATION Professional publications (in press or in print) during the review period. Each publication is scaled from 3.0-0.5 and is divided by the number of authors if student is not first author. For instance, a non-peer reviewed report with the student as the second of two authors might be scored as  $0.5/2=0.25$ . Here is the approximate scoring system: sole-authored book, 3; edited volume, 2.5; first-tier journal article, 2; second-tier journal article, 1.5; edited volume chapter, 1.5, author or editor of substantial published or unpublished report; 1; author of chapter in published or unpublished report, .5; minor report, .25; book review, .25.
11. PODIUM Oral paper(s) presentation at professional meeting(s) during the review period. Each paper valued 0.5 and is divided by the number of authors if student is not first author. For instance, a paper presented at AAA annual meeting with the student as the second of two authors might be scored as  $0.5/2=0.25$ . Here is the scoring method, generally: formal papers at inter/national venue, .5; major invited lecture, .5; formal papers at regional/local venues, .25; other invited lectures/presentations/seminars, .25; see below for UM presentations.
12. POSTER Poster presentation at professional meeting(s) beginning from the calendar year before entering current degree program and including poster presentations formally accepted through the review period. Each poster is valued 0.5 or .25, depending on scope of meeting (see above), divided by the number of authors if student is not first author. For instance, a poster presented at AAA annual meeting with the student as the second of four authors might be scored as  $0.5/4=0.125$ .
13. CHAIR Other forms of meeting participation (e.g., session organizer, chair, discussant) during the review period. Each event is valued 0.5 or .25, depending on scope and prominence.
14. COLLOQUIUM UM Departmental/university presentation (colloquium papers, Center and Institution presentation, etc.) completed during the review period. Each event is scaled from 0.25 to 0.1 and is divided by the number of authors if student is not first author. Examples: Anth Dept. colloquium, .25; brown bag talk (.15)
15. SERVICE Department or University service at UM completed during the review period. Membership in anthropological or related-field professional societies, including MASA, AAA, SAA, Plains Anthropological Society, Montana Archaeological Society, among others (each university service or professional membership is 0.25 points).
16. FIELD, LABORATORY, ARCHIVAL research completed during the review period. Student must identify exact dates of field or laboratory research. This field is scaled from 1.2 to 0.1 depending upon

venue of work and length of time. Does not include research associated with class assignments. The intent of this category is to reward research related to scholarly development of the graduate student as a professional anthropologist. Some examples include a 12-month field season collecting PhD related ethnographic data (1.2 pts); 3-month archaeological summer field project gaining experience to become a practicing archaeologist (0.3 pts); 2-month visit to the Smithsonian Institution or other museum or facility to collect archival data for a research paper (0.2 pts).

17. HONORS Scholarships, medals, etc. awarded since entry into current UM graduate degree program (0.5 to 0.25 per award). Examples: AAA student paper award .5, Daugherty RA, McNair, Foley, .5; Boeing, Daugherty Scholarship, .25.

18 CREDITS List how many total credits you've taken toward your degree.

19. PROGRESS: Describe in your own words, your progress toward degree completion (these essays will be evaluated by the faculty and scaled from 0 to 1, depending on the quality of the essay).

The above fields are used to calculate a student's yearly evaluation. The calculation occurs by deriving a score for PROGRESS, PROMISE, and QUALITY.

**PROGRESS** (20%) represents progress towards completion of degree scaled by number of semesters in current degree program. This is calculated by the following formula. (PRELIM. + PROGRAM+PROGRESS+ CREDITS/# OF SEMESTERS).

**PROMISE** (40%) includes intellectual and professional promise scaled by number of semesters in degree program. (GRANT+ PUBLICATION+ PODIUM+ POSTER+ CHAIR+ SERVICE+ HONORS+ COLLOQUIUM+FIELDWORK/# OF SEMESTERS).

**QUALITY** (40%) is simply the student GPA at UM.

WEIGHTED SUM is the sum of Standardized scores (values converted to z scores) for PROGRESS, QUALITY, PROMISE adjusted to relative importance. PROGRESS=20%, QUALITY (=GPA) = 40%, PROMISE=40%.

RANK of students is based upon weighted sum.