

**Department of Plant Sciences: The University of Tennessee**  
**Annual Performance Review Form** (to be completed for all GRA, GTA and GA students and forwarded to Sandy Kitts)

Grad Student Name: \_\_\_\_\_ Degree (MS or PhD): \_\_\_\_\_  
Sem/Yr of Entry: \_\_\_\_\_ Review Completed By: \_\_\_\_\_  
Review Period: January 2022 to December 2022

**Key Elements:**

1. **Accomplishments** - the extent to which the graduate student meets expectations in performing the job functions of his/her position as previously discussed and agreed upon (e.g., with major professor or supervisor)
  - 5  Consistently Exceeds Expectations (supporting statement required)
  - 4  Fully Achieves and Occasionally Exceeds Expectations
  - 3  Fully Achieves Expectations
  - 2  Sometimes Achieves Expectations
  - 1  Unsatisfactory/Rarely Achieves Expectations (supporting statement required)
2. **Service & Relationships** - the extent to which the graduate student's behaviors are directed toward fostering positive working relationships in a diverse workplace or classroom, respect for fellow workers, and cooperation with students, peers, faculty, & visitors.
  - 5  Consistently Exceeds Expectations (supporting statement required)
  - 4  Fully Achieves and Occasionally Exceeds Expectations
  - 3  Fully Achieves Expectations
  - 2  Sometimes Achieves Expectations
  - 1  Unsatisfactory/Rarely Achieves Expectations (supporting statement required)
3. **Accountability & Dependability** - the extent to which the graduate student contributes to the effectiveness of their work assignment, individual graduate program, and the overall mission of the department and University. *(n.b.: time away for approved leave of absence time may not be considered.)*
  - 5  Consistently Exceeds Expectations (supporting statement required)
  - 4  Fully Achieves and Occasionally Exceeds Expectations
  - 3  Fully Achieves Expectations
  - 2  Sometimes Achieves Expectations
  - 1  Unsatisfactory/Rarely Achieves Expectations (supporting statement required)
4. **Adaptability & Flexibility** - the extent to which the graduate student is open to new ideas, projects, and experimental methods.
  - 5  Consistently Exceeds Expectations (supporting statement required)
  - 4  Fully Achieves and Occasionally Exceeds Expectations
  - 3  Fully Achieves Expectations
  - 2  Sometimes Achieves Expectations
  - 1  Unsatisfactory/Rarely Achieves Expectations (supporting statement required)
5. **Decision Making & Problem Solving** - the extent to which the graduate student makes sound and logical job-related decisions that are in the best interest of the laboratory, department, and University. *(As applicable, this element includes developing and managing supplies, human, and fiscal resources associated with the laboratory, department, & University.)*
  - 5  Consistently Exceeds Expectations (supporting statement required)
  - 4  Fully Achieves and Occasionally Exceeds Expectations
  - 3  Fully Achieves Expectations
  - 2  Sometimes Achieves Expectations
  - 1  Unsatisfactory/Rarely Achieves Expectations (supporting statement required)

**TOTAL POINTS:** \_\_\_\_\_

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Grad Student Name: \_\_\_\_\_ Degree Sought (MS or PhD): \_\_\_\_\_

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<u>RATING</u>		<u>TOTAL POINTS</u>
Consistently Exceeds Expectations	=	23 - 25
Fully Achieves and Occasionally Exceeds Expectations	=	19 - 22
Fully Achieves Expectations	=	15 - 18
Sometimes Achieves Expectations	=	10 - 14
Unsatisfactory/Not Eligible for Across the Board Increase (Performance Improvement Plan Required)	=	9 or less

Final PR Rating: \_\_\_\_\_

Major Professor/Supervisor's Comments: (Narrative to support overall review and/or as documentation for categorical ratings of 1 or 5.)

Graduate Student's Comments: (Additional comments to be retained with this document in the graduate student's personnel file.)

**Check the following items for completion:**

- Goals and Objectives have been developed and discussed with graduate student?  Yes  No
- Job Duties and Performance Expectations have been discussed with graduate student?  Yes  No
- Appropriate corrective action has been discussed with graduate student?  Yes  No  NA

**By signing below, I acknowledge that I have participated in the review process and have received a copy of the review.**

(1) \_\_\_\_\_  
Major Professor/Supervisor's Signature Date

(2) \_\_\_\_\_  
Graduate Director's Signature Date  
(To be reviewed after signed by the graduate student and professor/supervisor.)

(3) \_\_\_\_\_  
Graduate Student's Signature Date

**Department of Plant Sciences**  
**Plan of Goals & Objectives**

Grad Student Name: \_\_\_\_\_

Degree (MS or PhD): \_\_\_\_\_

Sem/Yr of Completion: \_\_\_\_\_

Reviewed by: \_\_\_\_\_

*(anticipated term)*

Goals Period: January 2023 to December 2023

- Goals & Objectives can include research & coursework goals, & plans for personal or professional development.
- The time frame indicates when the goal should be accomplished.
- Evaluation indicates how accomplishment will be measured.

	<b>Goals and Objectives</b>	<b>Time Frame</b>	<b>Evaluation</b>
<b>1</b>			
<b>2</b>			
<b>3</b>			
<b>4</b>			
<b>5</b>			

## Appendix A. Suggested Milestones for Planning Graduate Study

You are advised to carefully plan your studies so that you can graduate in a targeted term.

<b>Milestone</b>	<b>Responsible</b>		<b>Date completed</b>
	<b>person</b>	<b>Suggested timeline</b>	
Complete: UT Chemical Safety Training*	ST	1st semester	_____
UT RCR Certification*	ST	1st semester	_____
Title IX Mandat. Reporter Training*	ST	1st semester	_____
Computer Awareness Training*	ST	1st semester	_____
Form graduate advisory committee (GAC)	ST & ADV	2nd semester	_____
Coursework & study plan	ST & ADV	2nd semester	_____
1st GAC meeting	ST	2nd semester	_____
Meet w AgVet Librarian to plan for research literature search	ST	End of 2nd semester	_____
2nd GAC meeting	ST	4th semester	_____
3rd GAC meeting	ST	6th semester	_____
Progress review	ST & ADV	Each December	_____
GAC approval of written MS thesis proposal	ST	No later than 3rd sem	_____
Application to MS candidacy	ST	(3rd or) 4th semester	_____
GAC approval of written PhD dissertation proposal	ST	No later than 5th sem	_____
Comprehensive exam*	ST & ADV	No later than 4th sem; ~after classes are taken	_____
Application to PhD candidacy	ST	3rd semester	_____
Submit MS Graduation Application to Graduate School	ST	3rd semester	_____
Submit PhD Graduation Application to Graduate School	ST	5th semester	_____
Schedule thesis defense with GAC	ST	4th sem, check deadlines 6th sem, check deadlines	_____
Schedule dissertation defense with GAC & graduate school	ST	_____	_____
Submit thesis/dissertation to GAC	ST	2 wks before defense	_____
Reserve room for defense	ST	Right after defense schedule is confirmed	_____
Announce the defense to public	ST	At least one week before defense	_____
Final thesis/dissertation defense	ST	Check deadlines	_____
Notify graduate school the outcome of defense	ST & ADV	After defense	_____
Submit final thesis/dissertation	ST	After revisions & GAC approval	_____
Submit all research notebooks, data & electronic files to advisor	ST	Post thesis/dissertation submission; evaluate embargo option	_____
Complete checkout list & exit interview with Department Head	ST	_____	_____

\* online training via **CITI Online**, **K@TE** ([kate.tennessee.edu](http://kate.tennessee.edu)), or **Canvas** modules