

Department of Wood Science & Engineering

Graduate Assistant Employee Evaluation

All students employed as a Graduate Assistant (GA) by the Wood Science & Engineering department shall be evaluated annually by their major professor or work supervisor. Annual evaluation is a matter of good professional practice to ensure students make satisfactory progress towards their degree and receive valuable feedback on strengths and areas for improvement. It is also required by the CGE Collective Bargaining agreement.

This evaluation must be completed and on file in the Department office prior to any planned reappointment or re-employment.

ARTICLE 15 – EVALUATION

From the July 1, 2020 through June 30, 2024 CGE bargaining agreement, available at:
<https://www.cge6069.org/members/cba/#Article%2015>

Section 1: Each unit employing Graduate Employees has the right to conduct periodic evaluations of the employee's job performance. The unit may establish job performance criteria and the frequency and format of evaluation appropriate for the employee's work assignment. Evaluations will be performed no less than once each academic year. Employees shall have access to all evaluative material unless otherwise restricted by this Article. Upon appointment, Graduate Employees shall be notified in writing of the evaluation process and criteria.

A Graduate Employee will receive an evaluation if they so request from their employing unit. Requests for evaluation will be fulfilled during the term in which the request was made, unless there are extenuating circumstances, in which case the evaluation will be completed as soon as practicable. These evaluations will consist of more information than solely eSET student evaluations.

Section 2: The evaluation may include written input provided by students, clients, or others who have direct knowledge of the employee's performance. If the written input includes a numerical rating, then a summary of the average rating scores may become a part of the Graduate Employee's personnel file. Anonymous evaluative material may not be kept in a Graduate Employee's personnel file.

Section 3: The supervisor or another faculty member designated by the employing unit may also conduct one or more site visits to the employee's classroom or workplace for the purpose of evaluation. Upon request by the Graduate Employee, the supervisor or a designated faculty member will conduct a site visit to an employee's classroom or workplace. A Graduate Employee may request feedback from the supervisor or another faculty member designated by the employing unit on specific performance matters at any time.

Section 4: The Graduate Employee shall be provided with a copy of the written evaluation by the supervisor or another faculty member designated by the employing unit no more than one month after the evaluation takes place, unless there are extenuating circumstances, in which case the written evaluation will be provided to the Graduate Employee as soon as practicable. Both the Graduate Employee and the supervisor (or another faculty member designated by the employing unit) must sign the copy to be placed in the personnel file. Within thirty (30) days of receiving the evaluation, the employee has the right to submit a written rebuttal for inclusion in the personnel file. Rebuttals may include concerns related to the Graduate Employee's working conditions as outlined in this Collective Bargaining Agreement. A Graduate Employee may submit their rebuttal to the Union and/or Employee and Labor Relations, instead of the employing unit.

Section 5: In the event that work performance issue(s) are identified through the evaluation process, the employer and the Graduate Employee are committed to attempting to resolve the issue. The employing unit will include recommendations for improvement, which may include University programs that are free of cost to the Graduate Employee. Likewise, an employing unit may require that specific issues in the work performance be resolved within one month or once potential remedies (e.g. engagement in an accommodations process) have been established.

Department of Wood Science & Engineering

Graduate Assistant Employee Evaluation

INSTRUCTIONS:

It is the responsibility of Major Professors and/or Work Supervisors to initiate this annual employment review.

This review can coincide with the Satisfactory Academic Progress (SAP) Evaluation. It is not necessary for these two evaluations to occur at the same time, however, in order to receive a reappointment offer the graduate employee must meet two criteria: (1) they must be making satisfactory academic progress in their academic home, and (2) they must meet or exceed the expectations in their overall employment evaluation.

Evaluation definitions for “Exceeds Expectations”, “Meets Expectations”, “Needs Improvement”, and “Does Not Meet Standards” are provided on the first page. Evaluation of major job responsibilities must be based on the graduate employee’s position description; if a copy of the position description for the Graduate Employee is needed please contact the department.

If a graduate employee’s performance is assessed as “Needs Improvement” or “Does Not Meet Expectations” there must be comments from the Major Professor/Work Supervisor provided as to why or how the performance was determined to be unsatisfactory.

An overall evaluation of “Needs Improvement” or “Does Not Meet Standards” should lead to a discussion between the graduate employee and Major Professor/Work Supervisor on expectations and result in an action plan of achievable milestones that the graduate employee can achieve within a set timeframe. A meeting between the Department Head, the Major Professor/Work Supervisor and Graduate Employee can be arranged, if needed.

Major Professors/Work Supervisors must meet with the Graduate Employee to discuss the employment evaluation and to sign the form and submit the form to the department.

Graduate employees do not have to agree with the assessment, and their signature on the form only confirms that they have received the evaluation. Graduate employees may submit a written rebuttal for inclusion into the personnel record within 30 days of receipt of the evaluation (CGE Bargaining Agreement, Article 15, Section 4).

Department of Wood Science & Engineering, Satisfactory Academic Progress - MS Students

Name: _____ Major: _____ 2nd Major or Minor: _____
 Degree: **Master of Science** Program Start: _____ Expected Completion: _____

MS MILESTONES

Please circle one

Please fill in

Committee formed:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Date: _____
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Please fill in the names, departments, & roles of your committee members:

Name: _____	Department: _____	Role on Committee: _____
Name: _____	Department: _____	Role on Committee: _____
Name: _____	Department: _____	Role on Committee: _____
Name: _____	Department: _____	Role on Committee: _____
Name: _____	Department: _____	Role on Committee: _____

Please circle one

Please fill in expected completion date

Coursework:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Date: _____
Program of Study:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Date: _____
Ethical Research Training:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Date: _____
Research Plan:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Date: _____
WSE 507 Presentation:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Date: _____
Defense & Final Exam:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Date: _____

Briefly summarize your accomplishments and/or impediments on the following items. Use additional pages if necessary.

Research and thesis:

Academics:

Department of Wood Science & Engineering, Satisfactory Academic Progress - MS Students

Name: _____ Major: _____ 2nd Major or Minor: _____

Degree: **Master of Science** Program Start: _____ Expected Completion: _____

Professional development:

Service to department, college, or university:

Goals for upcoming year:

Graduate Student Signature

Your signature indicates that you have completed an annual review with your major professor(s) and understand that you have the right to discuss this evaluation with the Department Head. You are able to attach any comments, explanations, and rebuttals to this review. Letters or other supporting documents may not be anonymous.

Graduate Student Date

Major Professor Signature

Your signature indicates that you have completed an annual review with this graduate student and they are making **satisfactory progress** towards their degree.

Major Professor Date

Department Head Signature

Department Head Signature Date