

**School of Social Work  
The University of Alabama**

**Annual Review of Ph.D. Students**

**I. Purpose**

The annual review is intended to ensure that students continue to make progress in their academic program and grow as scholars. It is intended to facilitate the faculty's and the student's own monitoring of progress and to identify areas of concern so that students, as needed, can make plans to improve their progress. *The student form can also be used as a program planning form.*

**II. Procedures**

- A. During the Spring semester of the student's first year in the Ph.D. Program, the student completes the *Doctoral Student Planning and Annual Review Form* with the assistance of her or his advisor. A copy is filed with the registrar and another copy is provided to the Ph.D. Chair. Each student should also complete the Graduate School form, *Outline of Ph.D. Program (Plan of Study)*, which is available on line at [http://graduate.ua.edu/academics/forms/outline\\_phd.pdf](http://graduate.ua.edu/academics/forms/outline_phd.pdf).
- B. During each Spring semester, each student updates the *Doctoral Student Planning and Annual Review Form* and the *Outline of Ph.D. Program (Plan of Study)* and reviews them with her or his advisor. A copy of each form is filed with the registrar and is provided to the Ph.D. Chair.
- C. Each Spring semester, the Ph.D. Program Chair asks each faculty member to send a brief report regarding the progress of the advisees and graduate assistants under her or his supervision.
- D. At the end of the academic year, the Ph.D. Program Chair will include a student progress review on the agenda for an executive session of the program committee.
- E. Before the designated meeting, the Chair will provide summary information regarding faculty reports to members of the committee. [Anonymity may not be possible but confidentiality will be maintained insofar as possible. Only the summary information will become part of the student's file.]
- F. During the review session, each student's progress will be verbally reviewed. Faculty who are not members of the committee but who teach or supervise doctoral students will be invited to this meeting. Each student's advisor/chair will make note of any comments that will help to provide advice to the student.
- G. The advisor/chair will schedule a meeting with the student to provide and discuss the

summary information.

- H. The student, with the assistance of the advisor/chair, will develop an action plan to address areas of concern (if any).
- I. The advisor or chair will notify the program chair whether an action plan was needed and will send a copy of the action plan to the program chair within a month of receipt, or by the beginning of the next academic year.

### **III. Vitae**

Each student should update his/her *curriculum vitae* at least annually and have a copy placed in the file. This is good professional practice; will provide a record of accomplishments for the school and for faculty who may be asked to write letters of recommendation; and will provide documentation of dissertation publication information.