

Annual Reviews for PhD Students

All enrolled and active doctoral students at the University must be evaluated annually starting with their first year in the program. The University policy is laid out here:

<http://homewoodgrad.jhu.edu/academics/policies/>.

Based on the JHSPH Guide to Effective Doctoral Reviews (**Appendix 1**), there are three major components that must be addressed for each student annually: (1) **Student Self-Assessment and Individual Development Plan (IDP)**, (2) **Monitoring of student progress in the program**, (3) **Feedback to student**.

The concrete requirements for Biostatistics students are described in detail below.

1. Student Self-Assessment and Individual Development Plan

- 1) Each student should complete the IDP (**Appendix 2**) in the Fall of each academic year, before the end of 2nd term.
- 2) The student and advisor are required to meet in person to discuss the IDP during the 2nd term.
- 3) After the meeting, the student should write up a brief summary (1 paragraph) including the goals and plans for the next year. The student is required to submit the summary to the Department Academic Coordinator to go into the student's record, as documentation that the IDP was completed and discussed between student and advisor.
- 4) The department is required by the school to have a record that the process was completed. This could be in the form of an email from the student to the Academic Coordinator with this summary paragraph, cc'ing the advisor.

2. Monitoring of student progress in the program

1) Thesis Advisory Committee

Upon successfully completing the Preliminary Oral Examination, a Thesis Advisory Committee is formed to monitor the student's progress of his/her thesis research. The committee typically consists of four faculty members including the student's thesis advisor. Members of the committee may have primary appointments in Biostatistics or in other departments of the university. Students are encouraged to select members of their committee in consultation with their thesis advisor. In addition to regularly scheduled meetings with their Thesis Advisory Committees, students are also encouraged to consult with their committee members for advice as necessary.

2) Thesis Advisory Committee Meeting

Students are required to meet with their Thesis Advisory Committees at least once each year, before the end of 3rd term. The format of the thesis advisory committee meeting is described in **Appendix 3**.

3) Annual Thesis Committee Meeting Form

At the end of each thesis advisory committee meeting, the committee should complete the Annual Thesis Committee Meeting Form (**Appendix 4**) to summarize views on student progress and specific recommendations for continued success. The student will retain a copy of the “Annual Thesis Committee Meeting Form” and return a copy to the Department Academic Coordinator.

4) Annual Departmental Review

Each student will be reviewed by the department in a faculty meeting around the end of each academic year. The meeting will discuss students’ academic progress. It is the student and advisor’s responsibility to complete the annual IDP process and thesis advisory committee meeting before the annual departmental review.

3. Feedback to student

After the annual departmental review, the department will provide feedback to each student in writing by August 1, detailing progress in the program, evidence of completion of the IDP process and discussion, and summary of specific goals and expectations for the next year.