**PhD Annual Assessment – Annual Assessment Form**

**Department of Public Administration and Policy**

To comply with the department’s annual assessment process, each year PhD students must provide an update on their progress and professional development, develop a plan (timeline and milestones) for making progress towards candidacy or the dissertation over the next year, and submit an updated CV.

By **April 15, 2023**, please submit 1) this completed form and 2) your CV to:

<https://forms.office.com/r/Z4cg8ZV9AF>

You must discuss this form and your CV with your advisor before submission!

* You do not need to submit “proof” that your advisor approved, we will trust that you discussed this and mutually agree on the contents.
* Read all instructions carefully- your report will be returned to you for resubmission if the form is not completed correctly.
* The reporting period is May 1, 2022 through April 30, 2023.
* If you have planned activities (e.g., submitting a conference abstract) between April 15, 2023-April 30, 2023, include them with a notation of when you plan to complete that activity.
* Do not panic if you leave many of these fields blank – this is a “one size fits all” form to capture information from students at all program stages.
* If you have questions, email the PhD Director (Erika Martin, [emartin@albany.edu](mailto:emartin@albany.edu))

***STUDENT NAME, PROGRAM STAGE, AND ADVISOR:***

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| Student name: |  |
| Entry semester  (*e.g., “Fall 2020”*) |  |
| Program stage  (*check one*) | Coursework in progress  Coursework completed, but not yet a candidate  Candidate |
| Committee chair/advisor |  |
| Other committee member(s) |  |

***CHECKLIST OF CANDIDACY-RELATED ACTIVITIES AND MILESTONES***

**Pre-candidacy coursework milestones completed** (*check all that apply*)

Tentative Degree Planning sheet (TDP) submitted to [RockGradServices@albany.edu](mailto:RockGradServices@albany.edu) (deadline: April 15th of your first year)

Advanced Standing paperwork completed and submitted to the Graduate School if you plan to transfer in past graduate coursework (deadline: complete in parallel with your TDP)

60 credits of coursework completed

Completed Degree Planning sheet (CDP) completed and submitted to [RockGradServices@albany.edu](mailto:RockGradServices@albany.edu) (deadline: complete after you are done with your 60 credits)

Notes & reminders:

* The TDP, advanced standing, and completion instructions are in the PAD PhD Blackboard Community.
* It is not sufficient to have your TDP approved by your advisor. The signature page needs to include the concentration chair and PhD Director and it must be emailed to [RockGradServices@albany.edu](mailto:RockGradServices@albany.edu). Email both the signature page & the list of courses.
* If your coursework plan has notable changes from your initial TDP, we strongly recommend that you update your TDP (including the signature page for the advisor, concentration chair, and PhD Director) and resubmit it to [RockGradServices@albany.edu](mailto:RockGradServices@albany.edu). This is not to create more paperwork – rather, we want to ensure there are no “surprises” when you apply for candidacy.
* If you think you already transferred in courses, check your transcript in MyUAlbany. If you do not see a notation regarding credit for past coursework, you will need complete the advanced standing paperwork.

**Other candidacy milestones and activities** (*check all that apply*)

3-member candidacy committee formed (timeline: end of 3rd semester)

Committee *chair* has reviewed & approved the literature review concept sheet/proposal (timeline: end of 4th semester)

Committee *chair* has reviewed & approved the empirical paper concept sheet/proposal (timeline: end of 4th semester)

Candidacy *committee* has reviewed & approved the literature review concept sheet/proposal (timeline: end of 5th semester)

Candidacy *committee* has reviewed & approved the empirical paper concept sheet/proposal (timeline: end of 5th semester)

Literature review paper approved (timeline: semester after conclusion of coursework)

Empirical paper approved (timeline: semester after conclusion of coursework)

Dissertation plan/outline approved (timeline: semester after conclusion of coursework)

Notes & reminders:

* The timeline above is from the PhD Manual (see the “Timeline of Candidacy Deliverables” table).
* We strongly encourage you to have your chair and committee approve of your proposal/concept sheets earlier than these listed deadlines.
* The literature review & empirical paper concept sheets/proposals are not deliverables that need to be submitted to [RockGradServices@albany.edu](mailto:RockGradServices@albany.edu). They are process and planning documents.
* Only your advisor/chair needs to approve the dissertation plan/outline. See the PAD PhD Blackboard Community for materials.
* There is one candidacy committee – it is the same committee for the empirical + literature review papers.

**Post-candidacy milestones** (check all that apply)

Dissertation committee formed

Prospectus defended

**Milestone past completion dates**

To help us double-check our records and improve our tracking systems, we are asking students to tell us when they completed these milestones. This is a *one-time* catch-up of our historical records – next year, we will continue to only ask about your activities in the prior year.

* This table only covers milestones that were completed, not anticipated completion.
* If you have NOT yet met the milestone, leave the field blank.
* We do NOT expect you to remember exact dates (month/year). Please list semesters, e.g., “Summer 2020,” “Spring 2021,” “Fall 2021,” etc.
* If you cannot remember the exact semester the milestone was completed, please give your best guess.

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| **Milestone** | **Semester/Year Milestone Was Completed**  (If you have NOT yet met this milestone, leave this field blank) |
| Literature review paper approved |  |
| Empirical paper approved |  |
| Dissertation plan/outline approved |  |
| Prospectus defended |  |

**Section 1: Professional Development and the CV**

Tell us about your activities and accomplishments over the past year (since May 1, 2022).

***PREPARE YOUR CURRICULUM VITAE:***

Work with your advisor to create a CV. There are multiple styles, and the Blackboard Community contains tips on making CVs and some sample CVs from faculty in different fields. Your CV should include, in order, the following elements: (1) your personal information (e.g., name, contact information, education), (2) work and research experience, (3) awards and honors, (4) publications, (5) conference activity, (6) teaching, and (7) service. You may wish to include, at the end, (8) skills and certifications (e.g., coding skills, language skills).

Submit your CV as part of your annual assessment packet.

***PARTICIPATION IN THE LIFE OF THE DEPARTMENT*:**

Note your frequency of attending departmental and university events related to research or PhD professional development.(The coverage dates are May 1, 2022 through April 30, 2023. Include events you plan to attend between April 15, 2023 and April 30, 2023.)

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| Rockefeller Brown Bag  (*check one*) | I attended 12 to 14 events (all, or missing about one per semester)  I attended 9 to 11 sessions (most, missing about 2 or 3 per semester)  I attended 6 to 8 sessions (about half of the sessions)  I attended 1 to 5 sessions (some sessions)  I attended no sessions  I had a work/class conflict with the Rockefeller Brown Bag  (RBB meets approximately every-other-week, or 7 sessions per semester) |
| Reading groups organized by faculty  (*select all that apply)* | Which readings groups did you attend?  Public finance readings group  Public health politics and policy readings group  Other readings group  If “other,” please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_  I had a work/class conflict with the sessions  I cannot attend readings groups because I am not currently living in Albany  My area of specialization does not have a readings group |
| Other department events | What other events organized by the department or Rockefeller College did you attend? (Examples: research presentations or panels outside of RBB, Rockefeller College networking events, workshops on research or other professional development, etc.) |
| Other university research or PhD professional development events | What other university-level events did you attend? (Examples: ITLAL workshops, research seminars in other departments) |

**List any department, university, or other professional service activities.** (Examples: student co-organizer for Rockefeller Brown Bag, speaking with prospective students, leadership position at Rockefeller Student Association, Institutions and Societies/Rockefeller Student Association conference organization, volunteering at conferences, etc.)

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| Rockefeller College service activities |  |
| University service activities |  |
| Professional service activities |  |

***EMPLOYMENT*:**

**List any paid positions you currently hold, new positions that you started this past year, and other recent job offers**. The coverage dates are May 1, 2022 through April 30, 2023. For example: summer internships at state agencies, research assistant work with a faculty member, full-time work with a nonprofit organization, job offer for faculty position upon graduation, etc.

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| Current position |  |
| Other positions you held this year (e.g., summer employment) |  |
| Job offers- for positions you have not yet started but will initiate after May 1, 2023 |  |

***AWARDS*:**

**Please list any awards that you have received over the past year.** (The coverage dates are May 1, 2022 through April 30, 2023. For example: departmental awards, dissertation support grants, best poster awards from conferences, etc.)

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| Awards related to your PhD student status | *(This includes departmental awards such as outstanding candidacy paper, dissertation support grants from the college or university, best poster awards, awards from professional societies such as “best paper,” etc.)* |
| Other awards | *(List any awards that you received that are not directly related to your PhD students, such as awards related to your employment or community engagement.)* |

***RESEARCH SCHOLARSHIP:***

For all items below, the coverage dates are May 1, 2022 through April 30, 2023. You may include items that you plan to submit between April 15, 2023 and April 30, 2023.

***Publications newly submitted*: List any manuscripts, book chapters, book reviews, or other scholarly work that has been newly submitted.** Only include NEW submissions here. Date coverage: May 1, 2022 through April 30, 2023.

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***Publications previously submitted and currently in the journal peer review process*: List any manuscripts, book chapters, book reviews, or other scholarly work that you finished prior to April 30, 2023 but which is currently in the peer review process.** This category would include manuscripts that you submitted last year, which you are in different stages of the revise & resubmit peer review process or which you resubmitted to a different journal.

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***Publications accepted/published*: List any manuscripts, book chapters, book reviews, or other scholarly work that was accepted for publication or else in print this past year**. Date coverage: May 1, 2022 through April 30, 2023.

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***Conference presentations completed*: List all conference presentations that you did during the past year.** Date coverage: May 1, 2022 through April 30, 2023.

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***Conference submissions*: List all conference proposals that you submitted over the past year.** Include all submissions, regardless of whether they were accepted or not. (Note: It is okay if this duplicates some of the information above, e.g. if you submitted an abstract in June 2022 and presented it in April 2023 then it would be listed here and above.)

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***Other presentations completed*: List any other professional presentations that you did over the past year.** This could include presentations at UAlbany (RBB, or in other departments), presentations to practitioner groups, presentations to state agencies, etc. Date coverage: May 1, 2022 through April 30, 2023.

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***TEACHING:***

List all teaching assignments during the following terms: Summer 2022, Fall 2022, Winter 2022-2023, and Spring 2023.Indicate your role (instructor of record, teaching assistant, tutor, workshop facilitator, etc.). For academic courses, list the name of the course and whether it is an undergraduate or graduate course.

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***OTHER ACTIVITIES & ACCOMPLISHMENTS***

List any other accomplishments that you had over the past year (May 1, 2022 through April 30, 2023) that are not covered above.

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***MENTORING AND ADVISING***

Prepare a paragraph (maximum of 250 words) describing your interactions with your advisor over the last year, including the frequency of meetings and the types of issues you discussed.

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***INSTITUTIONAL REVIEW BOARD (IRB) FOR HUMAN SUBJECTS RESEARCH***

If you are conducting research for your candidacy paper, dissertation, or other “side projects” you will likely need to receive approval or an exemption from the Office of Regulatory and Research Compliance. (see <https://www.albany.edu/orrc/irb-forms.php>)

**What is the status of your IRB submission(s) for your current project(s)?**

All of my IRB application(s) is (are) approved (i.e., received an exemption or approval)

One or more of my IRB application(s) is (are) in process (i.e., my advisor is currently reviewing it or it is submitted)

I have discussed IRB with my advisor and it is not applicable to my research

I have not yet discussed IRB approval for one or more project(s) with my advisor

If you have not received approval for *all* current research project(s), please 1) explain extenuating circumstances and 2) provide a timeline for when you will complete the paperwork.

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**Section 2: Project plans**

Project plans identify key deliverables in a project and establish deadlines for completing each deliverable. These plans do not contain the topics and empirical strategies for your research. Instead, the project plans are a timeline for the next academic year and are intended to help you develop a plan for completing your candidacy papers, other candidacy requirements, prospectus, and dissertation in a timely fashion. Students may revise their project plans after the annual assessment if they need to make mid-course corrections based on new discoveries in the literature or in fieldwork (etc.).

**Project plans for students who have not achieved candidacy should be sure to include, at minimum, deadlines for the following:**

* Proposing research direction to advisor
* Confirming members of candidacy committee
* Selecting topics in agreement with advisor, and potentially your committee
* Sharing full drafts with advisor
* Sharing revised drafts with committee
* Approval of papers

*Note: Students should also provide an update on the prior year’s progress (i.e. whether or not the timeline and deliverables/milestones were met).*

**Project plans for post-candidacy students:**

After candidacy, students and advisors are expected to develop a project plan for completing the dissertation. Annual progress will be determined by evaluating progress towards completing the dissertation. Depending on the research approach that a student has adopted, the overall plan may include the following deliverables, but the advisor may choose to require different or additional information/steps:

* Proposing research direction to advisor
* Confirming members of dissertation committee
* Selecting topic in agreement with advisor at the appropriate time given the research methodology
* Sharing a full draft of the prospectus with advisor
* Sharing full draft of the prospectus with committee
* Approval of prospectus
* Sharing a full draft of the dissertation with advisor
* Sharing full draft of the dissertation with committee
* Approval of dissertation

*Note: Students should also provide an update on the prior year’s progress (i.e. whether or not the timeline and deliverables/milestones were met).*

**Part 1: Reflect on the project plan that you submitted last year (April 15, 2022)**

If you did not submit a project plan last year as part of your annual assessment, write “not applicable – did not submit a project plan” in each box.

In the space below, list the major deliverables/milestones related to your candidacy paper(s), prospectus, and/or dissertation that you set out to accomplish this past year (May 1, 2022 – April 30, 2023).

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In the space below, list the deliverables/milestones from your project plan that you achieved.

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In the space below, list the deliverables/milestones from your project plan that you have *not* yet achieved.

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**Part 2: Work with your advisor to create a new project plan for the upcoming year.** This will cover the period of May 1, 2023 through April 30, 2024.

In the space below, write a list of deliverables/milestones and a timeline for your candidacy paper(s), prospectus, and/or dissertation. Discuss this with your advisor. Please use bullets. (e.g., “June 2021: Have literature review concept sheet approved,” “August 2021: Have IRB protocol approved”)

All students should complete this, including 1st years.

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