

Academic Year: _____

Department: _____ Academic Plan/Major: _____

Higher Education Doctoral Student Annual Review

In accordance with University and College policy, each year, the supervisory committee, the major professor, or the student's advisor prior to selection of a major professor, will assess the progress of the student in writing and will make available copies of the annual review to the student, the departmental chair, and the academic dean.

The department/program will forward the form to OASIS (oasis-grad@fsu.edu) via DocuSign for completion.
Form fields must be typed. Authenticated digital signatures (Adobe or DocuSign) are required.

Student Name: _____ EMPLID: _____

Program Entry Term/Year: _____ Major Professor/Advisor: _____

Term/Year Diagnostic Exam Anticipated*: _____ or Term/Year Diagnostic Exam Passed*: _____
**If applicable*

Term/Year Prelim Exam Anticipated: _____ or Term/Year Prelim Exam Passed: _____

Projected Date of Graduation: _____

Current Academic Year Scholarly Engagement Requirement Completed: _____ Yes _____ No

Satisfactory Progress: _____ Unsatisfactory Progress (Official Concern) _____

Please briefly summarize the student's progress over the past 12 months. Please note any special problems that have occurred. *Please attach a separate page if additional space for comments is needed.*

Signature of Student: _____ Date: _____

Signature of (Co-)Major Professor: _____ Date: _____

Signature of (Co-)Major Professor: _____ Date: _____

Initial of OASIS Staff Member: _____ Date Received in OASIS: _____

Scholarly Engagement Policy

Higher Education Ph.D. Program

Updated January 2025

“The purpose of the Scholarly Engagement requirement is to ensure that doctoral students are active participants in the scholarly community. To meet the Scholarly Engagement requirement, doctoral students should interact with faculty and peers in ways that may include enrolling in courses; attending seminars, symposia, and conferences; engaging in collaborative study and research beyond the university campus; and utilizing the library, laboratories, and other facilities provided by the University. The goal is to prepare students to be scholars who can independently acquire, evaluate, and extend knowledge, as well as develop themselves as effective communicators and disseminators of knowledge. Each academic unit with a doctoral program should include a program specific statement in its Graduate Handbook describing how its students can meet the Scholarly Engagement requirement” ([FSU Graduate Bulletin](#)).

Purpose: The goal of the Scholarly Engagement requirement is to prepare doctoral graduates who can acquire, evaluate, communicate, and extend knowledge through active participation in the scholarly community.

Annual Confirmation of Scholarly Engagement: Each year, as part of the annual review process, doctoral students must demonstrate to their faculty advisor's satisfaction either 1) completion of benchmark(s) *or* 2) concrete progress toward the completion of benchmark(s).

Prerequisites to be completed *before* key milestones in doctoral progression: Certain benchmarks *must be completed before* students are allowed to 1) take the preliminary exam, 2) defend a proposal/prospectus, and 3) register for graduation.

BENCHMARKS FOR SCHOLARLY ENGAGEMENT

Before Preliminary Exam

- *During First Year* Complete the Category 5 TA Training (typically through PIE)
- Attend at least 2 Relevant Research Roundtable (R3) presentations
- *and* Complete the Collaborative Institutional Training Initiative (CITI) Human Subjects Research (HSR) training course. Instructions on how to enroll in the correct CITI course can be found at: <https://www.research.fsu.edu/research-offices/ohsp/investigator-resources/citi-training-requirements/>

Before Prospectus/Proposal Defense

- Attend at least 1 prospectus defense as an observer
- *and* attend at least 1 dissertation defense as an observer
- *and* at least one of the following:
 - Attend at least 1 national conference (professional or research association)
 - Attend an outside/external methodological workshop
 - Attend an FSU professional development seminar/workshop

Before Graduation

- Present as first or second author/presenter at a national conference
- *or* Present as the first author/presenter at a state or regional conference
- *or* Publish an article as the first or second author in a peer-review journal (article accepted or “in press” by time of registration for graduation)