

ANNUAL PROGRESS REPORT FOR DOCTORAL STUDENTS

Department of Health, Nutrition, and Food Sciences Florida State University

Student: _____ EMPLID: _____

First Semester in Program: _____ Expected Graduation Semester: _____

Year of Current Evaluation: **2025-2026** Major Professor(s): _____

Students are to be evaluated based on their stage in their degree program. Progress is assessed by the information turned in by the student (updated CV, teaching and research statements), SPCI, and supervisor's evaluation of teaching performance. Based on the evaluation of information the appropriate box is to be marked. Supporting material(s) need to be submitted by the student to the major (or co-major) professor(s) by March 1st of each year. A copy of the completed and signed report is due to the department chair and associate dean 1) before the end of classes of the graduating semester or 2) the Friday after spring grades post if the student is continuing in the same program. The major professor (co-major professors) should also submit a completed and signed copy to the student.

	Needs Improvement / Not uploaded/Not yet applicable	Meets Expectations	Exceeds Expectations
1) Current CV - Updated each year and turned in by March 1 st			
	- CV not on file with the major professor <i>or</i> - Low quality, e.g., Poorly formatted Lack of information Lack of detail Unnecessary information	- CV on file with major professor - Complete information	- Up to date and thoroughly edited/organized with currently accepted formatting
Comments			
2) Grant applications with major prof. (e.g. pre-doctoral research grant) - Will be evaluated in 3 rd or 4 th yr			
	- Grant not uploaded <i>or</i> - Low quality, not suitable for submission	- Grant that is appropriate to the student's program of research - Ready for submission	- Grant that is appropriate to the student's program of research that was submitted and/or funded
Comments			

3) Manuscripts with major prof. (consider the impact of their research projects) - 1 st yr: Data collection - 2 nd yr: one or more manuscripts submitted - 3 rd & 4 th yr: one or more manuscripts published	- No research activities (1 st yr) - One (2 nd yr) or fewer than two (3 rd & 4 th yr) manuscripts submitted to a peer-reviewed scientific journal	- Data being collected (1 st yr) - At least one (2 nd yr) or two (3 rd & 4 th yr) manuscript(s) submitted to a peer-reviewed scientific journal	- At least one manuscript accepted (in press) (1 st yr) - More than two papers published by a peer-reviewed scientific journal (3 rd & 4 th yr)
Comments			
4) Research presentations (oral or poster) at a national or international professional conference (2nd thru 4th yr)	- Fewer than two research presentations accepted or presented at a national or international professional conference	- At least two research presentations accepted or presented at a national or international professional conference	- Received an award (that was part of a competitive process, e.g., best presentation, best paper, travel) from a professional or scientific association at the national or international level
Comments			
5) Awards/Scholarships	- At least one award or scholarship application submitted	- More than one award or scholarship application submitted	- At least one award or scholarship received
Comments			
6) Statement of Program of Research Should be refined each year and turned in by March 1st	- Program of Research not handed into major professor <i>or</i> - Poorly written or organized	- Program of Research handed in with adequate writing - All elements present, a clear statement of research.	- Focused program of research with exemplary writing and organization
Comments			

7) Evidence of successful teaching in a face-to-face or online format (if student was an instructor of record)			
	- SPCI mean rating of < 3.0 (if student was an instructor of record)	-SPCI mean ratings of >3.0 (if student was an instructor of record)	- SPCI ratings of >4.0 (if student was an instructor of record) - Nomination for teaching awards - PIE Teaching Training Recognition
Comments			
8) Statement of Teaching Philosophy Should be refined each year and turned in by March 1st - 1 st yr for TA - 3 rd & 4 th yr for all others			
	- Statement not handed into major professor <i>or</i> - Low quality, not suitable for submitting with a job application	- Statement handed in to major professor with adequate writing - All elements present, clear statement of teaching philosophy	- Exemplary writing and organization
Comments			
9) Evidence of service to the Department, College, University, or professional organization			
	- Not a member of at least one national professional / scientific association - No events / activities	- Member of at least one national professional / scientific association - Average of at least one service event/activity	- More than one event / activity (per year) <i>or</i> served as a journal reviewer-in-training <i>or</i> reviewer for conference presentations
Comments			
10) Other career-related activities			
	- Little or no activity	- Active in career-related activities/service in community	- Active in career-related activities/service in community and evidence of leadership (e.g., service award, officer, etc.)
Comments			

Additional Comments:

Overall Status of Student’s Progress for the Current Academic Year (Required):

Unsatisfactory	Cause for Concern	Satisfactory

Overall Status of Student’s Progress for Entire Time in Program (Required):

Unsatisfactory	Cause for Concern	Satisfactory

Signatures below indicate that this progress report has been reviewed by both the student and the major professor(s) together. If signed and dated digitally, it must be through FSU DocuSign with verification page(s) attached.

Student: _____

Date: _____

Major Professor: _____

Date: _____

Co-Major Professor: _____

Date: _____

Initial of OASIS Staff Member: _____

Date Received in OASIS: _____

To meet the Scholarly Engagement requirement, doctoral students should interact with faculty and peers by attending seminars, symposia, and conferences and engaging in collaborative study and research beyond the university campus. 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. The purpose of the Scholarly Engagement requirement is to ensure that doctoral students are active participants in the scholarly community. See the Annual Doctoral Student Evaluation Form for details.