

CSGSA FACULTY ADVISING REVIEW

(To be completed by student and discussed with advising faculty)

INSTRUCTIONS TO STUDENTS:

The goal of this review is to let your advisor know how satisfied you are with his/her advising, identify areas that need improvement, and acknowledge his/her advising strengths. We strongly recommend that you schedule a 20-minute meeting with your advisor in conjunction with the **Student Progress Review** meeting. We suggest that you read and annotate the "CSGSA Advising Skills List" (below) before the meeting, and use it as a guideline or starting point for your discussion. In your written comments (the last section), please provide specific examples demonstrating your advisor's skills or lack of skills in a particular area.

If you are having serious problems with your advisor and want to discuss this situation with someone, please contact CS Ombudsperson, the Graduate Matters Vice Chair, or the CS Graduate Assistant.

Advisor's Name: _____

Meeting Date: _____

Appraising Student: _____

Semester: _____

CSGSA ADVISING SKILLS LIST:

RESEARCH GUIDANCE / ACCESSIBILITY:

- Has your advisor taught you how to judge the research value of a problem? How to formulate, carry out, and evaluate your research?
- Has your advisor encouraged you to think independently? To critically evaluate related research?
- Has (s)he provided enough direction, as well as specific suggestions on your research? How satisfied are you with the quality of the feedback?
- How satisfied are you with the level of collaboration you have with your advisor?
- How often (e.g., once a day, week, month, semester, decade) do you meet with your advisor? Are you satisfied with the frequency of your one-on-one meetings? With the balance of topics (e.g., research ideas vs. logistical issues) during these meetings? With their effectiveness (e.g., lack of interruptions, organization)?
- What are your advisor's strengths and weaknesses in this area? What steps can be/are being taken to remedy any weaknesses?

GOAL SETTING:

- Has your advisor helped you define milestones? How has (s)he taught you to break up a large goal into smaller, more tangible goals? To prioritize them? To define a timetable for progress?
- Has your advisor helped you stay motivated towards achieving your goals by giving a gentle nudge when you lack momentum?
- What are your advisor's strengths and weaknesses in this area?

MENTORING / CAREER SKILLS:

- Has your advisor been concerned about your development as a researcher? Has (s)he encouraged your interests rather than (mainly) promoting his/her own?
- How has your advisor helped you learn to give effective oral presentations and write effective papers? Has (s)he given general guidelines? Provided constructive comments in a timely manner?
- Has your advisor encouraged you to publish your work (as tech reports, in workshops, conferences, journals, etc.)?
- How has your advisor promoted you (e.g., by giving you credit or praising you in public, introducing you to other researchers at conferences, nominating you for honors)?
- Has your advisor encouraged and helped you to establish contacts with other researchers/labs? Has (s)he helped you with finding summer internships, permanent positions, postdocs (e.g., suggesting places, using his/her contacts, writing recommendation letters)?
- Has your advisor taught you about writing grant proposals (e.g., by allowing you to give feedback or contribute to a proposal)?

- Has your advisor provided adequate funding for your research (e.g., living expenses, equipment resources, travel expenses to workshops and conferences)?
- What mentoring practices are your advisor's strengths and weaknesses? If there are any weaknesses, what suggestions do you have for improving them?

THE HUMAN SIDE:

- Has your advisor set a good example for being a responsible member of the research community (e.g., shows integrity in reporting results, correctly attributes ideas to their originators, and treats others fairly and honestly)?
- Are you satisfied with the style of interaction you have with your advisor (e.g., communication style, more vs. less direction, formal vs. informal)?
- Have you been treated fairly by your advisor compared to the other members of your research group?
- In the past, if you had either a professional problem (e.g., with your advisor, other faculty, other students, or your research group) or personal problem (e.g., illness, family problems) that affected your work, did you feel comfortable talking with your advisor? Did (s)he respond in a constructive manner?
- What are your advisor's strengths and weaknesses in this area?

RESEARCH GROUP ISSUES:

- How satisfied are you with the level of research collaboration you have with the other members of your group in actively pursuing research, bouncing ideas off one another, discussing recently published work, and getting feedback on papers and talks?
- How satisfied are you with the amount of time you spend on personal vs. group research goals?
- How satisfied are you with the amount of time you spend in research group meetings? How satisfied are you with the content (e.g., status reports, technical presentations, technical discussions, logistical discussions) and organization of these meetings?
- How would you describe the morale of your research group?
- What are the strengths and weaknesses of your research group? If there are any weaknesses, what steps can be/are being taken to remedy them?

WRITTEN COMMENTS:

- Overall, how satisfied are you with your relationship with your advisor? With your graduate experience at Berkeley?
- What is your advisor's advising strengths?
- What aspects of his/her advising could be improved? What specific suggestions do you have for improving these areas?