2400 Bren Hall

Santa Barbara, CA 93106-5131

**bren.ucsb.edu**

**Bren School PhD Annual Review Form Pre-Candidacy 2023-24**

Submit to Student Affairs via Box (2023\_24.9e795u5jm4xkqbdj@u.box.com) by **December 15, 2023**.

**Instructions**

Bren School PhD students must submit an **annual review** every year. The annual review is due by December 15, 2022. Students must submit an **electronic copy** (in pdf or .doc format) of the review with signatures of their advisor or all committee members (digital signature is ok). Submit the Annual Review via Box by email attachment to the following email address: 2023\_24.9e795u5jm4xkqbdj@u.box.com. When completing a [Docusign document](https://help.lsit.ucsb.edu/hc/en-us/articles/360049229032-Log-in-to-UCSB-DocuSign) (digital signature), you can include the Box email address to receive a copy, once it is signed. Students should save a copy of the annual review so they can easily update the annual review form in subsequent years. Contact the Student Affairs team (academics@bren.ucsb.edu) with any questions.

Before submitting the annual review, each PhD student must **convene a meeting of his/her PhD committee or** **advisor, if a committee has not been formed** to present progress made toward academic milestones duringthe past year. However, **the advisor and/or all committee members (if applicable) must sign** the annual review, indicating that they met with the student and are aware of his/her academic status.

The Bren School PhD Program Committee reads the annual reviews and confirms that PhD students are making satisfactory progress. At a Bren School faculty meeting, the committee chair presents any cases of PhD students who have not made satisfactory progress. The faculty discuss the cases and make recommendations for each student who has not made satisfactory progress.

**Standards of Scholarship**

To remain in good academic standing, a Bren PhD student must make timely progress toward degree completion and meet the following standards of scholarship established by the Academic Senate, Graduate Council and Bren School.

* Establish a GPA by taking courses for letter grades (1st quarter)
* Maintain a minimum cumulative GPA of 3.0
* Complete required Bren PhD core courses: ESM 510 (1 unit in Fall and 1 unit in Spring), ESM 512 (2 units) and ESM 514 (4 units)
* Establish a PhD committee in the Fall Quarter of the 2nd year of study
* Complete core and recommended course work. The standard will not be met if the student has 12 or more units of unfinished coursework: Incomplete (I), No Grade (NG), or No Record (NR)
* Advance to candidacy by the end of the 3rd year of study
* Complete the dissertation and defense by the end of the 5th year of study

**Academic Monitoring**

The Graduate Division dean may place students on **academic probation** if they fail to meet the standards of scholarship established by the Academic Senate, Graduate Council and Bren School. The first notification will be considered a warning. If a student receives a warning, then the department produces an **academic** **progress plan** to deliver clear, written expectations for improvement. If the student does not showimprovement during the following quarter, the Graduate Division dean will ask the department to recommend and justify (a) continued warning status or (b) academic probation. If unsatisfactory progress continues after the third quarter, the Graduate Dean will, upon consultation with the student's department, (a) notify the student of new or continued academic probation or (b) proceed with academic disqualification.

**Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Perm Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Year of entry to PhD program \_\_\_\_\_\_\_\_ Year of expected completion of PhD degree \_\_\_\_\_\_\_**

1. **Timeline of Academic Milestones**

Please describe the quarter and year when the following academic milestones were or will be completed. The standard timeline is presented in the left column. Quarters are abbreviated FAL for fall, WIN for winter, and SPR for spring. Years are abbreviated as 1, 2, 3, 4 and 5, referring to the 1st year of study, 2nd year of study, etc.

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| --- | --- | --- | --- |
| **Standard Timeline** | **Academic Milestones** | **Quarter/Year** | **Quarter/Year to** |
| **completed** | **be completed** |
|  |  |
| FAL 1 | Establish GPA |  |  |
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| FAL 1 | ESM 512 (2 units) |  |  |
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| FAL 1 (1 unit) | ESM 510 (2 units) |  |  |
| SPR 1 (1 unit) |  |  |
|  |  |  |
| WIN 1 (or SPR 1) | ESM 514 (4 units) |  |  |
|  |  |  |  |
|  | \*Declare committee; Graduate |  |  |
| FAL 2 | Division Form I, Conflict of |  |  |
|  | Interest Form and Bren School |  |  |
|  | Form 1 |  |  |
| SPR 2 | Complete written exam |  |  |
|  |  |  |  |
| FAL 3 | Write dissertation proposal |  |  |
| (within 6 months of written exam) |  |  |
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| Recommend FAL | Complete oral exam; |  |  |
| 3; Required SPR 3 | Graduate Division Form II |  |  |
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| Required SPR 5 | Complete written dissertation |  |  |
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| Required SPR 5 | File dissertation using eFile |  |  |
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| Required SPR 5 | Defend dissertation; |  |  |
| Graduate Division Form III |  |  |
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* *Graduate Division PhD Form IA and Bren Form 1A Justification of Change to PhD Committee Form are required to make changes to an approved PhD Committee.*
1. **Establishing Disciplinary Expertise**

A key component of the Bren School PhD program is that the student develop a broad understanding of concepts and methods within a discipline (e.g., Ecology, Economics) or well-defined scholarly area (e.g., Industrial Ecology, Climate Science). This section is used to plan and monitor coursework and directed reading designed to achieve that expertise. In the table below, list courses that you have taken or will take to ensure disciplinary expertise. *Do not include the Bren core courses*. For future courses, estimate the date the course will be offered to the best of your ability. Add rows as needed, and feel free to group the courses thematically. Include field courses or other formal training opportunities offered outside UCSB, as appropriate.

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| --- | --- | --- | --- |
| **Course #** | **Course Title** | **Qtr/Yr** | **Grade** |
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**DIRECTED READING**

For topics in which suitable coursework is not available, define a reading (e.g., a textbook) or set of readings (e.g., a collection of journal articles) that you will study to learn the material. For a single resource, list the title in the Reading column; otherwise write “see attached” and provide a full reading list as a supplemental page. The “assessment” is the means by which your understanding of the material will be assessed (e.g., individual discussion, group discussion, essay, problem set, etc.) and the “assessor” is the faculty member who will guide you in this process.

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| --- | --- | --- | --- | --- |
| **Topic** | **Reading** | **Assessment** | **Assessor** | **Completion Qtr** |
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**Describe how mastery of this material will be tested in the written candidacy exam** (describe generally foryear 1, exam is usually completed by end of year 2)**:**

**COMMITTEE**

The Doctoral committee consists of at least three UC Academic Senate members, with a tenure-track faculty member from Bren serving as chair or co-chair. At least two members of the committee must be tenure-track faculty and the majority from Bren. In the table below list potential committee members that you have met or plan to meet with over the course of your first year. Bren core course ESM 510 should help provide exposure to the research expertise of various Bren faculty members, but you might also consider faculty from other departments on your committee as well. You can view the full guidelines for committee membership on the [Graduate Division website:](http://www.graddiv.ucsb.edu/academic/committees) www.graddiv.ucsb.edu/academic/committees. Bren PhD students submit their Form I to form their committee by the end of Fall in their second year.

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| **Name** | **Department** |
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1. **Research accomplishments** (if applicable):
2. **Publications, conferences, and seminars** (if applicable**)**:
3. **Other professional or extracurricular activities** (i.e., membership in organizations or committees, clubs, mentorship of Group Projects, teachingassistantships, etc.):
4. **Title of dissertation** (if applicable):
5. **Summary of dissertation research** (1-2 paragraphs):
6. **What is working well in your relationships with your academic mentors?**
7. **Are there any areas that need improvement?**

1. **UCSB PhD Emphases**

Please indicate if you are pursuing a UCSB PhD Emphasis.

\_\_\_\_\_ Economics and Environmental Science (EES) Emphasis

\_\_\_\_\_ Interdepartmental Emphasis in Climate Sciences and Climate Change

\_\_\_\_\_ Interdepartmental Emphasis in Environment & Society (IEES)

\_\_\_\_\_ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Sources of Support**

Please indicate the primary sources of financial support, to the extent known, for each year of the PhD program. **Please discuss the funding plan with the faculty advisor prior to submitting the annual review.** Studentsmay not be able to complete the funding plan for all years of the PhD program. Please enter the planned sources of financial support to the extent known. If a TA or GSR position is confirmed, write “TA” or “GSR” and include the department or source (i.e. Bren, Econ, IEE, EmLab). If a TA or GSR position is desired but not confirmed, write “TA?” or “GSR?” Please note that **TA positions are competitive and require students to submit applications** either to the Bren School or other departments they seek to work.

Options include:

1. University Fellowship (Chancellor’s, Dean’s, Regent’s, Bren)
2. Donor Fellowship (LAFF, SWM, FSF)
3. Government Fellowship (NSF, DoD, NIH, NASA, DoE, Seagrant, etc.)
4. Foreign Fellowship (CONACYT, Fulbright)
5. Teaching Assistant (TA) and include department (Bren, Econ, PoliSci, EEMB, ES)
6. Graduate Student Researcher (GSR) and include source (IEE, EmLab, MSI)
7. Self
8. Other (Please describe.)
9. Unknown

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| **Year** | **Fall** | **Winter** | **Spring** | **Summer** |
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| **Example** | *Bren Fellowship* | *Bren Fellowship* | *TA* | *GSR* |
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| **1** |  |  |  |  |
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| **2** |  |  |  |  |
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| **3** |  |  |  |  |
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| **4** |  |  |  |  |
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| **5** |  |  |  |  |
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1. **Signatures** (Required from advisor and all committee members, if formed):

By signing this form, the faculty advisory and members of this PhD committee acknowledge that they met with the student and are aware of his/her academic progress. Electronic signatures through DocuSign or email are acceptable.

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| --- | --- |
| Print Names | Signatures (Required) |
| Student |  |
| Faculty Advisor |  |
| Committee Member #1 |  |
| Committee Member #2 |  |

*Add rows as needed.*

**Meeting Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**