Ph.D. Portfolio Review Procedures

1. The Ph.D. Portfolio Review form should be submitted by SEPT. 15 of your FIFTH SEMESTER (Fall of 3rd year) UNLESS you plan to begin written prelims during or before the fifth semester. In the latter case, the form and materials must be submitted by FEB. 15 of the FOURTH semester (Spring of 2nd year) or, in the rare cases when students plan to begin prelims in the FOURTH semester, by SEPT. 15 of your THIRD SEMESTER (Fall of 2nd year).

2. In the Ph.D. Portfolio Review form the student will indicate major advisor, proposed preliminary examination fields, and status of language exams, and will include a list of completed and current courses and instructors. The form must be signed by the major advisor, who should be consulted about the supplementary materials to be submitted. The student should remind their advisor that a letter of support and evaluation must accompany the Ph.D. Portfolio; upon submission of the Portfolio, the DGS will also contact the advisor, reminding them that a letter is needed by October 15 for a FALL Ph.D. Portfolio or March 15 for a SPRING Ph.D. Portfolio.

3. In addition to the form and documents outlined in item 2, the student must submit, electronically, in Microsoft Word format, to the Graduate Secretary:

   A. A narrative statement of scholarly progress since entering the graduate program in History at UIUC. This statement should reflect on the student’s original ambitions when admitted and how these ambitions have changed as a result of coursework; accomplishments in courses; accomplishments outside of courses (e.g. conferences, reading-group participation etc.); and a look forward to the proposed preliminary fields and dissertation topic. The statement should be no longer than 3 double-spaced typed pages.

   B. One historiography paper previously submitted and graded for a problems course in History.

   C. One research paper previously submitted for a research seminar in History (including the first-year sequence).

In the event that a student would like to submit work for items B or C that originated in a course outside of the department, prior approval must be sought from the advisor and DGS. All decisions on submission of work should be taken in consultation with the advisor, and the advisor should refer to this material in his/her letter of support. **In short, some thought and preparation needs to go into the portfolio and supporting items PRIOR to submission—students should be preparing for this the semester before it is due.**

4. After submission of all materials in items 3 & 4, the form will be scanned and all materials will be made available for the semester in a password-protected site hosted on the History Dept. website, available to History faculty. Faculty asked to fill out confidential appraisal forms for the graduate student will be directed to this site to consult the portfolio in filling out their forms. All appraisal forms will be due no later than Oct. 15 in the Fall or March 15 in the Spring. These will be web forms submitted through the confidential, password protected site.
After October 15 in Fall or March 15 in Spring the Graduate Secretary will post the confidential appraisal forms and advisor letters on the password protected site. After this point only the Graduate Studies Committee will have access to the portfolios and appraisal forms. They will review the forms before a meeting, to be scheduled in November (for fall submissions) or April (for Spring submissions) at which ALL program plans will be reviewed. After this meeting, the determinations of the committee’s evaluation, based on their reading AND the appraisal forms handed in by faculty, will be finalized and communicated to the students.

5. Successful completion of the Ph.D. Program Plan review will be acknowledged with a letter to the student from the DGS.