

## QUICK INSTRUCTIONS FOR MAJOR PROFESSORS/GRADUATE PROGRAM DIRECTORS (IF SERVING ROLE OF MAJOR PROFESSOR)

### **Step 1:** Log into Panther Soft

Log into your Campus Solutions at: <https://mycs.fiu.edu/psp/stdnt/?cmd=login>

### **Step 2:** Click on **Worklist** tile

Note: The Annual Doctoral Evals and Student Evaluation Form View are used for **viewing purposes only**. The Worklist is the tile for approval.

### **Step 3:** Click Detail View (top left)

Click on the blue link titled Detail View. This will prompt a change to “Summary”, which will include a list of your annual evaluations links for review.

### **Step 4:** Review Sections 1 and 2

Make sure to review these two sections for Doctoral Student Information and the comments under Goals and Accomplishments

### **Step 5:** \*Complete Sections 3 and 4

Enter your student’s Performance Summary and Future Goals and ratings of Evaluation of Core Competencies.

If the Overall Rating is rated as “Unsatisfactory, a Student Performance Improvement Plan must be completed in Section 6.

### **Step 6:** Approve *OR* \*Send Back to Student for revision

Once Sections 3 and 4 are completed, click on the Approve button for student to receive your assessment and approve OR \*if you would like for student to make edits to Section 2 before you complete Section 3 and 4, click on the Send Back to Student (it will require your comments).

*Attention GPDs: For students with no dissertation committees on file, you may delegate the completion of the form to the assigned advisor by clicking on the DELEGATE button. To do so, you must click on the Delegation section and enter the Panther ID of the individual assigned to complete the evaluation of the student.*