BME Performance Improvement Plan

DATE:

RE: Performance Improvement Plan for [STUDENT\_NAME], [ACADEMIC\_TERM]

Dear [STUDENT\_NAME]

The purpose of this Performance Improvement Plan (PIP) is to: (1) define serious areas of concern, gaps in your performance/doctoral research, (2) reiterate **Georgia Tech & Emory University Biomedical Engineering Ph.D. Program** expectations, (3) help you return to “Satisfactory” academic standing and progress in your doctoral research hours, and (4) allow you the opportunity to demonstrate improvement and commitment.

**Step 1: Areas of Concern:**

[*Bullet point issues and how student’s performance and/or behaviors have affected his/her research deliverables, program milestones, and/or overall progress to completion.]*

**Step 2: Observations, Previous Discussions or Counseling:**

[*Recap dates/times you have addressed the issues in the recent/relevant past. Reference previous documents when applicable.]*

**Step 3: Improvement Goals:** These are the goals related to areas of concern to be improved and addressed:

|  |  |
| --- | --- |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |

**Step 4: Activity Goals:** Listed below are activities that will help you reach each goal:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Goal #** | **Activity** | **How to Accomplish** | **Start Date** | **Projected Completion Date** |
|  |  |  |  |  |
|  |  |  |  |  |

**Step 5: Resources/Management:** Please list below resources needed to aid in the completion of your Improvement activities and ways in which your research advisor can support your Improvement activities.

|  |  |
| --- | --- |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |

**Step 6: Research Advisor Expectations:** The following performance standards must be accomplished to demonstrate progress towards achievement of each Improvement goal:

|  |  |
| --- | --- |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |

**Step 7: Progress Checkpoints:** The following schedule throughout the academic semester will be used to evaluate your progress in meeting your Improvement activities.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Goal #** | **Activity** | **Checkpoint Date** | **Type of Follow-up**  (call/meeting/email) | **Progress Expected** | **Notes** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Step 8: Follow-up Updates**: You will receive feedback on your progress according to the following schedule:

|  |  |  |  |
| --- | --- | --- | --- |
| **Date Scheduled** | **Activity** | **Conducted By** | **Completion Date** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Step 9: Timeline for Improvement, Consequences & Expectations:**

Effective immediately, you are placed on a performance improvement plan (PIP). During this time, you will be expected to make regular progress on the plan outlined above. Failure to meet or exceed these expectations, will result in you earning an ‘Unsatisfactory’ for the [ACADEMIC\_TERM]. Additional consequences may be applicable under the program policies guiding academic progress and program milestones.

I look forward to working with you this term to improve your performance and aid in your success.

Sincerely,

[ADVISOR]

I agree to the above expectations and understand the consequences if I do not meet expectations.

[STUDENT\_NAME