It is the policy of the Center on Disability Studies (CDS) that all employees shall be evaluated each year. This guidance is for CDS persons in a Graduate Assistant position. All reviews will be completed by April 1 of each year.

Each CDS graduate assistant will write a short self review, focusing on the past 12 months – January – December, using the form for GAs. This format was developed to standardize the Review process. The Self Review is filled out by the person being reviewed and the ranking and comments are filled out by the Reviewer. These documents will be discussed with the faculty member and the signed copy will be filed in their confidential personnel file.

It is recommended that you compile a portfolio which can include an up-to-date CV, copies of syllabi and 'student' evaluations, print publications and print samples of other media products, admirers letters, news articles, conference listings where your name appear, and anything else you think is relevant to your work performance or recognition in the last 12 months.

Bring these items to the interview with the Principle Investigator (PI) or Project Director of your grant. In the interview the reviewer will use these documents to discuss with you your contributions to the grant, CDS and the University.

In the event of a disagreement between the Reviewer and reviewed faculty member the following steps should be followed:
1. The GA discusses the item with the reviewer and tries to find an acceptable compromise.
2. Request mediation by the Principal Investigator if the review was done by the Project Director.
3. Bring the disagreement before the CDS Personnel Committee.
4. Bring grievance to the CDS Director or Assistant Director.

If still no satisfaction can be found after following these steps, then the grievance will then be brought to the University of Hawaii Graduate division for mediation or other appropriate steps a deemed by the CDS personnel committee.