
From: McKnight, C James
Sent: Monday, December 1, 2025 3:50 PM
Subject: Graduate Worker Performance Evaluations Uploading Instructions
Attachments: BUGUW Worker Assessement form Fall 2025a.docx

Dear student mentors and employers,

Below is an update on how to upload your BUGWU worker’s evaluation, as PDF files, from Arthur Peterson in the Provost’s Office.

I’ve attached the form that our school will be using for PhD and master’s students. This form has been modified from previous forms to include these directions for uploading a PDF of the review form.

BUGWU Worker Evaluation Uploading (due 12/19/25)

Upload procedures

After a supervisor has completed an evaluation and shared it with the graduate worker, the supervisor is responsible for uploading the evaluation to the centrally-maintained personnel file. The personnel file is a digital storage solution. To upload, navigate to the link provided below, and authenticate your login using your Kerberos credentials. Then:

1. Provide the graduate worker’s UID. The worker’s first and last names will auto-populate.
2. Under *Job or Teaching Assignment Information*, provide the school/college, semester, and year where the work occurred (i.e., “GMS”).
3. Under *Type of Import?*, select *Performance Evaluation*.
4. Select *Teaching Position* or *Non-Teaching Position* as appropriate, then select *Lookup Graduate Worker Position*.
5. If the worker has only (1) job in the selected semester, all remaining fields will auto-populate. However, if it is a *Teaching Position*, please provide the course subject and number. For example, in CL 101, CL is the course subject and 101 is the course number.
6. Using *Attach Document*, please attach the completed evaluation **as a PDF**. Click *Submit*.
7. You are done. The evaluation has uploaded directly into the graduate worker’s personnel file.

UPLOAD LINK: https://www.bu.edu/phpbin/onbase/?form=gwu_supervisor

Upload timing, handling, and responsibility

Please submit your completed evaluations by **Friday, December 19, 2025**. This is a change from the previously shared date of Monday, December 22, 2025, necessitated by the earlier start of Intersession.

Please keep in mind that **these are evaluations of work performance and not academic performance**. Evaluations are to be completed by the graduate worker's employment supervisor in the unit where the work was performed. It is appropriate for evaluations to be shared with the employee being evaluated, with administrators in the employment unit supporting the completion and submission of evaluations, and on an as-needed basis with other personnel in the employment unit who are responsible for the management of graduate workers. Units that retain completed evaluations must ensure that these records are stored securely and separately from a worker’s academic records.

Importantly, **supervisors of graduate workers are responsible for timely completion and submission of performance evaluations**. While administrators may support the process in some units, including uploading evaluations, as arranged between administrators and the areas they serve, graduate worker supervisors remain responsible and should proactively confirm administrative support.

Best,

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