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**From:** McKnight, C James  
**Sent:** Friday, December 5, 2025 3:02 PM  
**Subject:** Graduate Worker Performance Evaluations Uploading Instructions, Addendum

Dear PhD Student Mentors,

This is a reminder that your evaluations of your student workers doing research or teaching work should be uploaded by December 19th.

GMS is asking that all PhD students be evaluated, even those on non-service stipends\* and therefore are not in the union.

We have come across an issue with uploading evaluations for non-service stipends at the Provost’s site:

[https://www.bu.edu/phpbin/onbase/?form=gwu\\_supervisor](https://www.bu.edu/phpbin/onbase/?form=gwu_supervisor)

The “Lookup Graduate Worker Position” fields will not populate for non-service stipend\* students. However, your evaluation form can still be uploaded without this information.

Thank you for your patience with this new process.

Jamie McKnight

*\*Students on non-service stipend include those in the first year, those on training grants and those with F30/F31 predoctoral grants. We are not evaluating first-year PhD students.*

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