OFFICE OF GRADUATE STUDIES

EXTERNAL REVIEW MATERIALS

TABLE OF CONTENTS

OVERVIEW OF GRADUATE PROGRAM REVIEWS

Graduate program review materials must be submitted to the College/School Dean, the Graduate School, UT System, and the Texas Higher Education Coordinating Board on a THECB-specified schedule. These electronic submissions include a self-study report, external review report, and the institutional response to the external evaluation. The Graduate School has created a folder in UT Box to facilitate the sharing of data and files. The timeline and information provided below are designed to assist programs in satisfying this review and submission requirement.

1. Eight Months Prior to Semester of Review
The Graduate School reminds the graduate program and the College/School Dean that their external review is scheduled to take place during the next long semester and provides the program with instructions for preparing the self-study report[1]. The Graduate School sends reminders and instructions to Department Chairs/Program Directors on or about February 1 for fall reviews and August 1 for spring reviews. The Office of Institutional Reporting, Research and Information Systems provides most (but not all) program data via the Graduate Student Information System (GSIS) at https://utdirect.utexas.edu/apps/gsi/grad_reporting/review/. In most cases, the Graduate School can provide historical program data to facilitate the early development of self-study reports. Please note, however, that following publication of GSIS data, the self-study reports must be updated to include information for the most recently completed academic year.

2. Six Months Prior to External Review Site Visit
The graduate program provides a list of 10 potential external reviewers[2] which have been reviewed and approved by the College/School Dean.

The list of 10 potential reviewers, submitted to the Graduate School via UT Box, should include reviewers from programs/departments your program aspires to. Submit each reviewer's name, current affiliation, CV (detailing educational background, previous positions, leadership positions in the field, any administrative positions held and a list of grants and publications), and a brief statement about their professional/academic stature and why they should be selected.

Proposed reviewers should:
- Have a full understanding of the academic setting and the standards against which the program benchmarks itself,
- Be at arm's length from the program,
- Have outstanding scholarly credentials,
- Be recognized experts at peer institutions. All institutions that are members of the Association of American Universities (AAU) (https://www.aau.edu/about/default.aspx?id=5476) are

---

[1] Graduate program reviews in some Schools/Colleges are conducted as part of larger departmental reviews. Instructions and timelines for conducting reviews in these college may be provided to Department Chairs and Program Directors by the School/College Dean's Office.

[2] Due to the Faculty Promotion and Tenure process that takes place in the late fall and strictly limits the availability of the Graduate Dean, programs scheduled for review during a spring semester should submit lists of proposed reviewers to the Graduate School no later than November 1.

acceptable peer institutions. There should be a balance of public versus private AAU institutions with a preference for publics as they are more similar to UT in terms of state budget and compliance regulations. Reviewers from non-AAU schools will be considered on an individual basis but only with adequate justification for their selection.

Some programs may wish to invite individuals with differing areas of expertise. If so, the program should provide a rank order of preference for reviewers within the identified areas of expertise. For example, Expert 1 (with required expertise in A). Backup 1, Backup 2; Expert 2 (with required expertise in B). Backup 1, Backup 2; etc.

The Graduate School, in consultation with the College/School Dean, will select typically three (a minimum of two is required by THECB) external reviewers to serve on the review team for doctoral program reviews. Typically two (a minimum of one is required by THECB) will be selected for Master's-only degree programs.[3] A review team may be shared between programs of a similar nature (i.e. Public Policy and Public Affairs) and conduct multiple reviews when those programs have been scheduled for review in the same semester. In these situations, the review team must generate a separate report for each program undergoing review.

After the Graduate School and College/School Deans identify the preferred membership of the review team, the Graduate School will send invitations to the proposed reviewers (except for CNS), including a deadline for response. The membership of the review team should be finalized no later than three months prior to the visit. The schedule of events for the site visit is set by the Department in consultation with the Graduate School and the College/School Dean's office. Site visit dates must fall before May 1 for spring reviews or December 1 for fall reviews,

3. Forty-five Days Prior to External Review Site Visit
The Department Chair or Program Director provides the College/School Dean with a draft of the self-study report and an executive summary of 1-4 pages. The self-study report must include the data and reporting requirements outlined by the Coordinating Board, the Graduate School, and the College/School Dean. The College/School Dean reviews the self-study report and recommends changes or additions, if any. The final draft of the report is completed within two weeks. Detailed instructions for creating the self-study report begin on page 4 of this document.

4. One Month Prior to External Review Site Visit
The College/School Dean, or their designate, provides the external review team with the final draft of the self-study report and a 1-4 page executive summary of the report. Copies of both documents are submitted to the Graduate School via UT Box. The graduate program schedules the final exit interview

---

[3] The desired number of external reviewers should be determined in consultation with the College/School Dean. The Graduate School prefers a three-member team for PhD program reviews but some Colleges/Schools require additional members. The Graduate School, in consultation with the College/School Dean, may designate a UT senior faculty member not associated with the program but with expertise in the cognate discipline to serve as an additional member of the external review team. Because of the perceived potential for conflict of interest, UT faculty who agree to participate in the external review of a UT Austin graduate program will not be paid an honorarium.

Last updated Tuesday, October 17, 17

to take place as the last meeting of the scheduled site visit. This meeting includes the review team, the College/School Dean, and the Dean of the Graduate School.

5. Site Visit Conducted as Scheduled
Site visits for reviews conducted in the fall must occur prior to December 1. Site visits for reviews conducted in the spring must occur prior to May 1. Programs should consider University holidays and the submission timeline when scheduling the external review site visit. University holidays are published on the academic calendar at http://registrar.utexas.edu/calendars.

6. Fourteen Days After External Review Site Visit
The external review team submits the external review report to the Graduate School and the College/School Dean. The Graduate School's copy should be emailed to graduatedean@austin.utexas.edu. The College/School Dean provides a copy of the external review report to the Department Chair/Program Director and uploads a copy to UT Box.

7. Days 15-90 After External Review Site Visit
The Department Chair/Program Director provides the Graduate School and the College/School Dean's office with a written response to the external review report no later than 30 days after the site visit. The Graduate School schedules a meeting with the College/School Dean to discuss the external review report and the response of the Department Chair/Program Director. The College/School Dean prepares a draft of the institutional response to the graduate program review and submits it to the Graduate School Dean. Following the draft submission, the Graduate School and the College/School Dean meet and finalize the institutional response to the graduate program review, to be completed no later than 90 days after the site visit.

8. 90-120 Days After Site Visit
The Graduate School forwards the full self-study report, the summary of the self-study report, the external review team report, external reviewer CV's, the drafted institutional response, and any other related materials to the Provost for approval.

9. 120 Days After Site Visit
The Graduate School submits the summary of the self-study report, the external review team report, and the institutional response to Department/Program Chair, UT System and the Texas Higher Education Coordinating Board.

Instructions for Preparing the Self-Study Report, Doctoral Programs

Minimum required elements of the self-study report are listed below. The overall purpose of the report is to allow the program to be portrayed as accurately and completely as possible. To that end, programs should include information to clarify or addend these required elements.

A draft of the self-study report, including 1-4 page summary, must be submitted to the College/School Dean for review 45 days prior to the external review site visit. Following any revisions that may be recommended, and 30 days prior to scheduled visit, the College/School Dean or their designate submits the final version of the self-study report to the external review team and the Graduate School.

Programs that have recently undergone an external review for accreditation purposes may submit the review report in addition to, but not in lieu of, the self-study required here.

I. Graduate School Requirements
(A) Narrative Description: Provide a description of the doctoral degree program.

(B) If the program has recently developed a strategic plan, include the plan.

(C) Provide a statement regarding the ranking of the graduate program with peer institutions. Include data from ranking sources that are most relevant to your program. If ranking data are unavailable, include your program's interpretation of ranking among peer institutions.

(D) Competition: Identify graduate programs that represent the greatest competition for top-quality students.

(E) Competitive Advantage: Identify points of effective program strength vs. competitors.

(F) Competitive Disadvantage: Identify points over which the program loses top-quality students to competitors.

(G) Current Enhancement Efforts: Describe how the graduate program is currently pursuing improved excellence and competitiveness. This may be covered in the strategic plan, if one is available.

(H) Selectivity Index: For the past five years, provide the percentage of total applicants who were admitted. (Please Contact Shannon Neuse in GIAC for this data. shannon.neuse@austin.utexas.edu).

(I) Yield Index: For the past five years, provide the percentage of admitted students who enrolled. (Please Contact Shannon Neuse in GIAC for this data. shannon.neuse@austin.utexas.edu).

(J) Current admissions process: Describe your current admission cycle/s and process.

(K) Additional Information: Include any additional information required by the College/School Dean and tell us anything that you would like us to know about your program that is not covered in the

specified review requirements. Be sure you have addressed the 14 items the external reviewers have been asked to discuss in the External Review Report. These questions are found on page 16.

II. Coordinating Board Requirements: The data for many of the required elements of the self-study report will be available through the Graduate Student Information System (GSIS) at https://utdirect.utexas.edu/apps/gsi/grad_reporting/review/. The graduate program is responsible for inserting the data in the appropriate place in the self-study report.

(A) Characteristics - The Characteristics of Doctoral Programs are reported to the Coordinating Board on an annual basis. Programs have been submitting these reports since 2010, and the template for doing so is well established. For the purposes of conducting graduate program reviews, programs should use the most recent Characteristics submission which is available on the Graduate School Web site at http://www.utexas.edu/ogs/admissions/characteristics.html .

1. Number of Degrees Per Year – For each of the three most recent years, the number of degrees awarded per academic year. (Provided in GSIS)

2. Graduation Rates – For each of the three most recent years, the percent of first-year doctoral students who graduated within ten years. (Provided in GSIS)

3. Average Time to Degree – For each of the three most recent years, average of the graduates' time to degree. (Provided in GSIS)

4. Employment Profile (in field within one year of graduation): For each of the three most recent years, the number and percent of graduates by year employed, those still seeking employment, and unknown. Available through GSIS in the future.

5. Admission Criteria – Description of admission factors.

6. Percentage of Full-Time Students – FTS/number of students enrolled (headcount) for the last three fall semesters. (Provided in GSIS)

7. Average Institutional Financial Support Provided – For those receiving financial support, the average monetary institutional support provided per full-time graduate student for the prior year from assistantships, scholarships, stipends, grants, and fellowships. (Provided in GSIS)

8. Percentage of Full-Time Students with Institutional Financial Support – In the prior year, the number of FTS with at least $1000 of annual support/the number of FTS. (Provided in GSIS)

9. Number of Faculty – Number of faculty (defined as membership of the Graduate Studies Committee) in the prior year. (Provided in GSIS)

10. Student to Faculty Ratio – For each of the three most recent years, average of full-time student equivalent (FTSE)/average of full-time faculty equivalent (FTFE) of faculty. (Provided in GSIS)

11. Faculty Publications – For each of the three most recent years, average of the number of discipline-related refereed papers or publications, books or book chapters, juried creative or performance accomplishments, and notices of discoveries, files, or patents issued per faculty member. Programs may use the Faculty Information System (FIS) https://utdirect.utexas.edu/apps/provost/faculty_profile/ as a starting point to collect this information. (If your faculty have not yet updated and certified their information, the program will have to supplement the information from FIS.)

12. Faculty External Grants – For each of the three most recent years, (1) average of the number of core faculty receiving external funds, (2) average external funds per faculty, and (3) total external funds per program per academic year. (Provided in GSIS)

13. Faculty Teaching Load – Total number of semester credit hours in organized teaching courses taught per academic year by faculty divided by the number of faculty. (Provided in GSIS)

14. Faculty Diversity – Faculty ethnicity (White, Black, Hispanic, Other) and gender. (Provided in GSIS)

15. Student Diversity – Enrollment headcount by ethnicity (White, Black, Hispanic, Other) and gender in program during the prior year. (Provided in GSIS)

16. Date of Last External Review – Date of last formal external review.

17. External Program Accreditation – Name of body and date of last program accreditation review, if applicable.

18. Student Publications and Presentations – For the three most recent years, the number of discipline-related papers and publications, juried creative or performance accomplishments, book chapters, books, and external presentations per year by student FTE.

(B) Student Enrollment – Defined as the number of students enrolled full-time in the doctoral program in the fall semester of the prior year in which the external review is conducted. (Provided in GSIS)

(C) Graduate Licensure Rates – If applicable, information to be provided by the program.

(D) Alignment of Program With Stated Program and Institutional Goals and Purposes – To be provided by the graduate program and should be based on mission statements published on the Graduate School and graduate program Web sites.

(E) Program Curriculum and Duration in Comparison to Peer Programs – To be provided by the graduate program, and may be presented as an average or with a minimum of 3 example cases of peer program curriculums.

 (F) Program Facilities and Equipment - To be provided by the graduate program and, in most cases,

will be available on the graduate program Web site.

(G) Program Finance and Resources – Provide an operating budget for the academic year in which the external review is conducted. Include budgetary information for associated research centers, if any. Include a breakdown of the following expenses: faculty and administrators, support staff, temporary or adjunct faculty and field staff, fringe, supplies and services (e.g., technology resources), travel, student financial aid (e.g., scholarships and student wages), other   (e.g., continuing education workshops). Also include a breakdown of total doctoral student support, including fellowships and appointments. Programs may also include information about the tuition reduction benefit, student travel funds, as well as a description of a typical annual funding package. (Aggregate student support provided in GSIS)

(H) Program Administration –Identify the current Graduate Dean, College/School Dean, Department Chair/Program Director, GSC Chair, and Graduate Adviser. Also, provide the following text from the Graduate Catalog: "The administration of the Graduate School is the responsibility of the Senior Vice Provost and Dean of Graduate Studies. Each academic area that offers a graduate degree has a Graduate Studies Committee, a group consisting of all assistant, associate, and full professors who are active in that graduate degree program. The Graduate Studies Committee recommends students for admission to the program, sets program-specific requirements for the graduate degrees in that area, and recommends students for admission to candidacy for degrees. Graduate education is the responsibility of the members of Graduate Studies Committees. One member serves as the graduate adviser to register and advise all graduate students, to maintain records, and to represent the Graduate School in matters pertaining to graduate work in that area."

(I) Faculty Qualifications – Provide a list of GSC faculty, including their highest degree obtained and the awarding institution. (Information provided in GSIS)

INSTRUCTIONS FOR PREPARING THE SELF-STUDY REPORT, MASTER'S PROGRAMS

The Coordinating Board requires separate reports for master's and doctoral programs. In cases where the doctoral and master's degree programs are closely aligned (e.g., M.A. and Ph.D. in Philosophy), the self-study report for the master's degree program will be similar to that for the doctoral program. The overall purpose of the report is to allow the program to be portrayed as accurately and completely as possible. To that end, programs should include information to clarify or addend these required elements. Minimum required elements of the master's self-study report are listed below.

Master's graduate program reviews should include information related to state-supported programs (Options I and II) and self-supported programs (Option III) in a single self-study report. When a self-supported program is offered in the absence of a state-supported program, the self-supported program will be reviewed alone.

A draft of the self-study report, including 1-4 page summary, must be submitted to the College/School Dean for review 45 days prior to the external review site visit. Following any revisions that may be recommended, and 30 days prior to scheduled visit, the College/School Dean or their designate submits the final version of the self-study report to the external review team and the Graduate School. Programs that have recently undergone an external review for accreditation purposes may submit the review report in addition to, but not in lieu of, the self-study required here.

I. Graduate School Requirements

(A) Narrative Description: Provide a description of the master's degree program, including a description of self-supported (Option III) programs, when applicable. This description should clearly indicate when the master's degree is a terminal degree and when the master's degree is used as a default degree, being awarded only on the way to or from a doctoral degree program.

(B) Statement of Program Status: Provide a statement regarding the ranking of the graduate program with peer institutions. Include data from ranking sources that are most relevant to your program. If ranking data is unavailable, include your program's interpretation of ranking among peer institutions.

(C) Competition: Identify graduate programs that represent the greatest competition for top-quality students.

(D) Competitive Advantage: Identify points of effective program strength vs. competitors.

(E) Competitive Disadvantage: Identify points over which the program loses top-quality students to competitors.

 (F) Current Enhancement Efforts: Describe how the graduate program is currently pursuing improved ranking and competitiveness.

(G) Selectivity Index: For the past five years, provide the percentage of total applicants who were admitted. (Please Contact Shannon Neuse in GIAC for this data. shannon.neuse@austin.utexas.edu)

(H) Yield Index: For the past five years, provide the percentage of admitted students who enrolled. (Please Contact Shannon Neuse in GIAC for this data. shannon.neuse@austin.utexas.edu)

(I) Current admissions process: Describe your current admission cycle/s and process.

(J) Additional Information: Please tell us anything that you would like us to know about your program that is not covered in the specified review requirements. What are your goals, aspirations, and expectations for your program? Be sure you have addressed the 14 items the external reviewers have been asked to discuss in the External Review Report. These questions are found on page 16.

II. Coordinating Board Requirements: The data required for many elements of the self-study report will be made available through the Graduate Student Information System (GSIS) available at https://utdirect.utexas.edu/apps/gsi/grad_reporting/review/. The graduate program is responsible for inserting the data in the appropriate place in the self-study report.

(A) Number of Degrees Conferred Annually: For each of the three most recent years, the number of degrees awarded per academic year. (Provided in GSIS)

(B) Student Graduation Rates: For each of the three most recent years, the percentage of students completing the master's degree within 3 years of admission to a master's program. (Provided in GSIS)

(C) Student Time to Degree: For each of the three most recent years, the average of the graduates' time to degree. (Provided in GSIS)

(D) Graduate Placement (i.e., employment or further education/ training): For each of the three most recent years, the number and percent of graduates by year employed, those still seeking employment, and unknown. This data will be available through GSIS in the future.

(E) Admission Criteria: Description of admission factors.

(F) Percentage of Full-Time Students: FTS/number of students enrolled (headcount) for the last three fall semesters. (Provided in GSIS)

(G) Average Institutional Financial Support Provided: For those receiving financial support, the average monetary institutional support provided per full-time graduate student for the prior year from assistantships, scholarships, stipends, grants, and fellowships. (Provided in GSIS)

(H) Percentage of Full-Time Students with Institutional Financial Support: In the prior year, the number of FTS with at least $1000 of annual support/the number of FTS. (Provided in GSIS)

(I) Number of Core Faculty: Number of core faculty in the prior year. This number represents the membership of the Graduate Studies Committee for the prior year. (Provided in GSIS)

(J) Core Faculty/Student Ratio: For each of the three most recent years, the average of full-time student equivalent (FTSE)/the average of full-time faculty equivalent (FTFE) of core faculty. (Provided

in GSIS)

(K) Faculty Publications: For each of the three most recent years, the average of the number of discipline-related refereed papers or publications, books or book chapters, juried creative or performance accomplishments, and notices of discoveries, files, or patents issued per core faculty member.

(L) Faculty External Grants: For each of the three most recent years, (1) the average of the number of core faculty receiving external funds, (2) the average external funds per faculty and, (3) the total external funds per program per academic year. (Provided in GSIS)

(M) Faculty Teaching Load: The total number of semester credit hours in organized teaching courses taught per academic year by core faculty divided by the number of core faculty. (Provided in GSIS)

(N) Faculty Diversity: Core faculty by ethnicity (White, Black, Hispanic, Other) and gender. (Provided in GSIS)

(O) Student Demographics: Enrollment headcount by ethnicity (White, Black, Hispanic, Other) and gender in program during the prior year. (Provided in GSIS)

(P) Date of Last External Review: Date of last formal external review.

(Q) External Program Accreditation: Name of body and date of last program accreditation review, if applicable.

(R) Student Publications and Awards: For the three most recent years, the number of discipline-related papers and publications, juried creative or performance accomplishments, book chapters, books, and external presentations per year by student FTE.

(S) Student Enrollment: The number of students enrolled in the master's program in the fall semester of the prior year in which the external review is conducted. (Provided in GSIS)

(T) Graduate Licensure Rates: If applicable, information to be provided by the program.

(U) Alignment of Program with Stated Program and Institutional Goals and Purposes: This information is provided by the graduate program and should be based on mission statements published on the Graduate School and graduate program Web sites.

(V) Program Curriculum and Duration in Comparison to Peer Programs: This information is provided by the graduate program and may be presented as an average or with a minimum of 3 example cases of peer program curriculums.

(W) Program Facilities and Equipment: This information is provided by the graduate program and, in most cases, will be available on the graduate program Web site.

(X) Program Finance and Resources: Provide an operating budget for the academic year in which the

external review is conducted. Include budgetary information for associated research centers, if any. Include a breakdown of the following expenses: faculty and administrators, support staff, temporary or adjunct faculty and field staff, fringe, supplies and services (e.g., technology resources), travel, student financial aid (e.g., scholarships and student wages), other (e.g., continuing education workshops). Also include a breakdown of total master's student support, including fellowships and appointments. Programs may also include information about the tuition reduction benefit, student travel funds, as well as a description of a typical annual funding package. (Student support provided in GSIS)

(Y) Program Administration: Identify the current Graduate Dean, College/School Dean, Department Chair/Program Director, GSC Chair, and Graduate Adviser. Also, provide the following text from the Graduate Catalog: The administration of the Graduate School is the responsibility of the vice provost and dean of graduate studies. Each academic area that offers a graduate degree has a Graduate Studies Committee, a group consisting of all assistant, associate, and full professors who are active in that graduate degree program. The Graduate Studies Committee recommends students for admission to the program, sets program-specific requirements for the graduate degrees in that area, and recommends students for admission to candidacy for degrees. Graduate education is the responsibility of the members of Graduate Studies Committees. One member serves as the graduate adviser to register and advise all graduate students, to maintain records, and to represent the Graduate School in matters pertaining to graduate work in that area.

(Z) Faculty Qualifications: Provide a list of GSC faculty, including their highest degree obtained and the awarding institution. (Provided in GSIS)

III. College/School Requirements Each College/School Dean may require additional information that is determined to be of particular interest to the college or school. Please consult with your School/College Dean to obtain information about these additional requirements, if any.

IV. Graduate Assembly Requirements for Option II and Option III Programs: Following the Coordinating Board's implementation of a seven- year review cycle for all graduate programs in the state of Texas, the Graduate Dean, with the support of the Graduate Assembly, consolidated the five-year review schedule previously established for Option II and III programs with the seven-year review schedule established by the Coordinating Board. Effective fall 2012, all Option II and III program reviews will be conducted at the same time and in conjunction with the associated option I program review. In order to satisfy the guidelines for reviewing nontraditional and self-supported programs set forth by the Graduate Assembly, graduate programs offering an Option II or III degree program should also include the additional following information about the program in the self-study report. Note that the information contained in this section is limited to the nontraditional or self-supported program.

A. Roster of any policy committees for the program

B. Annual percentage of faculty teaching in the program who are tenure-track faculty of The University of Texas, accompanied by the annual percentage of the option I faculty who are tenure-track faculty of The University of Texas

C. Statement of how the Option III program is funded without compromising the resources available for existing academic programs

D. Statement of how Option III grading is carried out and how grading procedures might differ from Option I grading procedures

E. Annual exit survey of students to include both instructor evaluations and evaluation of the overall Option II or Option III program

Introduction To Instructions For External Reviewers

These instructions are a guide and tool for programs to use as a starting point when developing their own instructions to give to external reviewers. A template for your use begins on page 15. Included on pages 15 and 16 are lists of mandatory campus interviews and a list of 14 questions to be addressed by the reviewers in their External Review Report.

Notes for Programs

Be sure to edit the initial paragraph on the next page and tailor it to your program.

UT Campus Interviews listed in these instructions are the minimum required. Programs may include additional interviews as it pertains to the nature and depth of the evaluation.

The External Review Report must address the 14 items outlined in these instructions. Programs are encouraged to develop their own questions or line items to add to the review. The aim is to make the External Review Report as helpful to programs as possible by addressing the current issues, goals, and vitality of the program.

Generally, reviewers will work together and organically determine their roles. Typically one reviewer will generate the first draft of the report. The External Review Report must be sent within 14 days to the Graduate Dean at GRADUATEDEAN@AUSTIN.UTEXAS.EDU. An additional copy should be sent to the College/School Dean.

Be sure to communicate with your College/School Dean about the review to ensure that all college/school requirements are satisfied.

INSTRUCTIONS TO REVIEWERS

Dear Professor X:

Thank you for agreeing to serve on the external review team for The University of Texas at Austin graduate program in *(ex: Educational Administration)*. The enclosed Self Study report reflects data and information requirements established by The University of Texas at Austin Graduate School, the Dean of the College/School of *(ex: Education)*, and the State of Texas Higher Education Coordinating Board (THECB). The external review serves to meet the reporting requirements of THECB and to provide an analysis and evaluation of the academic program for the internal purposes of the Graduate School and the College/School of *(ex: Education)*.

UT CAMPUS INTERVIEWS

The following interviews will be conducted during your site visit:

1. A representative sample of graduate students.

2. Department Chair (or Program Director), Chair of the Graduate Studies Committee* (Graduate Studies Committee consists of all program tenured and tenure-track faculty), and Graduate Adviser.**

3. Other groups as deemed necessary by the unit and/or College/School.

4. College/School Dean with the Dean of Graduate Studies - this is the final interview and is conducted on the last day of the review. The program does not attend this meeting.

*The academic affairs of each program are the responsibility of the Graduate Studies Committee. Duties include curriculum establishment and maintenance, admissions decisions, and evaluation of students with regard to satisfactory academic progress.

**The Graduate Adviser is the Graduate Studies Committee member who handles official communication with the Graduate School--the program's liaison with the Graduate School. The Graduate Coordinator is the assistant to the Graduate Adviser and the staff person responsible for students' day-to-day administrative affairs.

Last updated Tuesday, October 17, 17

The External Review Report

If you have been invited to review more than one graduate program, please note that a separate report must be submitted for each graduate program undergoing review. For example, a single review team was invited to review the closely related degree programs in Chemistry and in Biochemistry. The team was required to produce two reports, one for Chemistry and one for Biochemistry.

Please include the following in your report:

1. Overall impression of the program

2. Quality of faculty and graduate students

3. Appropriateness of level of depth and breadth of the program curriculum

4. Satisfaction and esprit de corps of faculty and graduate students

5. Accuracy and comprehensiveness of the Self-Study

   • What, if any, other information should have been provided?

6. Ranking among peer institutions

7. Competition: Programs that represent greatest competition for top quality students

8. Major strengths of the program relative to the competition

9. Major weakness of the program relative to the competition

10. Opportunities for improving the quality and competiveness of the program, within existing resources

11. Adequacy/competitiveness of student financial support (please tell us how our financial support compares with yours)

12. Effectiveness of current admissions process

13. Effectiveness of student placement after graduation

14. Recommended actions to improve competitiveness and ranking

We thank the reviewers for their careful and thoughtful evaluation, and appreciate their feedback.

Delivery of the External Review Report

Please send your report to the Graduate Dean (GRADUATEDEAN@AUSTIN.UTEXAS.EDU) within fourteen days of the completion of the site visit. An additional copy should be sent to the College/School Dean.

Last updated Tuesday, October 17, 17

ACCREDITATION IN LIEU OF EXTERNAL REVIEW

Graduate programs that undergo external review for reasons of programmatic licensure or accreditation may be able to use their external accreditation review in lieu of the review process outlined in this document. In order to do so, accreditation and Coordinating Board review schedules must be aligned such that both are scheduled to take place in the same semester and year. The Graduate School can request an adjustment in the Coordinating Board's review schedule; however, we must ensure that all graduate programs are reviewed at least once every seven years. Please contact Assistant Dean Michelle Broadway for assistance if you need to reschedule a program review.

Graduate programs who choose to use external accreditation reviews to satisfy their Coordinating Board review requirements should ensure that the self-study report submitted to the Graduate School includes all of the data points requested in these instructions in addition to those required by the accrediting body. Program information that is required by the Graduate School which is not also required for the accreditation review may be prepared as a separate document and submitted as a supplement to the self-study report.

Deliverables to the Graduate School:

- 1-4 page executive summary
- Self-study
- Reviewer report
- Full CV for every reviewer
- Institutional response

Timeline and Checklist for Conducting Graduate Program Reviews

- ☐ Eight Months Prior to Semester of Review
  - ☐ Department Chair/Program Director receives reminder email from the Office of Graduate Studies
    - ▪ Approximately February 1 for fall reviews
    - ▪ Approximately August 1 for spring reviews

- ☐ Six Months Prior to External Review Site Visit
  - ☐ Ranked list of 10 potential reviewers submitted[4]
    - ▪ Fall reviews by May 1
    - ▪ Spring reviews by Nov 1
  - ☐ Invitations sent by Graduate School to potential external reviewers
  - ☐ Proposed dates of site visit submitted[5]
  - ☐ Schedule final exit interview with external reviewers, College/School Dean and Office of Graduate Studies by emailing Erin Rhodes, erhodes@austin.utexas.edu.

- ☐ Forty-five Days Prior to External Review Site Visit
  - ☐ Draft of self-study report, 1-4 page executive summary submitted to College/School Dean
    - ▪ Fall reviews: GSIS 7-year reports available October 1
    - ▪ Spring reviews: GSIS 7-year reports available February 1

- ☐ One Month Prior to External Review Site Visit
  - ☐ Final draft of the self-study report submitted to College/School Dean and OGS
  - ☐ 1-4 page executive summary submitted to College/School Dean and OGS
  - ☐ Executive summary and full self-study sent to external reviewers

- ☐ Site Visit Conducted as Scheduled
  - ☐ Fall reviews prior to December 1
  - ☐ Spring reviews prior to May 1

- ☐ Fourteen Days After External Review Site Visit
  - ☐ External review report submitted to Office of Graduate Studies and Dean of College/School

- ☐ Days 15-30 After External Review Site Visit
  - ☐ Optional response of Chair/Director submitted to College/School Dean

- ☐ Days 15-90 After External Review Site Visit
  - ☐ College/School Dean submit a draft of the institutional response to OGS
  - ☐ OGS Dean and College/School Dean meet and finalize institutional response
  - ☐ OGS sends formal thank you letter

---

[4] Vet with College/School Dean's Office prior to submitting to UT Box
[5] Submitted to both graduatedean@austin.utexas.edu and the College/School Dean

Last updated Tuesday, October 17, 17

- ☐ Days 90-120 After External Review Site Visit
    - ☐ Institutional response forwarded to Provost for approval
    - ☐ Program or College/School Dean provides total cost information of the external review to OGS so OGS can report back to the Provost on institutional costs

- ☐ 120 Days After Site Visit
    - ☐ OGS uploads the summary of the self-study report, the external review report, and the institutional response to UT System & THECB. A copy is sent to the Program/Department Chair.

- ☐ Two+ years after review
    - ☐ THECB sends UT Austin a response. The response, typically a summary of the review, is forwarded to the Graduate Dean, School/College Dean and Department Chair/Program Director.

Last updated Tuesday, October 17, 17