9) Graduate Program
   a) Degree Requirements (core courses, qualifying exams, candidacy, etc.)
   b) Available Financial Support (TAs, GRAs, fellowships)
   c) Program Size (current and planned, relationship with financial support)
   d) Admissions Process (quality of applicants, selectivity, and yield)
   e) Degree Completion Rates, and Time to Degree
   f) TA Workload Policies
   g) Graduate Student Professional Development Opportunities

10) Appendices
    a) Report to Graduate School (see below for details)
    b) Faculty Biographical Sketches
    c) Catalog Degree Information and Advising Worksheets
    d) Other Appendices, as Determined by Department

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**Report to Graduate School**

Provide a separate report for each program being reviewed. (What follows are instructions for PhD programs; separate instructions will be provided if an MA/MS program is under review.)

In addition to the detailed report below, provide an Executive Summary for the Texas Higher Education Coordinating Board (ideally one and not more than four pages).

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 or a summary thereof.

   (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 versus competitors.

   (F) Competitive Disadvantage: Identify points over which the program loses top 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. (Contact Shannon Neuse shannon.neuse@austin.utexas.edu in GIAC for these data.)

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

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

(K) Additional Information: Report on anything that you would like OGS to know about your program that is not covered in the specified review requirements.

II. Coordinating Board Requirements: The data for many of the required elements of the OGS 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 data in the appropriate places in the report.

(A) 18 Characteristics: The 18 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 18 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 in 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) as a starting point to collect this information:

   https://utdirect.utexas.edu/apps/provost/faculty_profile/

   (If 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, report: average of the number of core faculty receiving external funds, average external funds per faculty member, and 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 – 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 – may be presented as an average or with a minimum of three example cases of peer program curricula.

(F) Program Facilities and Equipment: To be provided by the graduate program – in most cases, will be available on the graduate program Web site.

(G) Program Finance and Resources: Provide the faculty and staff budget for fall of the academic year in which the external review is conducted, including budgetary information for associated research centers, if any. Provide a breakdown of total doctoral student support, including fellowships and appointments, for the academic year of the graduate program review. (student support information provided in GSIS)

(H) Program Administration: Identify the current Graduate Dean, College/School Dean, Department Chair/Program Director, GSC Chair, and Graduate Adviser. Also, include 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 (provided in GSIS).