

# CNS External Review Self-Study Template

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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).

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.

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. (See p. 17 for additional information regarding accreditation reviews)

### 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](mailto: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](mailto:shannon.neuse@austin.utexas.edu)).

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

(K) Teaching effectiveness of graduate faculty: Describe how you assess the teaching effectiveness of your graduate faculty. Describe any strategic plan for improving teaching effectiveness. Course & faculty assessment data can be gathered via the Course Instructor Surveys found at <https://utdirect.utexas.edu/ctl/ecis/results/index.WBX>. Instructions for analyzing results are found at <https://facultyinnovate.utexas.edu/analyze-cis>. In addition, note any faculty who are Provost's Teaching Fellows (<https://facultyinnovate.utexas.edu/meet-fellows>), any teaching awards, or other teaching honors, given to your graduate faculty.

(L) Graduate certificates: Describe any transcriptable graduate certificates that are offered, noting if the certificates are offered on a formula-funded (Option I) or non-formula-funded (Option III) basis. Include application, enrollment, and completion data for the past five years. Indicate if the certificates are available to degree- or non-degree-seeking students. Describe the impact of the certificate programs on the graduate degree program and its students.

(M) Texas Extended Campus: Describe any graduate-level courses offered by the program through Texas Extended Campus. Indicate if the courses are available to

degree- or non-degree-seeking students. Describe if the courses are intended for use in satisfying background requirements or if they are being applied in satisfaction of doctoral program requirements. Describe any impact the courses have had on the degree program's students, faculty and staff. Additionally, describe any impact the delivery of courses through Extended Campus has had on the program's budget or revenue.

(N) Program updates since last external review: Referring to the program's most recent Status Update Report (provided by the Graduate School) as a point of reference, describe actions that have been taken in response to external reviewer feedback or to improve the quality of the graduate program/s.

(O) Program reviews of student progress: Describe the program's process for conducting annual reviews of student progress and communicating the results of these reviews to students.

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/](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/](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 Dean of the Graduate School and Senior Vice Provost for Academic Affairs. 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)

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 dean to obtain information about these additional requirements, if any.

#### IV. Appendices

- Appendix A - current graduate student handbook.
- Appendix B - curriculum vita for all GSC faculty
- Appendix C - most recent Status Update Report (provided by the Graduate School)