The 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 must be submitted to the College/School Dean for review 45 days prior to the external review site visit. Following revisions which may be recommended, and 30 days prior to scheduled visit, the College/School Dean or their designate must submit the final version of the self-study report to the external review team and the Graduate School. Finally, the summary of the self-study report, the report of the external review team, and the institutional response must be submitted to the Coordinating Board 120 days following the conclusion of the site visit. Programs which 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) 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.

(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 excellence and competitiveness.

(G) Selectivity Index: For the past five years, provide the percentage of total applicants who were admitted. (Information provided on the Graduate School's Admissions and Enrollment Web page at
www.utexas.edu/ogs/prospective/stats/)

(H) Yield Index: For the past five years, provide the percentage of admitted students who enrolled. (Information provided on the Graduate School's Admissions and Enrollment Web page at *www.utexas.edu/ogs/prospective/stats/*)

(I) 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?

II. Coordinating Board Requirements

The data for many of the required 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) 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. UT's Office of Information Management and Analysis (IMA) will provide the data for Characteristics 1-15 on behalf of each doctoral program through the Graduate Student Information System (GSIS). Characteristics 16 - 18 must be supplied by the program. 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. (Provided in GSIS)

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 Core Faculty – Number of core faculty (defined as members of the GSC) in the prior year. This number represents the faculty involved in the PhD program. (Provided in GSIS)

10. Student to Core 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 core faculty. (Provided in GSIS)

11. Core 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 core faculty member.

12. Core 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 core faculty divided by the number of core faculty. (Provided in GSIS)

14. Faculty Diversity – Core faculty by 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 academic year in which the graduate program review is being conducted. (Information 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 – 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.

(E) 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.

(F) 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.

(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. (Information related to student support will be provided in GSIS)

(H) Program Administration – Provide the following text from the Graduate Catalog and identify the current Graduate Dean, College/School Dean, Department Chair/Program Director, GSC Chair, and Graduate Adviser: *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 the 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.*

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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 – This information will include a list of GSC faculty, including their highest degree obtained and the awarding institution. (Information provided in GSIS)

III. School/College Requirements

Each School/College 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 review requirements, if any.

The minimum required elements of the self-study report are listed below. In cases where the doctoral and Master's programs are closely aligned (e.g., M.A. and Ph.D. in Philosophy), the self-study report for the Master's 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.

Master's graduate program reviews should include information related to state-supported programs (Option I) and self-supported programs (Options II and 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.

The self-study report described below must be submitted at various times during the graduate program review process. A draft of the self-study report must be submitted to the School/College Dean for review 45 days prior to the external review site visit. Following revisions which may be recommended, and 30 days prior to the scheduled site visit, the College/School Dean or their designate must submit the final version of the self-study report to the external review team, and the Graduate School. Finally, a 1-4 page summary of the self-study report, the report of the external review team, and the institutional response must be submitted to the Coordinating Board 120 days following the conclusion of the site visit. Programs which 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 II and 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. (Information provided on the Graduate School's Admissions and Enrollment Web page at
www.utexas.edu/ogs/prospective/stats/)

(H) Yield Index: For the past five years, provide the percentage of admitted students who enrolled. (Information provided on the Graduate School's Admissions and Enrollment Web page at *www.utexas.edu/ogs/prospective/stats/*)

(I) 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?

II. Coordinating Board Requirements

The data required for many elements of the self-study report will be made available by the university's Office of Information Management and Analysis (IMA) 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. (Provided in GSIS)

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(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 faculty involved in the Master's program. (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. (Provided by program)

(S) Student Enrollment: The number of students enrolled in the Master's program in the fall semester of the academic 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 the faculty and staff budget, 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. (Information related to student support provided in GSIS)

(Y) Program Administration: Provide the following text from the Graduate Catalog and identify the current Graduate Dean, College/School Dean, Department Chair/Program Director, GSC Chair, and Graduate Adviser: *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 the 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: This includes a list of GSC faculty, including their highest degree obtained and the awarding institution. (Provided in GSIS)

III. School/College Requirements

Each school/college 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, self-supported programs set forth by the Graduate Assembly, graduate programs offering an Option II or III degree program should provide the following information about the self-supported program. *Note that the information contained in this section is limited to the self-supported program.*

A.   Statement of the academic purpose of the program and the extent to which that purpose is being fulfilled

B.   Narrative self-evaluation of the program

C.   Statement of endorsement of the review signed by the dean, department chair, program director and GSC chair

D.   Documentation of any substantial changes in the program since its last review, i.e., change in clientele, location, program name, scheduling options, delivery mode, etc.

E.   Annual number of applicants, admissions, matriculations, and graduates during the review interval

F.   Annual summary of credentials, both numeric and non-numeric, of students admitted to the program during the review interval

G.   Demographic information for students broken down by applications, admitted students, enrolled students, and graduates.

H.   List of current instructional faculty

I.   Roster of the Graduate Studies Committee for the program

J.   Roster of any policy committees for the program

K.   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

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

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

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