



# Academic Program Review

Office of Graduate Education

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# INTRODUCTION

## Academic Program Reviews

The University of Texas at Dallas engages in an institution-wide evaluation process that incorporates systematic reviews of our institutional goals and results in continuous improvement of program quality. Academic Program Review is an essential component of such institutional effectiveness. *Texas Administrative Code* Title 19, Part 1, Chapter 5, Subchapter C, Section 5.52 requires that public institutions of higher education have a process to review the quality and effectiveness of existing degree programs.

Each doctoral program and stand-alone master's program will undergo an external review at least once every ten years. Master's and doctoral programs in the same 6-digit Classification of Instructional Programs (CIP) code will be simultaneously reviewed. Closely-related programs, defined as sharing the same 4-digit Classification of Instructional Programs (CIP) code, may be consolidated for review. Programs that undergo external accreditation may use these accrediting reports to satisfy the state reporting criteria.

At The University of Texas at Dallas, the Academic Program Review process is coordinated by the Office of Graduate Education. The process involves the academic unit undergoing review, the Academic Senate's Program Review Committee, the Review Team, the Office of Graduate Education, and the Provost's Office.

***Program Reviews provide us with an opportunity to highlight the many attributes of our programs and to discuss challenges with knowledgeable and experienced colleagues.***

# PROGRAM REVIEW COMMITTEE

## Program Review Committee (PRC)

This university committee maintains general oversight of the review process to assure its efficacy and uniformity. During each program review, one member of the Program Review Committee, designated the Program Review Committee Monitor, participates directly in the process. The entire Program Review Committee evaluates the operation of the review process on a continuing basis and makes an annual report to the Provost and Academic Senate. In this report, it recommends any modifications of policies or procedures regarding the review process. In addition, it consults with and advises the Provost on other aspects of Program Review as requested.



The membership of the PRC is comprised of six faculty members and four deans who are appointed by the President to two-year renewable terms. Members from the faculty are recommended by the Academic Senate after consultation with the Committee on Committees; deans are recommended by the Provost. Faculty should be drawn from the schools in

which reviews will be conducted during the year of their service, or from the library if the library is to be reviewed. The Responsible University Official is the Chief Academic Officer.

Guidelines for the PRC are accessible at <https://policy.utdallas.edu/utdpp1013> and a current list of Graduate Program Review Committee Members can be found at [https://www.utdallas.edu/senate/documents/U02-Academic Program Review-FY20.pdf](https://www.utdallas.edu/senate/documents/U02-Academic%20Program%20Review-FY20.pdf)

# THE REVIEW TEAM

**The Review Team, an essential element to the Academic Review Process, will include:**

- Program Review Committee Monitor
  - A member from the University's Senate Program Review Committee to oversee the process and report back to the Provost and Academic Senate
- At least two members from the University's faculty and academic administration who are not affiliated with the program undergoing review
  - These individuals can be recommended by the Senate's Program Review Committee and will be appointed by the Office of Graduate Education
- External reviewer(s) from institutions of higher education outside the state of Texas, one of which will also be designated Chair of the Review Team by the Office of Graduate Education
  - Doctoral program reviews will have at least two external reviewers
  - Stand-alone master's reviews will have at least one external reviewer
- Additional members may be appointed by the Office of Graduate Education



# COORDINATION AND PLANNING

## The Office of Graduate Education

At The University of Texas at Dallas, the Academic Program Review process is coordinated by the Office of Graduate Education.



Academic units will be reviewed every 10 years. New programs will be reviewed 5 years after their initiation. Academic units undergoing review will be contacted approximately one year before the scheduled review. The process begins with an introductory meeting called by the Office of Graduate Education with the representatives from the unit to be reviewed. The introductory meeting will familiarize the unit with the Academic Review Process at The University of Texas at Dallas (UTD) as well as help the unit prepare for the review. The Office of Graduate Education will designate a Review Coordinator (e.g., Program Head/Chair, Director, Dean, or a suitable substitute) from the unit to be the liaison between the unit and the Office of Graduate Education.

After the introductory meeting, the unit will consult with the Dean of the School and the Office of Graduate Education regarding suitable dates for the Review Team's on-site campus visit. Once the dates are secured, the Office of Graduate Education will request a list of potential external reviewers from the following:

- The Department/Unit
- The School Dean
- The Program Review Committee

External reviewers must be subject-matter experts who are employed by institutions of higher education outside the state of Texas and have no conflict of interest related to the program under review. Using the information provided and with the approval of the Provost, the Office of Graduate Education will select, contact, and appoint external reviewers. The Review Team for doctoral programs undergoing review must include at least two external reviewers while the Review Team for stand-alone master's programs undergoing review must include at least one external reviewer. The Office of Graduate Education will invite and make all travel arrangements (e.g., air fare, hotel,

transportation to and from airport to hotel) for external reviewers. Stand-alone master's will have the option of review team site visit or a remote desk review.

At least two members from the UT Dallas faculty and academic administration who are not affiliated with the program to be reviewed, will be appointed by the Office of Graduate Education after soliciting recommendations from the Program Review Committee (Academic Program Review - UTDPP1013).



## ACADEMIC REVIEW PROCESS

### Self-Study

The faculty of the unit will prepare a rigorous self-study report that is due to the Office of Graduate Education at least six weeks before the scheduled on-site review. The Office of Graduate Education will schedule a meeting with the unit's Review Coordinator to review the self-study. The final version of the unit's self-study, the visit itinerary, and a written charge will be distributed by the Office of Graduate Education to the Review Team three to four weeks before the scheduled on-site visit, contingent upon when it is received from the unit and reviewed by the Office of Graduate Education.

The Self-Study report is the principal document for the Academic Program Review. It should be a collective effort prepared by the faculty of the unit undergoing review. At its most basic level, the Self-Study report will be a descriptive and comprehensive evaluation of the unit that provides basic information on the program(s) of the unit and includes an assessment of the unit's strengths and weaknesses. The timeframe for the data included should be the time since the last Program Review (ten years). Data necessary for the completion of the self-study should be readily available from the Office of Strategic Planning and Analysis. Units should organize the self-study to best elaborate and describe the complexity of the unit but must include the following key elements required by the *Texas Administrative Code*.

## Required Contents of Self-Study (25 pages maximum)

### I. Executive Summary of the Self-Study (1 page)

### II. Unit Overview (4 pages)

- Program Mission Statement(s) and Goals
- Administrative Structure
- Program History
- Program Resources
  - Facilities (including space and equipment)
  - Financial resources
- Date of Last External Review
- External Program Accreditation (name of accrediting body and date, if applicable)
- Alignment of each Program with Institutional Goals and Priorities
  - Program Strategic Plan or, if unavailable, the Strategic Plan for the School

### III. Academic Programs and Curricula (5 pages)

- Programs Offered
- Program Curricula (include duration and comparisons to the HEPTAD Institutions and other selected peers as outlined in section III for each program. Do not include course syllabi. Provide links to program syllabi on the Provost's website.)
- Admissions Criteria for each Program
- Program National Ranking
- Comparison to the HEPTAD Institutions outlined in UTD's Strategic Plan at <https://www.utdallas.edu/strategicplan/>
- Comparison to up to two other corresponding peer programs and justify why these institutions were selected
- Characteristics for Doctoral Programs (last three-year period)

### IV. Faculty Profile (5 pages for both doctoral and Master's programs) (most recent 3 years)

- Core Faculty (defined as full-time, tenured and tenure-track, 50% or more doctoral instruction)\*

- Number
- Publications
- External Grants
- Teaching Load
- Faculty other than core (as defined above)\*
  - Number
  - Publications
  - External Grants
  - Teaching Load
- Faculty Diversity (race/ethnicity and gender)
- Faculty Qualifications (i.e., expected qualifications for faculty hired by unit)
- Total Sponsored Research (explain how it has changed in magnitude and focus over the last three years)
- Describe how you track and evaluate the faculty publications and citations, research funding, honors and awards, editorships, etc.
- How does the program, including number of faculty, publications, sponsored research, and teaching load, compare with HEPTAD
- Institutions outlined in UTD's Strategic Plan and other selected peers as outlined in section III?
- How do you measure impact in your department and how does your department's research impact compare to that of the HEPTAD Institutions and other selected peers as outlined in section III?



\*Faculty information should be presented in table form. Do not include faculty CV's, however a link to CV's on the Provost's website should be included.

## V. Student Profile (5 pages) (most recent 3 years)

- Doctoral Students
  - Number of Degrees Awarded per Year
  - Graduation Rates
  - Average Time to Degree
  - Employment Profile (in field within one year of graduation; most recent 5 years)
  - Enrollment (including percentage of full-time students)
  - Average Institutional Financial Support Provided
  - Percentage of Full-Time Students with Institutional financial Support

- Doctoral Student / Core Faculty Ratio
- Student Diversity / Demographics
- Retention Rates
- Student Publications / Presentations / Awards
- Graduate Licensure Rates (if applicable)
- Domestic / International Student Ratio (UTD Criteria)
- Student Profile Comparison to the HEPTAD Institutions and other selected peers as outlined in section III (UTD Criteria; include GRE/GMAT and GPA)
- All other students
  - Number of Degrees Awarded per Year
  - Graduation Rates
  - Average Time to Degree
  - Graduate Placement (i.e., employment or further education/training)
  - Enrollment (include percentage of full-time students)
  - Student / Faculty Ratio
  - Student Diversity / Demographics (race/ethnicity and gender)
  - Retention Rates
  - Student Publications / Presentations / Awards
  - Graduate Licensure Rates (if applicable)
- What is the impact of your undergraduate teaching mission on your graduate programs?

## VI. Planning for the Future (3 pages)

- The self-study should articulate ways in which curriculum and research programs might be changed or improved within currently available university resources. The self-study should include information on how the program seeks to improve the quality of education and respond to future challenges.
- The following should be included to address this measure:
  - The overall goals, trends, and challenges for the department
  - The research vitality of the department
  - How do you compare to the HEPTAD Institutions and other selected peers as outlined in section III, and in which areas are you stronger and weaker? How has this changed over time?
  - What are the goals for the program, and what measures are used to assess the goals?

## VII. Conclusions (2 pages)

## Site Visit

The unit will secure a conference room for the Review Team's onsite visit and begin working on the itinerary. The itinerary will include times for the Review Team to meet with faculty, students, and staff as well as a tour of campus and the unit's facilities. At least three weeks before the site visit, the Office of Graduate Education will provide a written charge to the Review Team along with a copy of the unit's self-study, and an itinerary for the visit.

The external reviewers will arrive the day before the scheduled on-site visit. A welcome dinner and orientation with the Review Team and unit's attendees (up to a maximum number of 10 people) will be hosted the evening before the on-site review by the Office of Graduate Education.

A representative from the unit will provide transportation between the hotel and campus for the entire visit.

Adequate time will be allotted for the Review Team to deliberate in private and formulate conclusions about the visit. The Review Team will have a working dinner at the hotel or a nearby restaurant to work on the first draft of the report.

On the second day of the visit, the Review Team will have two exit meetings, one with the unit's faculty and administration and the second with the Provost and other appropriate central administrators in which the Review Team will summarize its immediate impressions and forecast its written report.

## Review Team Report

Within one month of the on-site visit, the Chair of the Review Team will provide a complete written report on the Review Team's conclusions to the Office of Graduate Education. The Review Team's report should focus on assessing the unit's overall performance noting its specific strengths and weaknesses, how it compares to the HEPTAD Institutions and other selected peers as outlined in section III, and make recommendations for any changes needed to raise the profile of the program. The report should also reference the unit's self-study and note items of both agreement and disagreement between the Review Team's assessments and those reported in the self-study.



## Post-Review Response and Reporting Process

The Office of Graduate Education will distribute the Review Team's report to the unit's Review Coordinator and Dean of the School, who will share it with the faculty and other school administration as appropriate. A copy will also be provided to the faculty.



Final Program Review meeting with the unit's administration and faculty to discuss the Review Team's report and the unit's response.

The unit will provide a written response to the Office of Graduate Education within four weeks of receiving the Review Team's report. The response report should detail a specific action plan to address the Review Team's recommendations and should follow the guidelines provided in Appendix III.

The Provost, Dean of Graduate Education, and other appropriate central administrators will have a

No later than 180 days after the Review Team has submitted their findings to the institution, the Provost's Office will submit to UT System and the Texas Higher Education Coordinating Board (THECB) a report on the outcomes of each program review that includes the executive summary of the self-study, the Review Team's report, and an Institutional Response that outlines the actions the institution has taken or will take to improve the program. The review team report, the post-review response and the Provost's office report to the UT System and the Texas Higher Education Coordinating Board will be made available to the UTD Senate.

The Coordinating Board will review all reports submitted for master's, including stand-alone, and doctoral programs. UT System's Office of Academic Affairs reviews all reports submitted for doctoral or combined master's/doctoral programs. Either or both governing agencies can require The University of Texas at Dallas to take additional actions and provide follow-up reports to improve the quality of the programs.

## Mid-Cycle Review

Academic programs will submit a brief (3 pages or less) mid-cycle review five years after the program review process. This report will be due at the start of the academic year that follows the fifth year after the original external review. This mid-cycle review will allow the institution to assess on the progress made since the program review. The department/program should highlight progress made on the recommended actions during the last review. Any significant changes associated with the program should also be indicated. These mid-cycle reviews should also assist with the next review visit. The table below should be used as a guide for the mid-cycle review process.

Recommendations or Findings	Action Taken	Future Action
Describe the recommendation for change that resulted from the self-study, external review, and department response.	Describe the actions taken to implement the recommendation. If none, why?	Describe additional actions planned to implement the recommendation, or changes in department affecting implementation of recommendation.
1.		
2.		
3.		
4.		
5.		

Please confirm that curriculum changes made as a result of implementing recommendations from the review are represented in your annual program student learning outcomes assessment plans and reports provided to the University's Office of Assessment.

The Provost, Dean of Graduate Education, and other appropriate central administrators will have a mid-cycle review meeting with the unit's administration and faculty to discuss the progress made since the original external review process.

**APPENDIX I:** Academic Program Review Calendar (1)

**University of Texas at Dallas Academic Program Review**  
**10-year Cycle**

Academic Year	Fall 2020	Spring 2021	Fall 2021	Spring 2022	Fall 2022	Spring 2023	Fall 2023	Spring 2024	Fall 2024	Spring 2025
A&H			HUMA (MA, PhD)		ART HIST (MA) HIST (MA) Hist Ideas (MA, PhD)		LATS (MA) V&PA (MA, PhD)			
ATEC							LIT (MA, PhD)			
BBS					ACN (MS) Cog & Neuro (PhD)	AUD (AUD)			HDCD (MS)	SLP (MS) SLHS (PhD)
EPPS			IPE (MS) PP (MPP) PPPE(PhD)		GISC (MS, PhD)	CRIM (MS, PhD) SDAR (MS)				
ECS				CS (MS, PhD) SE (MS, PhD) MSEN (MS, PhD)				EE (MSEE, PhD) TE (MSTE, PhD)	SYSE (MS) <i>Joint w/JSOM</i> CE (MS, PhD)	
IS										MAIS (MA)
JSOM								Business Analytics (MS) SYSE (MS) <i>Joint w/ECS</i>	Energy Mgmt (MS)	
NSM			1M, PHD 2 M 1 PHD	3 M, PHD	3 M 2 M, PHD 1 PHD	1 M 1 M, PHD 1 AUD	1 M 2 M, PHD	4 M 1 M, PHD 1 PHD	GEOS (MS, PhD)	MATH (MS, PhD)
										3 M 1 M, PHD 1 PHD

**APPENDIX I:** Academic Program Review Calendar (2)

## **University of Texas at Dallas Academic Program Review 10-year Cycle**

Academic Year	Fall 2025	Spring 2026	Fall 2026	Spring 2027	Fall 2027	Spring 2028	Fall 2028	Spring 2029
A&H								
ATEC	ATEC (MA, MFA, PhD)							
BBS					PSYC (MS, PhD)			
EPPS	ECON (MS, PhD)	Cybersecurity, Tech, & Policy (MS) ( <i>joint with ECS</i> )	PSCI (MA, PhD) ASOC (MS)	PA (MPA, PhD)		JAL (MS)		
ECS		Cybersecurity, Tech, & Policy (MS) ( <i>joint with EPPS</i> )		BMEN (MS, PhD)	MECH (MS, PhD)			
IS								
JSOM	ENTP (MS)	Lead & Org Develop (MS)	MKT (MS) Supply Chain Mgmt (MS)			MAS (MS, PhD) Fin Tech & Analytics (MS)	IMS (MS, PhD) HLM (MS) ITM (MS)	ACCT (MS) BA (MBA) FIN (MS)
NSM		CHEM (MS, PhD) PHYS (MS, PhD)		STAT (MS, PhD)	MTHE (MAT) SCE (MAT)	BIOTECH (MS)	ACTS (MS) BCBM (MS)	MCB (MS, PhD)
	1 M 1 M, PHD 1 M, M, PHD	2 M 2 M, PHD	3 M 1 M, PHD	3 M, PHD	2 M 2 M, PHD	3 M 1 M, PHD	4 M 1 M, PHD	3 M 1 M, PHD

## **APPENDIX II:** Sample Site Visit Itinerary (1)

### **UT Dallas Master of Science and Doctor of Philosophy in Mechanical Engineering Program Review**

#### **Tuesday, September 10:**

6:00pm – 8:00pm      Welcome Dinner and Orientation with Administration, Review Team, and Unit Attendees.

**Location:** Jaspers's, 151 State St. #950, Richardson, TX 75082

#### **External Reviewers:**

Dr. Ali Galip Ulsoy, University of Michigan

Dr. Karen Thole, Pennsylvania State University

#### **Internal Reviewers:**

Dr. Robert Wallace, UTD School of Engineering and Computer Science

Dr. Mihaela Stefan, School of Natural Science and Mathematics

#### **Administration:**

Dr. Juan González, Associate Provost, Dean of Graduate Education

Dr. Mario Rotea, Department Head, Mechanical Engineering

Dr. Hongbing Lu, Associate Head for Graduate Program, Mechanical Engineering

#### **Wednesday, September 11:**

**All meetings and meals are held in the Engineering and Computer Science West Conference Room,  
ECSW 4.375**

8:00am      Department to provide transportation from the hotel to UT Dallas  
**Hotel:** Aloft Hotel, 1160 State St., Richardson, TX 75082, 972-234-4007

8:30am – 9:00am      Review Team Breakfast

9:00am – 9:30am      Assistant Professors

9:30am – 10:00am      Associate Professors

10:00am – 10:15am      Break

10:15am – 11:00am      Female Faculty and Staff

11:00am – 11:40am      Full Professors

11:40am – 12:00pm      Graduate Academic Advisors and Administrative Staff

## **APPENDIX II:** Sample Site Visit Itinerary (2)

12:00pm – 1:15pm	Review Team Catered Working Lunch
1:20pm – 2:00pm	Ph.D. Students
2:00pm – 2:20pm	Clinical Professors and Senior Lecturers
2:20pm – 2:30pm	Break
2:30pm – 4:00pm	Facility and Campus Tour
4:15pm – 5:00pm	Meet with Department Head
5:00pm	Department will provide transportation back to the hotel
6:00pm	Working Dinner, Review Team and any faculty requested by the reviewers <b>Location:</b> Fernando's Richardson, 1250 State St. #100, Richardson, TX 75082

### **Thursday, September 12:**

8:00am	Department to provide transportation from the hotel to UT Dallas and bring luggage to the Administration Building for safekeeping
8:30am – 9:00am	Review Team Breakfast: <b>Conference Room ECSW 4.375</b>
9:00am – 10:30am	Program Exit Meeting: <b>Conference Room ECSW 4.375</b> Program Review Team will meet and present a preliminary assessment of existing and potential strengths as well as areas in need of improvement with Program Administration
11:00am – 12:00pm	Provost Exit Meeting: <b>Conference Room AD 2.204</b> Program Review Team will meet with Provost and other Administrators to summarize its immediate impressions and provide a forecast of its eventual written report
12:00pm	Transportation provided by All Seasons Limousine to the airport from UT Dallas. Retrieve luggage and meet transportation in Lot R located near the Administration Building

## **APPENDIX III:** Unit Response Guidelines

### **Guidelines for the Unit's Response to the Review Committee Report**

Following the distribution of the review committee's report to the faculty of the unit under review, the department/program should prepare and submit a response to the Office of Graduate Education within four weeks.

The response should reflect the input of the department/program faculty and, together with the review committee's report, will be shared with the Provost, the Dean of Graduate Education, and other appropriate central administrators. It should address the issues raised by the review committee's report including the assessments presented, any perceived inaccuracies, and the impact of the committee's recommendations on the unit's plan for improvement.

It is not necessary to address all issues raised in the report point by point. The response is an opportunity for the unit to summarize the external feedback and prioritize next steps based on the input of the review committee.

The response should:

- Provide an overall response to the review committee's report from the department/program faculty, indicating whether or not there were areas of agreement/disagreement.
- Comment on the assessments and recommendations in the report and outline the approach that the department/program will employ to address the points raised. Which recommendations will the unit adopt and what is the reasoning behind that decision? Responses to individual recommendations and the description of the subsequent course of action should be as detailed as possible.
- Discuss the ways in which adoption of individual recommendations may or may not affect the department/program proposed plan for improvement.
- Provide detailed information, keeping the maximum length to 8 pages.

## **APPENDIX IV:** Academic Program Review Cycle

### **Academic Program Review 10-Year Cycle**

**5-Year Mid-Cycle Review**



**Post-Review Response and Reporting**

(Findings are submitted to the Provost's Office and The Texas Higher Education Coordinating Board)



**Academic Program Review Site Visit and Evaluation**



**Academic Program Review Self-Study (10-year cycle)**









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