

**Graduate Standard Operating Procedure (SOP)**

Topic: Graduate Program Reviews

Document #: GR-SOP-Admin-01

I. INTRODUCTION

The Texas Higher Education Coordinating Board (THECB) developed and updates Texas Administration Code (TAC) Title 19, Part 1, Chapter 5, Subchapter C, [Rule §5.52](#) entitled Review of Existing Degree Programs. The University of Houston (UH) Graduate School and all graduate degree programs will comply with the rules and guidelines established in [TAC §5.52](#) as the process for conducting audits of existing master's and doctoral degree programs. Any specific deviations to [TAC §5.52](#) are documented below in this Graduate Standard Operating Procedure regarding Graduate Program Reviews at University of Houston Main Campus.

II. POLICY

- A. Every Graduate master's and doctoral degree program will be reviewed once every ten (10) years according to the due date schedule established by the State Coordinating Board. The ten-year review rule includes all stand-alone Master's programs.
- B. Program reviews for doctoral degree programs require two reviewers for a campus on-site review of one (1) day in duration. Program reviews for master's degree programs will be conducted using an off-site desk review process if the program review cannot be combined with the applicable doctoral degree program.

Note: The selected reviewers for program reviews must be employed by an institution of higher education outside of Texas.

- C. Master's and doctoral programs with the same and with common four (4)-digit Classification of Instructional Programs (CIP) codes will be reviewed together.

Note: If the college does not want the same or common CIP code masters and doctoral programs to be reviewed together, the college area's Associate Dean will provide a justification for this decision to the Graduate School. The Dean of the Graduate School will make the final decision regarding the review.

Note: [Dual-Degree programs](#) will be reviewed separately if the programs have unrelated four-digit CIP codes. (Example of separate program reviews: Master of Social Work/MBA dual-degree program.)

Note: The Pharm.D/Ph.D combined degree program has the option of a combined review or separate reviews, but the Associate Dean for both programs will need to contact the Dean of the Graduate School to discuss this decision.

See Section III.A for more information on administrative schedule.

- D. The Associate Dean for the graduate program communicates the timeline and THECB deadlines.
- E. The self-study review of master’s and doctoral programs must follow, at a minimum, the criteria published in [TAC §5.52](#), Sections D.9 and C.9, respectively.

Note: Self-Study materials will include documentation of both non-thesis and thesis track degree programs.

Note: Applicable faculty, the Associate Dean and the Dean of the Graduate School will review all self-study materials before delivery to the reviewer.

- F. Accredited graduate programs may use the accreditation review process to fulfill the review requirements documented in [TAC §5.52](#), Section C.11 and this SOP.

G. The Graduate program undergoing the program review handles all administrative arrangements for the reviewers with oversight from the Associate Dean, including self-study materials, program review itinerary, and travel. After the review process is complete, the Graduate School will transfer a stipend to the college/program.

i. Doctoral program reviews are eligible to receive a stipend up to \$2,000 per on-site reviewer, not to exceed a maximum of two on-site reviewers, for a total stipend up to \$4,000.

ii. Master’s program reviews are eligible to receive a stipend up to \$500 per off-site desk reviewer, not to exceed a maximum of one off-site desk reviewer, for a total stipend up to \$500.

III. GUIDELINES

- A. Each program review follows this schedule of activities:

Time Period	Activity	Responsible Party
Two semesters before THECB Due Date	Graduate School will send a memo notifying college dean of impending review.  Meeting scheduled with relevant parties	Assistant Director, Academic Affairs
One semester before THECB Due Date	Submit reviewer names and required documentation (as indicated in Section III.B) to the Dean of the Graduate School	<ul style="list-style-type: none"> <li>• Associate Dean of program undergoing Program Review</li> <li>• Associate Dean submits; Dean of Graduate School (Review/ Approval of Itinerary)</li> </ul>
One semester before THECB Due Date	<ul style="list-style-type: none"> <li>• Schedule reviewers for the program review</li> </ul>	<ul style="list-style-type: none"> <li>• Associate Dean</li> </ul>
90 days before THECB Due Date	<ul style="list-style-type: none"> <li>• Complete travel arrangements</li> <li>• Plan program review itinerary</li> </ul>	<ul style="list-style-type: none"> <li>• Applicable Staff</li> <li>• Associate Dean/ Department</li> </ul>

Time Period	Activity	Responsible Party
One semester before THECB Due Date	<ul style="list-style-type: none"> <li>Complete and submit Self-Study Materials</li> <li>Complete program review itinerary (include a meeting with the Dean of the Graduate School)</li> <li>Associate Dean submits program review itinerary to Dean of Graduate School for review and approval</li> </ul>	<ul style="list-style-type: none"> <li>Faculty/Department</li> <li>Associate Dean/ Department</li> <li>Associate Dean submits; Dean of Graduate School (Review/ Approval of Itinerary)</li> </ul>
90 days before THECB Due Date	Reviewers conduct their on-campus visit (1 day in duration)	<ul style="list-style-type: none"> <li>Reviewers</li> <li>Faculty</li> <li>Associate Dean</li> <li>Staff</li> <li>Students</li> <li>Dean, UH Graduate School</li> </ul>
60 days before THECB Due Date	Reviewers' report is due to the program	Reviewers
30 days before THECB Due Date	Program response and college response is due to the UH Graduate School	<ul style="list-style-type: none"> <li>Faculty</li> <li>Department</li> <li>Associate Dean</li> </ul>
Between 30 days and THECB Due Date	The UH Graduate School reviews the documentation and submits the information to the THECB	<ul style="list-style-type: none"> <li>Dean of Graduate School</li> </ul>

- B. When submitting reviewer names to the Dean of the Graduate School, the Associate Dean will provide the following information on each reviewer:
1. Name, title and affiliation of reviewer(s)
  2. E-mail address of reviewer(s)
  3. Short summary of the credentials of the reviewer(s)
- C. All Self-Study materials will be provided to the reviewers at least one month before the on-campus visit.
- D. Sample Program Review Itinerary
1. The Program Review with the out-of-state reviewers is one day in duration. Any exceptions must be cleared with the Dean of the Graduate School.
  2. The Program Review itinerary will be submitted by the Associate Dean to the Dean of the Graduate School for review and approval at least one month before the Program Review.
  3. Each itinerary must include (at a minimum) the following activities:
    - a. Orientation/Overview Meeting, including the Dean of the Graduate School as an attendee.
    - b. Meetings with department, faculty, and students involved in each program.
    - c. Lunch and/or dinner, dependent on the duration of the program review.

- d. If research and/or thesis development is involved in the program under examination, remember to include the faculty involved in research in meetings with the reviewers.
- e. Exit Interview – Include the Department Chair, Associate Dean, faculty and other interested parties. The Dean of the Graduate School may also be included as an attendee at the program’s discretion.

- E. Required THECB documentation to be complete the review process
  - 1. Self-study
  - 2. Reviewer report
  - 3. Program and college response to the reviewer report

IV. DOCUMENTATION

- A. Texas Administrative Code (TAC) [§5.52](#), Review of Existing Degree Programs, including current criteria of Texas Doctoral Programs
- B. Schedule of Program Reviews Submitted to the THECB

V. APPROVAL

Dr. Sarah Larsen  
 Vice Provost and Dean, University of Houston Graduate School

July 10, 2020  
 Approval Date

**REVISION LOG**

Revision Number	Approved Date	Description of Changes
1	03/03/2014	Initial edition
2	04/23/2014	Included information on common CIP codes to Section II.C. Added documentation on justification information if the college does not want to have common programs reviewed together in Section II.C. Included this step in the Section III.A table. Removed Section IV.H.
3	06/22/2020	Section II.A- Correction of wording Section II.C- Correction of wording Section II.D- Correction of wording Section II.E- Correction of wording Section II.F- Correction of wording Section II.G- Addition of new paragraph Section III.A-Correction of wording Section III.B.1- Additional wording Section III.B.2- Correction of wording Section III.B.3- Correction of wording

		Section III.E.1-3- Addition of new paragraph Section IV- Correction of wording
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