

Graduate Standard Operating Procedure (SOP)Topic: Graduate Program ReviewsDocument #: 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 seven (7) years according to the due date schedule established by the State Coordinating Board. The seven-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 master's and doctoral programs to be reviewed together, the college area's Associate Dean will provide a justification memo for this decision to the Graduate School more than 8 months before the THECB review date. The college area's Associate Dean will also attend a meeting on this topic with the Dean of the Graduate School at this time. 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 have the option of a combined review or separate reviews, but the Associate Dean for both programs will need to meet with the Dean of the Graduate School at least 8 months before the THECB review due date to discuss this decision.

- D. A stipend and a travel allowance (to be determined) will be provided for each reviewer.

- E. The Graduate program undergoing the program review handles all administrative arrangements for the reviewers with oversight from the Associate Dean, including generation of the contract, W-9 Forms, self-study materials, program review itinerary, and travel.

Note: Travel plans for program reviews must use the guidelines posted in [MAPP 04.02.01A](#) – Travel Paid from State-Appropriated Funds, plus use the travel request and travel expense report forms located at http://www.uh.edu/finance/pages/AP_Travel.htm.

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

- F. The Associate Dean for the graduate program undergoing a program review enforces the THECB deadline with their faculty and staff.
- G. 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 and the Associate Dean will review all self-study materials before delivery to the reviewer.

- H. Graduate programs with accreditation review schedules follow the same guidelines as documented in [TAC §5.52](#), Section C.11 and this SOP.

III. GUIDELINES

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

Time Period	Activity	Responsible Party
9 Months before THECB Due Date	Graduate School will send a memo notifying college dean of impending review. Meeting scheduled with relevant parties	Assistant Director for Graduate Programs & Graduate Documentation Coordinator
7-8 Months before THECB Due Date	Submit reviewer names and required documentation (as indicated in Section III.B) to the Dean of the Graduate School	Associate Dean of program undergoing Program Review
6 Months before THECB Due Date	<ul style="list-style-type: none"> Complete Contract/W-9 Forms Schedule reviewers for the program review 	<ul style="list-style-type: none"> Applicable Staff Associate Dean
5 Months before THECB Due Date	<ul style="list-style-type: none"> Complete travel arrangements Plan program review itinerary 	<ul style="list-style-type: none"> Applicable Staff Associate Dean/ Department

Time Period	Activity	Responsible Party
5 Months before THECB Due Date	<ul style="list-style-type: none"> Complete and submit Self-Study Materials Complete program review itinerary Associate Dean submits program review itinerary to Dean of Graduate School for review and approval 	<ul style="list-style-type: none"> Faculty/Department Associate Dean/ Department Associate Dean submits; Dean of Graduate School (Review/ Approval of Itinerary)
3-4 Months before THECB Due Date	Reviewers have their on-campus visit (1 day in duration)	<ul style="list-style-type: none"> Reviewers Faculty Associate Dean Staff Students Dean, UH Graduate School (1-Hour Minimum)
2 Months before THECB Due Date	Reviewers' report is due to the program	Reviewers
1 Month before THECB Due Date	Program response is due to the UH Graduate School	<ul style="list-style-type: none"> Faculty Department Associate Dean
Between 1 Month and THECB Due Date	The UH Graduate School reviews the documentation and submits the information to the THECB	UH Graduate School Dean

- B. When submitting reviewer names to the Dean of the Graduate School, the Associate Dean will provide the following information on each reviewer:
- Name and Address of Reviewer
 - E-mail Address of Reviewer
 - Credentials of the Reviewer
- 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
- 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.
 - 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.
 - Each itinerary must include (at a minimum) the following activities:
 - Orientation Meeting, including the Dean of the Graduate School as an attendee.
 - Meetings with department, faculty, and students involved in each program.
 - 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.

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
- C. Contract Coversheet and Approval Form ([OGC-S-2006-14](#))
- D. [W-9 Form](#)
- E. [MAPP 04.02.01A](#) – Travel Paid from State-Appropriated Funds
- F. UH Travel Request and Travel Expense Report (located in http://www.uh.edu/finance/pages/AP_Travel.htm)
- G. [Assessment and Review of Graduate Programs](#), published by Council of Graduate Schools, 2011 Edition (Hard copies Available at the UH Graduate School)

V. APPROVAL

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April 23, 2014
 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.