

## GRADUATE PROGRAM REVIEWS AT UCSD

UCSD reviews all graduate programs once every eight years, using an external review committee. The committee is selected by the Associate Dean of the Division of Graduate Education & Postdoc Affairs (GEPA) in consultation with the program under review, the dean of the division or school, and external consultants in the discipline.

The committee members' schedules, program preferences, and campus administrators' schedules guide date selection. Once the date is set, the program is given a timeline for submission of all profile data, usually nine weeks prior to the committee's site visit.

The committee is provided with a program profile, prepared jointly by the program under review and GEPA following the established outline. Graduate students and degree recipients are surveyed and the results of that survey are included in the profile. GEPA compiles the final profile and sends it to all involved.

The program submits a proposed agenda for the site visit following the sample provided. The goal is for the committee to meet with as many faculty, students, and administrative staff as possible - not just a single representative group. The committee spends two days in on-campus meetings with the graduate deans, the division or school dean, and program faculty, students and staff. The visit culminates in a meeting with the Chancellor, Executive Vice Chancellor for Academic Affairs, Associate Vice Chancellor for Academic Affairs, Dean and Associate Dean of GEPA, the division or school dean, and a representative of the Graduate Council.

The program is responsible for lunch on the first day and for the preparation of the material required for submission to GEPA. GEPA is administratively responsible for the review process and fiscally responsible for the transportation, housing, meals, and other related expenses, honorarium for committee members, preparation and distribution of the profile, lunch on the second day, and refreshments for the student meeting.

Due to the intensity of the visit, the program may not schedule any social events for the committee members during the period of their visit, beginning the night prior to the first day and continuing through the closing meeting on the second day.

The committee's role ends with a written report submitted to the Dean of GEPA. The report is usually submitted within three months of the site visit. The report is circulated to all persons involved in the review process and the program is asked for a response to the report. The Graduate Council expects that the response will have faculty and student input.

The report and program response are considered first by the Graduate Council. The Graduate Council representative who participated in the site visit serves as the Council's lead reviewer. Traditionally, the Graduate Council has focused on curricular matters, program quality, and student issues. The Chair of the Graduate Council then sends the program a

letter, which spells out the Council's conclusions and its expectations for action regarding issues that were raised in the review.

After the Graduate Council has completed its review, a “wrap-up” meeting is held with the program leadership, the Chancellor, Executive Vice Chancellor of Academic Affairs, Associate Vice Chancellor of Academic Affairs, both the Dean and Associate Dean of GEPA, the school dean, and the Graduate Council representative. Typically, the wrap-up meeting discussion has addressed overall program quality, resource issues, and mid- and long-term program plans.

One year after completion of the program review process, the Graduate Council conducts a follow-up review to address progress made by the program in addressing issues raised in the review.

**Graduate Division Responsible Persons:**

Thad Kousser, Associate Dean, [tkousser@ucsd.edu](mailto:tkousser@ucsd.edu)

Erica Lennard, Assistant Dean of Graduate Academic Affairs, [erica@ucsd.edu](mailto:erica@ucsd.edu)

MaKenna Dahl, Program Review Coordinator, [mdahl@ucsd.edu](mailto:mdahl@ucsd.edu)

Alfredo Alegria, Institutional Research Analyst, [a3alegria@ucsd.edu](mailto:a3alegria@ucsd.edu)

DEPARTMENT CHAIRS  
PROGRAM DIRECTORS

SUBJECT: Explanation of the Graduate Program Review Process

The goal of the University is that all graduate programs will strive to be of the highest quality and produce future leaders in the field. The Standing Orders of the Regents (sec 105.2) places responsibility for the quality of all courses and curricula with the Academic Senate. The campus Graduate Council is the arm of the Senate that has this responsibility for all graduate programs. Graduate Council responsibility involves initial approval of a program as well as oversight of a regular external review of program performance. Reviews are conducted by the Graduate Division on behalf of the Graduate Council and the administration.

The external review committee's report is expected to pay particular attention to and comment on each of the following points:

- a) quality of students admitted to the program
- b) quality of curriculum
- c) quality of research
- d) completion rate and time to degree
- e) student morale and commitment to the program
- f) success with postgraduate employment
- g) any structural issues that might keep the program from achieving its full potential

The external review committee is requested to submit its final report to the Dean of Graduate Division within three months of the review. The report is circulated to all persons involved in the review process and the department is asked for a response to the report. The Graduate Council expects that the response will have faculty and student input. The departmental response is required to be submitted to the Dean of Graduate Studies and the Graduate Council by the end of the quarter following the receipt of the external review report.

The Graduate Council assigns a lead reviewer to each program and it is the responsibility of this reviewer to lead the Council's discussion of the external review committee's report and the departmental response. After initial consideration, the Graduate Council may request the attendance of the Department Chair for clarification of the response. The Council will normally write a letter to the department noting any concerns that it would like addressed by the time of the Council's one-year follow-up consideration of the program. At this one-year review, the Council will vote on approval of the program up to the next external review cycle. The review cycle is every 7 years (maximum of 8 years).

Should the Council be concerned about the quality of the program and the plans of the department to improve the quality of the program, they may vote to allow the program to continue subject to an earlier external review (perhaps within 3 years) or the Council may vote to suspend admissions to the program until a satisfactory plan is put in place by the department. After the Graduate Council votes to approve continuation of the program, there is an administrative meeting coordinated by the Graduate Dean to consider any administrative issues that might affect the program.

At UCSD, we have a history of close cooperation between Departments and the Graduate Council and this peer review process has helped our graduate programs become some of the most sought-after across the nation.

Ashley Hill, Chair  
Graduate Council

cc: External Review Committee Members

**Division of Graduate Education & Postdoc Affairs  
University of California San Diego**

**GRADUATE PROGRAM REVIEW  
DEPARTMENT/GROUP PROFILE**

**PROFILE OUTLINE**

I. Narrative

The department will prepare a narrative that provides a historical review and outlines plans for the future. The narrative should include:

A. Historical Review:

1. A history of the department
2. The philosophy of the graduate program
3. Areas of programmatic emphasis, faculty hiring/loss since the last review, and other aspects of the department's development that will provide a useful perspective to the review committee

B. Self-Assessment:

The department's own perspective on its progress and accomplishments since the last review, and on the challenges it faces (including areas of programmatic emphasis, faculty hiring/loss, and other aspects of the department's development)

C. Plans for the Future:

1. Growth in faculty
2. Growth/changes in graduate students over the next five and ten years
3. Programmatic changes in graduate curriculum and research
4. Efforts to improve recruitment, retention, and diversity of students
5. Efforts to acquire additional resources to accommodate growth and improve quality
6. The extent to which the department intends to incorporate international education. Components to graduate education may include: recruiting and supporting international students, funding student research abroad, participating in international professional meetings and partnerships with international academic institutions

II. Student Admissions

***THE FOLLOWING INFORMATION WILL BE COMPILED BY  
THE DEPARTMENT/GROUP***

A. Admissions Criteria:

1. Dissemination of information to prospective students
2. Evaluation procedures
3. Recruitment
4. Departmental policies and activities to promote student diversity

***THE FOLLOWING INFORMATION WILL BE COMPILED BY  
DIVISION OF GRADUATE EDUCATION & POSTDOC AFFAIRS***

B. Admissions Data:

1. Applications, admits, and new registered students by year (10 yrs.)
2. Median Graduate Record Examination (GRE) scores by year (5 yrs.)
3. Median grade-point averages for prior undergraduate work by year (5 yrs.)

III. Graduate Program Degree Requirements

***THE FOLLOWING INFORMATION WILL BE COMPILED BY  
THE DEPARTMENT/GROUP***

- A. Current graduate course offerings
- B. Core course and elective requirements
- C. Language requirements
- D. Reading list(s) for qualifying exam and/or core courses, if applicable
- E. Publication expectations
- F. Departmental examination requirements and schedules
- G. Samples of required departmental pre-candidacy examinations
- H. Samples of departmental comprehensive and qualifying examinations
- I. Methods by which dissertation advisors are assigned and doctoral committees formed
- J. Student performance evaluation and assessment procedures
- K. Opportunities for study and research in other departments and ORUs and off campus

IV. Student Registration (10 yrs.)

***THE FOLLOWING INFORMATION WILL BE COMPILED BY  
DIVISION OF GRADUATE EDUCATION & POSTDOC AFFAIRS***

- A. Number of registered students by degree aim, by subfield (if applicable), by year
- B. Number of full and part-time students by degree aim, by year
- C. Number of total students by citizenship and ethnicity, by year
- D. Number and percent of new and total students by gender, by year

V. Degree Completion and Placement (10 yrs.)

***THE FOLLOWING INFORMATION WILL BE COMPILED BY  
DIVISION OF GRADUATE EDUCATION & POSTDOC AFFAIRS***

- A. Ph.D. or M.F.A. completion and attrition data by year
- B. Number of graduate degrees awarded; median elapsed time to degree from first registered to degree, and median national elapsed time to degree
- C. Ph.D. or M.F.A. placement information summary
- D. Ph.D. or M.F.A. degree completion and placement table: Sort by name of dissertation advisor and year; include dissertation titles and both initial and current placement information (5 yrs.)
- E. Exit survey information (multi-year data as available)

VI. Student Financial Support

***THE FOLLOWING INFORMATION WILL BE COMPILED BY  
THE DEPARTMENT/GROUP***

- A. Departmental policy on graduate student support
- B. Departmental procedure for award of internal fellowships
- C. Department policy on research and teaching assistantships, including duties and workload, training program, and methods of evaluation

***THE FOLLOWING INFORMATION WILL BE COMPILED BY  
DIVISION OF GRADUATE EDUCATION & POSTDOC AFFAIRS***

- D. Graduate student financial support data including dollar amounts for research assistantships, instructional funds, extramural funds, and university awards, by year and per capita (5 yrs.)

VII. Faculty

***THE FOLLOWING INFORMATION WILL BE COMPILED BY  
THE DEPARTMENT/GROUP***

- A. Number of faculty by rank, steps, and salary range (now and five years ago).  
**DO NOT INCLUDE NAMES**
- B. Curriculum vitae for each current faculty member
- C. Number of promotions by rank each year (5 yrs.)
- D. Turnover of faculty by rank each year (5 yrs.)
- E. Number of new positions each year (5 yrs.)

***THE FOLLOWING INFORMATION WILL BE COMPILED BY  
DIVISION OF GRADUATE EDUCATION & POSTDOC AFFAIRS***

- F. Courses (lower division, upper division, and graduate) taught by each quarter for last three years
- G. Formal contact hours per faculty FTE

***THE FOLLOWING INFORMATION WILL BE COMPILED BY  
THE DEPARTMENT/GROUP***

- H. Number of current graduate students under the supervision of each faculty advisor
- I. Length of service of departmental chairs, vice chairs, and department graduate advisors—  
years in office for past 10 years
- J. Visiting faculty, Regents' Professors, Regents' Lecturers for past 5 years
- K. Sabbaticals and extramural faculty fellowships and awards for past 5 years

VIII. Facilities and Support

***THE FOLLOWING INFORMATION WILL BE COMPILED BY  
THE DEPARTMENT/GROUP***

- A. Library facilities devoted to, or available for, scholarly functions of department (excluding undergraduate course reading materials and space)
- B. Private and semi-private offices for faculty, TAs, and GSRs
- C. Laboratories and support facilities (e.g., machine shops, audiovisual equipment, etc.)
- D. Computing facilities
- E. Start-up research support for new faculty (range; 5 yrs.)
- F. State funded support (19900 funds):
  - 1. For equipment (5 yrs.)
  - 2. For operating expenses (5 yrs.)
  - 3. Number of staff FTE and total salaries (5 yrs.)

**DO NOT INCLUDE NAMES**

- G. Extramural financial support not funded by University but used as additional income for research and student support, (e.g., gifts, research grants, traineeships, etc.) for past 5 years

IX. Appendices

***THE FOLLOWING INFORMATION WILL BE COMPILED BY  
DIVISION OF GRADUATE EDUCATION & POSTDOC AFFAIRS***

- A. Current Graduate Student Survey
- B. Alumni Survey
- C. GradSERU Survey (as available)
- D. Previous Program Review Report, Response, and Graduate Council Letters
- E. Graduate Student Cost of Living

***THE FOLLOWING INFORMATION WILL BE COMPILED BY  
THE PROGRAM/GROUP***

- F. Facilities/Buildings floorplan (e.g. office space, classrooms, laboratories, etc.)

## PROCEDURES

1. Plan ahead. Preparation of this information is very time-consuming. You should plan the preparation of profile data to be a summer and fall project. The due date given by the Division of Graduate Education & Postdoc Affairs once a site visit is scheduled is based on guaranteeing a timely delivery of the profile to the review committee.
2. Submit entire profile in electronic format to the shared drive and notify [erica@ucsd.edu](mailto:erica@ucsd.edu).
3. Start each major section (i.e. VIII.A.) on a new page.
4. Use a 1-inch margin on **both** the right and left sides.
5. Faculty vitas are to be submitted electronically to the shared drive.
6. Some of the items listed in the profile outline may not pertain to your department. Please contact GEPA for clarification on any of the items.
7. Feel free to use other materials gathered for any other purpose (i.e., grant applications).
8. Contact Erica Lennard ([erica@ucsd.edu](mailto:erica@ucsd.edu)) or MaKenna Dahl ([mdahl@ucsd.edu](mailto:mdahl@ucsd.edu)) for clarification or further information on the overall process and for all non-statistical data compiled by the Division of Graduate Education & Postdoc Affairs.

*NOTE: Division of Graduate Education & Postdoc Affairs will provide the previous Review Report, Dept./Student Response, and Graduate Council Documents as an appendix*

## Graduate Program Review Review Committee

An external committee conducts graduate program reviews. The typical size of a committee is three reviewers. This committee is comprised of faculty members outside of UC San Diego, with at least one member from another UC campus. Each member should represent an area of specialization as appropriate for the graduate program.

Graduate programs are to provide a list of names of possible committee members. This list should include their names, titles, specialties, universities, and contact information. It is recommended to submit 4-6 names per specialty area.

### Example:

Name 1	Title	Specialty	University	Email
Name 2	Title	Specialty	University	Email
Name 3	Title	Specialty	University	Email
Name 4	Title	Specialty	University	Email
Name 5	Title	Specialty	University	Email
Name 6	Title	Specialty	University	Email

*Note: Faculty who hold an administrative appointment as Department Chair, Provost, Associate Dean, Dean, Associate Vice Chancellor, Vice Chancellor, Chancellor, or in a similar title, should not be included as possible review committees.*

In selecting a list of qualified candidates to serve, please use the following guidelines:

- They are the equivalent of ladder-rank faculty at the home university.
- There are no conflicts of interest (COI) with any member of the faculty or student in the graduate program (e.g., no collaborations within the last 48 months, no personal friendships, etc). We will adopt the relevant portions of the definition of COI from National Science Foundation.\*

Please submit the list to the Division of Graduate Education and Postdoctoral Affairs by the stated deadline. The Senior Associate Dean will contact the proposed faculty and assemble the committee.

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\*Adapted from [https://www.nsf.gov/od/ogc/panelist\\_coi.jsp](https://www.nsf.gov/od/ogc/panelist_coi.jsp)

There is an individual COI between a Program faculty member/student and a reviewer if the reviewer is: a spouse or family member; business or professional partner; past PhD advisor/student; collaborator within the past 48 months; co-editor within the past 24 months; anyone whose impartiality could be questioned (e.g close personal friend, close affiliation with spouse, child, etc.)

**GRADUATE PROGRAM REVIEW**  
**TIME TABLE**

Program notified of review process/responsibilities: **Summer 2025**

Div of Grad Education & Postdoc Affairs assembles committee, advises program of reviewers, date, and timetable: **Summer/Fall**

Program prepares profile (data cut-off SP25): **Fall**

**Due dates for submitting materials to Div of Grad Education & Postdoc Affairs:**  
*(program will be advised of actual dates once the review site visit dates are established)*

Narrative/Profile and faculty vitae **Due:** 8 weeks prior to review  
Preliminary Agenda  
Student Representatives

Final Agenda **Due:** 5 weeks prior to review

**NOTE:** Entire faculty vitae to be submitted electronically; the most recent research and publications are of primary importance.