

**Graduate Division
University of California San Diego**

**GRADUATE PROGRAM REVIEW
SELF-SUPPORTING PROGRAMS**

PROFILE OUTLINE

I. Narrative

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

- A. Historical Review:
1. A history of the program
 2. The philosophy of the graduate program
 3. Areas of programmatic emphasis, faculty hiring/loss since the last review, and other aspects of the program's development that will provide a useful perspective to the review committee
- B. Self-Assessment:
- The program'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 program's development). Please include a financial analysis of the program with budget sheets to provide an overview of the general financial status and operations.
- C. Plans for the Future:
1. Growth in faculty, including Ladder Rank Faculty engagement
 2. Growth/changes in graduate students over the next five and ten years
 3. Programmatic changes in graduate curriculum and research, including digital technologies to enhance content delivery
 4. Efforts to improve recruitment, retention, and diversity of students
 5. Efforts to acquire additional resources to accommodate growth and improve quality
 6. Impact (positive and negative) on state supported programs in terms of finances, faculty teaching loads, enrollments, and staff resources.
 7. The extent to which the program incorporates international education. Components 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 PROGRAM***

- 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
GRADUATE DIVISION***

- B. Admissions Data:
1. Applications, admits, and new registered students by year (10 yrs.)
 2. 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 PROGRAM***

- A. Current graduate course offerings
- B. Core course and elective requirements
- C. Language requirements
- D. Reading list(s) for core courses, if applicable
- E. Departmental examination requirements and schedules
- F. Methods by which faculty advisers are assigned and thesis committees are formed
- G. Student performance evaluation and assessment procedures
- H. Use of digital technologies to enhance content delivery or student assessments

IV. Student Registration (10 yrs.)

***THE FOLLOWING INFORMATION WILL BE COMPILED BY
GRADUATE DIVISION***

- A. Number of registered students by subfield (if applicable), by year
- B. Number of full and part-time students 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 BOTH
THE PROGRAM AND GRADUATE DIVISION***

- A. Degree completion and attrition data by year
- B. Degree completion and placement table: advisor and year; and both initial and current placement information (5 yrs.)
- C. Exit survey information (multi-year data as available)

VI. Student Financial Support

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

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

VII. Faculty

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

- 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. Turnover of faculty by rank each year (5 yrs.)
- D. Number of new positions each year (5 yrs.)

***THE FOLLOWING INFORMATION WILL BE COMPILED BY
GRADUATE DIVISION***

- E. Courses taught by each faculty for last three years
- F. Formal contact hours per faculty FTE

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

- G. Number and percentage of courses taught by ladder-rank faculty and temporary instructors; Number and percentage of courses taught on- and off-load for faculty
- H. Number of current graduate students under the supervision of each faculty advisor
- I. Length of service of program directors—years in office for past 10 years

VII. Facilities and Support

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

- 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, recharge equipment, etc.)
- D. Computing facilities
- E. Resources to support online education

VIII. Appendices

***THE FOLLOWING INFORMATION WILL BE COMPILED BY
GRADUATE DIVISION***

- 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 project. The due date given by Graduate Division once a site visit is scheduled is based on guaranteeing a timely delivery of the profile to the visiting committee.
2. Submit entire profile in electronic format, preferably as a Word document, to erica@ucsd.edu. Each page should be unnumbered.
3. Start each major section (e.g., 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 (e.g. Google Drive).
6. Some of the items listed in the profile outline may not pertain to your program. Please contact Graduate Division for clarification on any of the items.
7. Feel free to use other materials gathered for any other purpose (e.g., grant applications).
8. Contact Erica Lennard (x43552, erica@ucsd.edu) or MaKenna Dahl (mdahl@ucsd.edu) for clarification or further information on the overall process and for all non-statistical data compiled by Graduate Division.

NOTE: Graduate Division will provide the previous Review Report, Dept./Student Response and Graduate Council Documents as an appendix