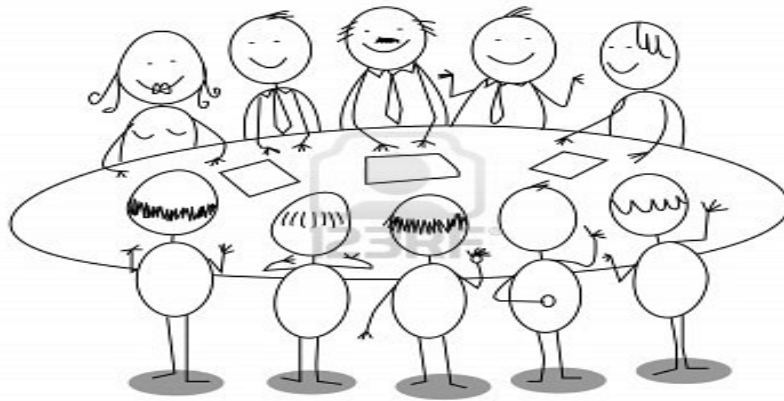# Graduate Program Review *Preparation…*

Today's Goals:

➢ Clarify overall process & expectations

➢ Answer your questions and hear your concerns

Who, When and Why

➢ **Who:** Conducted by the **Graduate Council** of the Academic Senate.

➢ **When:** Each program is typically reviewed every seven to nine years (but may be reviewed more frequently, if needed).

➢ **Why:** Purpose of a Graduate Program Review is to p**romote excellence in graduate programs** at UC Riverside.

➢ **Why:** Opportunity for programs to evaluate past achievements, current status, and future directions.

➢ **Then what..**

➢ Where opportunity for improvement is identified, the review will give guidance to the program and to administrators about how such opportunities may be pursued.

➢ Where programs are inadequate, the review will suggest concrete steps to rectify weaknesses and enable a return to an acceptable standard.

➢ For those programs that are excellent, the review process will endorse this excellence.

Overview:

- TIMELINE
- What we give you…
- What you give us…
- What you don't see… (questionnaires)
- How this is all put together (Google Drive) –
- Nuts and bolts of the review/site visit
- What does closure mean?

What we give you…

➢ **Students**

✓ Total degrees awarded

✓ Statistics on student cohorts

✓ Doctoral Exit Survey data (if applicable)

✓ Applicant & admissions information (GPA, domestic / international, etc - for both accepted & rejected applicants)

✓ Financial support (general sources of funding)

✓ Student FTE and workload, student / faculty

✓ General campus headcount enrollment by major

✓ Placement data (placements for all PhD's awarded since program's last review; Masters students if Masters only program) *note: the contact information helps us send out confidential questionnaires to former students.*

What we give you…

- ➢ **Faculty -**
  - ▪ FTE (budgeted and filled)
  - ▪ Faculty teaching load - sorted by faculty name

- ➢ **Program**
  - ▪ course enrollment & courses taught
  - ▪ program budget and expenditures
 - ▪ staff headcount

What you give us…

➢ **Students:**

❑ PhD Placement data/Masters Placement if Masters only program – *confirm that the data provided to the program is accurate; if not, revise the data.*

❑ Program material distributed to students (links)

❑ Learning outcomes

**Advancing Research**

What you give us…

➢**Faculty:**

- List of faculty by rank (2 separate lists, each including different information)

- Self-Study Report; including (when relevant) faculty grant activity summary/analysis

- Digested faculty biographies (biosketches)

- Table of current faculty grant data
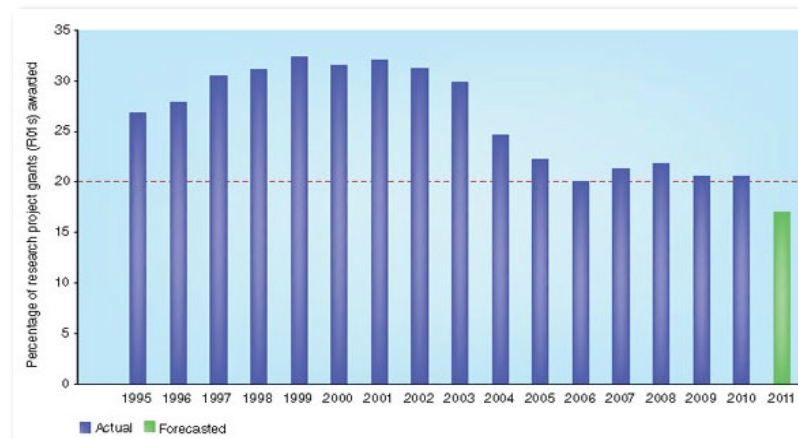
What you give us…

➢ **Program Self-study**

A. Consultation Process

B. Vision statement & Overview

C. Graduate Degree programs

D. Resources & Grant funding analysis

E. Comparison to previous review
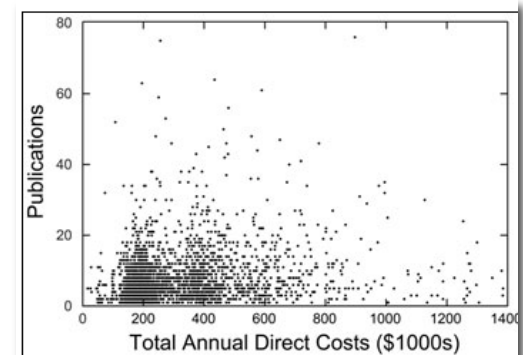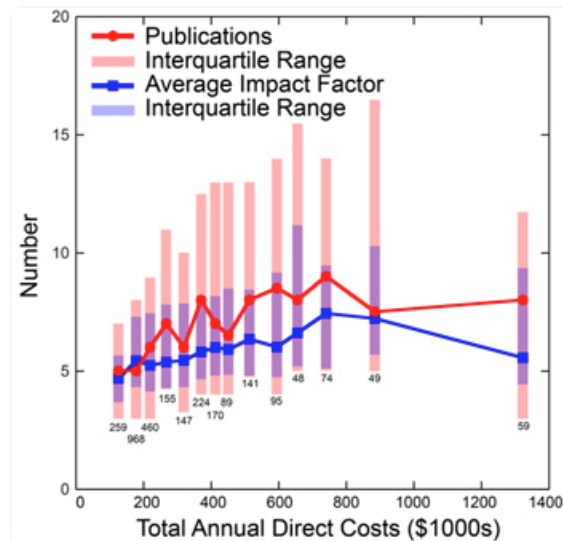
A plot of the number of grant-linked publications from 2007 to mid-2010 for 2,938 investigators who held at least one NIGMS R01 or P01 grant in Fiscal Year 2006 as a function of the total annual direct cost for those grants. For this data set, the overall correlation coefficient between the number of publications and the total annual direct cost is 0.14.

The super secret questionnaires
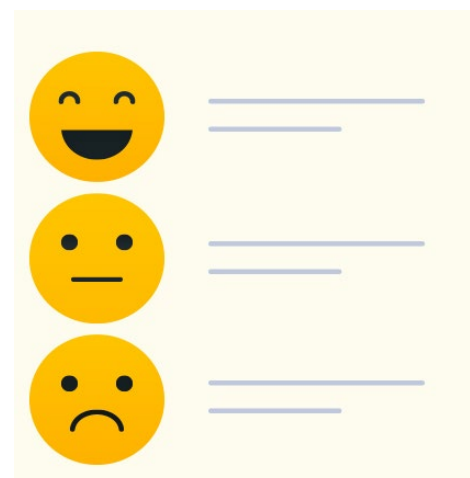
❖ Administered by the Academic Senate

❖ Read only by external review team & GC review subcommittee

❖ Remain closed & confidential

Nuts and Bolts of the Visit

Schedule

➢ A set of Grad Council scheduled meetings (set time blocks)

➢ Time Blocks for Graduate Program Meetings

  ▪ Meetings with program faculty: group/individual- consider rank and group dynamics

  ▪ Student and, postdoc meetings: students must have opportunity to meet with reviewers without faculty present)

  ▪ Meetings with program faculty

  ▪ Suggestions for group meeting with Chairs/Directors of related programs

➢ Customizing the schedule – Tour of facilities or virtual tour of facilities or images (for remote reviews)

Nuts and Bolts of the Visit

Graduate Program Review
Review Schedule

External Review Team:
Reviewer name
Reviewer name
Reviewer name

Arrive at Airport	**Take shuttle/taxi/rental car to hotel**	
Day 1 **Reviewers meet at bell desk/lobby by 8:00am to take shuttle/Uber, etc. to campus –** **University Office Building (UOB), conference room 219**		
8:30 – 9:00 AM	Meeting with Graduate Council Review Subcommittee Chair and Members of Review Subcommittee	Senate Conference Room, 219 UOB
9:00 – 9:30 AM	Meeting with Graduate Dean	Senate Conference Room, 219 UOB
9:30 – 10:00 AM	Meeting with College Dean and Divisional/Assoc. Dean(s)	Senate Conference Room, 219 UOB
10:00 – 10:30 AM	Review Team regroup/break	Senate Conference Room, 219 UOB
10:30 AM – 12:00 PM	Meeting with Program Leadership - Chair and Graduate Advisor(s)	Senate Conference Room, 219 UOB
12:00 – 1:00 PM	Lunch with Chairs of related graduate programs	Senate Conference Room, 220 UOB
1:00 – 1:15 PM	**Team moves to Department**	
1:20 – 4:00 PM	Facilities tour (recommended) and Meetings with faculty and students 1:20-2:10 – *2:10-2:20 – Break* 2:20-3:00 – *3:00-3:10 – Break* 3:10-4:00 –	At department
4:00 – 5:00 PM	Program-hosted reception (optional)	On campus location
Program escorts team to hotel		
6:00PM	Working Dinner	

Nuts and Bolts of the Visit

Day 2		
8:30 AM – Program picks up Team from hotel		
9:00 – 11:15 AM	Meetings with faculty and students: 8:30-9:15 – *9:15-9:30 – Break* 9:30-10:15 – *10:15-10:30 – Break* 10:30-11:45 –	At department
11:45 – 12:00 NOON	**Return to Senate Office**	
12:00 – 1:00 PM	Working Lunch	Senate Conference Room, 219 UOB
1:00 – 3:00 PM	Meetings with faculty and students: 1:00-2:00 – *2:00-2:15 – Break* 2:15-2:45 – 2:45-3:00 –	Senate Conference Room, 219 UOB
3:00 - 4:00 PM	Review Team regroup/break and prepare for exit interview	Senate Conference Room, 219 UOB
4:00 – approximately 5:00 PM	Exit Interview with Graduate Council Review Subcommittee Chair, Graduate Council Review Subcommittee, Graduate Dean, College Dean(s), and Provost	Senate Conference Room, 220 UOB
Reviewers return to hotel, if needed		

- **Senate Staff Contact: Sarah Miller, (951) 827-5538, sarah.miller@ucr.edu**
- **Program Contact: _____**

Nuts and Bolts of the Visit

_____ Graduate Program Review
Review Schedule
DATES (4 – ½ days)

External Review Team:

_____
_____
_____

Day 1	
8:30 – 8:45 AM	Review team introductions/meeting
8:45 – 9:15 AM	Meeting with Graduate Council Review Subcommittee Chair and Members of Review Subcommittee
9:15 – 9:45 AM	Meeting with Graduate Dean
9:45 – 10:15 AM	Meeting with College Dean(s)
10:15 – 10:45 AM	Review team regroup/break
10:45 AM – 12:30 PM	Meeting with program Chair and Graduate Advisor(s)
Day 2	
8:30 – 9:30 AM	Meeting with Chairs/Directors of related Graduate Programs
9:30 – 10:15 AM	Facilities tour (or view pre-made video of facilities) with _____ (optional – can schedule faculty/student meetings in place of this)
10:15 – 10:45 AM	Review team break
10:45 AM – 12:30 PM	Meetings with faculty & graduate students – _broken into smaller groups and shorter meetings (no less than 30 minutes each is recommended)_

Day 3	
8:30 – 10:30 AM	Meetings with faculty & graduate students – _broken into smaller groups and shorter meetings (no less than 30 minutes each is recommended)_
10:30 – 11:00 AM	Review team break
11:00 AM – 12:30 PM	Meetings with faculty & graduate students – _broken into smaller groups and shorter meetings (no less than 30 minutes each is recommended)_
Day 4	
8:30 – 10:30 AM	IF NEEDED: Meetings with faculty & graduate students – _broken into smaller groups and shorter meetings (no less than 30 minutes each is recommended)_
10:30 – 11:30 AM	Review team regroup/break and prepare for exit interview
11:30 AM – 12:30 PM	Exit Interview with Graduate Council Review Subcommittee Chair, Graduate Council Review Subcommittee, Graduate Dean, College Dean(s), and Provost

Nuts and Bolts of the Visit

xxxxxx Graduate Program Review
Internal Review Schedule
DATE
Zoom link: xxx

Internal Review Subcommittee:

DATE	
1:00 – 1:30 PM	Internal Review Subcommittee meets
1:30 – 3:00 PM	Internal Review Subcommittee meets with program leadership
3:00 – 3:15 PM	Break
3:15 – 3:45 PM	Internal Review Subcommittee meets with College/School Dean
3:45 – 4:15 PM	Internal Review Subcommittee meets with Vice Provost & Dean of Graduate Studies
4:15 – 5:00 PM	Internal Review Subcommittee and program leadership continue meeting (if needed) and summarize the day's findings (optional meeting at GC subcommittee's discretion)

Senate Staff Contact: Sarah Miller, (951) 827-5538, sarah.miller@ucr.edu

THE PROCESS OF A GRADUATE PROGRAM REVIEW

Program materials submitted to Graduate Council

DUE NOVEMBER 3, 2025

→

Senate Analyst forwards program review materials to Graduate Council Review Subcommittee for review. Subcommittee may suggest revisions to the program.

When materials are finalized, Senate Analyst compiles program material in Google Drive and sends to program for final review and approval before forwarding to extramural review team and appropriate administrators.

→

Confidential questionnaires sent to all faculty, graduate students, former students

Questionnaires OPEN BY: OCTOBER 20, 2025
Questionnaires CLOSE: NOVEMBER 14, 2025

→

Extramural Review Team Visits

External Review Team Report is due 2 weeks after review

↓

Extramural report of review team is sent to all program faculty for "corrections of fact" (usually a brief document)

DUE FROM PROGRAM 2 WEEKS AFTER RECEIPT OF REPORT

↓

Graduate Council votes whether or not to accept the program's response document "as is". Further communication between Council and the program may be necessary before the review process is formally closed.

DUE FROM GRADUATE COUNCIL AT THE NEXT MONTHLY MEETING

←

Findings & Recommendations (F&R) document is sent to the program. The program's detailed response to the F&R should respond to each point of the F&R in detail.

DUE FROM PROGRAM 4 WEEKS AFTER RECEIPT OF F&R

←

A Findings & Recommendations (F&R) document is prepared by Graduate Council. The F&R includes actions that should be taken by the program.

DUE FROM GRADUATE COUNCIL 2-3 WEEKS AFTER RECEIPT OF PROGRAM'S "CORRECTIONS OF FACT"

* After site visit – Subsequent timeline assumes a simple review and may be adjusted if complications arise

What does it mean to close a review?

- The Findings and Recommendations (F&R) are a policy document.

- Once GC is satisfied that the program is making changes as specified by F&R, GC will close the review.

- At closure, the external review team report (if external review), preliminary response (if external review), GC's F&R, program response and all correspondence are now "open" documents and can be provided upon request. At closure, these documents are also automatically provided to the Chancellor, Provost, College/School Dean, Vice Provost & Dean of Graduate Studies, and Senate Chair as one combined bookmarked pdf ("closeout package"). [All other info. remains closed.]