

PhD Program Review Guidelines

TULANE UNIVERSITY

OFFICE RESPONSIBLE FOR THIS DOCUMENT: Office of Graduate and Postdoctoral Studies

COORDINATING DEPARTMENTS: n/a

ORIGINAL ISSUE DATE: March 7, 2012

EFFECTIVE DATE:

LAST REVIEWED DATE: March 13, 2019

NEXT REVIEW DATE: n/a

APPROVED BY: Graduate Council

WHO NEEDS TO KNOW THIS GUIDANCE: Faculty and Staff in Doctoral Programs; School Administrators

WEBSITE ADDRESS FOR THIS GUIDANCE: <http://tulane.edu/ogps/policies.cfm>

A review of each PhD program will be conducted by the Graduate Council on a periodic basis according to the Schedule for PhD Program Review. The review will consist of a Self-Study Document and an on-campus review by an External Review Team. The following list of items to be included in the Self-Study Document has been approved by the Graduate Council and is intended to assist programs in its preparation. The Office of Graduate and Postdoctoral Studies reserves the right to provide additional guidance to programs on the relevance of an item, to clarify the intent of a requirement, and where necessary, to request additional information that is consistent with that intent.

The Self-Study Document

Each PhD program under review will submit a Self-Study Document to the Office of Graduate and Postdoctoral Studies by November 1 of the year in which its review is initiated. The Self-Study Document will contain the following items:

Title Page

- The words “Self-Study Document for PhD Program Review.”
- Published degree program name; e.g., Doctor of Philosophy in Chemistry.
- Date (November 1 of year in which review is initiated).

Table of Contents

1.0 The Program - *What makes your program distinctive? (1 page)*

- A one-page narrative describing the program mission, history (year established, major program changes in recent years), target student profile; potential career paths for graduates.
- How does the departments’ mission align with the university’s mission?
- How have the faculty utilized university resources to enhance faculty development?
- Strategic plan for the future of the department.

2.0 Student Experiences in the Program – *How do students learn to become independent scholars? (2-4 pages, plus charts/tables if needed)*

- Coursework requirements.
- Student milestones; required examinations, monitoring of progress to degree.
- Professional ethics training associated with the discipline, including but not limited to research and data collection ethics, publication ethics, treatment of coworkers/subordinates.
- Professional development activities and additional training opportunities.
- Support for career exploration.

- Process for assigning thesis advisors.
- Dissertation committee structure.
- Funding and support practices for graduate students.

3.0 Program Outcomes and Impact – *What skills are students expected to master? (2-4 pages, plus charts/tables if needed)*

- A copy of the most current program outcomes as submitted to the Director of Institutional Effectiveness.
- A brief description of how program outcomes are established, assessed, and periodically reviewed.

4.0 Program Perceptions (1-2 pages plus supporting material if needed/available)

- Summaries of other internal and external program reviews from past five year (if available).
- Current and former student survey results; employer survey results, if separate from program assessment process.
- Discipline- and/or program-specific rankings.

5.0 Appendices

5.1 Program Faculty

- A single table with the following information on faculty currently eligible to participate in the program:
 - Last Name, First Name.
 - Highest Degree Earned, Year, Institution, and Major.
 - Current number of Advisees (may include master’s level students if appropriate).
 - Number of PhDs granted in the previous five academic years¹ (not counting the current academic year).
 - Number of peer-reviewed publications in the past five years (may be modified to list separately such scholarly products as monographs, books, edited contributions, conference presentations, and journal articles as is common practice in the discipline).
 - Total number of citations in past five years, if appropriate to the discipline.
 - Number and amount of extramural grants applied for in the past five years, if appropriate to the discipline.
 - Number and amount of extramural grants received in the past five years, if appropriate to the discipline.

5.2 Student Recruitment, Admission, and Enrollment

- A brief statement of how students are recruited, the application mechanism, how the department encourages diversity in applicants, and the decision process for accepting students into the program.
- A single table with the following information for each of the past five academic years:
 - Number of completed applications, average undergraduate GPA, average GRE (if reported, Verbal and Quantitative reported separately, either old or 2011 revised scale acceptable).
 - Number of offers of admission made, average undergraduate GPA, average GRE score.

¹ The academic year is defined as July 1 through June 30. For example, degrees granted in the Summer of 2015, Fall of 2015, and Spring of 2016 comprise the degrees granted for AY2016.

- Number of students enrolled, average undergraduate GPA, average GRE score.

5.3 Current Students

- A single table with the following information on students currently in the program (as appropriate to the discipline):
 - Last Name, First Name.
 - Gender
 - Race/Ethnicity (if reported, following IPEDS designations).
 - Undergraduate Institution, Major.
 - Year Matriculated.
 - Dissertation Advisor (if available).
 - External Awards, Grants, and Fellowships.
 - Publications.

5.4 Former Students

- A single table with the following information on students who graduated from the program in the past five years:
 - Last Name, First Name.
 - Year of graduation.
 - Time to Degree (in years, from date of matriculation to date of graduation, inclusive of leaves and absences).
 - Dissertation Advisor and committee members.
 - All employment since graduation, including location(s) and job title(s).
 - Publications.

5.5 Faculty C.V.s

- Short faculty C.V.s for all faculty involved in the training of PhD students.

The External Review

A team of 5-8 external reviewers will be brought to campus in the spring term to perform an on-campus review.

Team Composition

An External Review Team will be assembled by the Office of Graduate and Postdoctoral Studies in consultation with program chairs. The team will consist of nationally-recognized experts in the field of graduate education. Every attempt will be made to have an expert in each of the disciplines being reviewed; however, some experts may be brought in with clear expertise in multiple disciplines. At least one member of the committee will have a broader view of graduate education, such as a sitting dean of a graduate school, who will serve as chair. The Office of Graduate and Postdoctoral Studies will be responsible for the coordination of all External Review Team visit activities.

Charge

The charge to the External Review Team will be to evaluate the doctoral programs under consideration against the following criteria:

- Quality of the program as measured by program metrics, ability of the program to meet stated program outcomes, and sustainability of the graduate education model, including funding.
- Quality of the program faculty as measured by faculty productivity measures.

- Quality of the program students as measured by application, admission, and enrollment metrics.
- Quality of the program graduates as measured by placement metrics and ability to bring visibility to the program.
- Innovativeness and/or relevance of the program relative to other similar doctoral programs.

Activities

Each member of the External Review Team will be assigned primary responsibility to review at least one PhD program. At a minimum, they will meet with the Department Chair in which the program is housed, the current Director of Graduate Studies, program staff, and a representative group of graduate students. The External Review Team leader will meet individually with the Senior Vice President for Academic Affairs and Provost, the Associate Provost for Graduate Studies and Research, and the Deans of the schools involved in the programs under review. The External Review Team may request meetings with other groups and individuals as it sees fit.

Outcomes

The External Review Team will submit its findings in a written report to the Graduate Council by approximately April 1 of the spring term. The written report will consist of the following sections:

- A letter of transmittal from the External Review Team Chair.
- A one-page Executive Summary.
- A separate section on each program including the following:
 - Program Summary
 - Program Strengths
 - Program Weaknesses
 - Program Recommendations

The external reviewer's report will be sent to the department for clarification and accuracy before it is reviewed by The Graduate Council.

Final Report

The Graduate Council will review the programs' Self-Study Documents and the External Review Team's Report at its April meeting. It may forward these documents to the Senior Vice President for Academic Affairs and Provost with or without comment or recommendations. Upon completion of the Graduate Council's review, programs will be given an opportunity to review the recommendations and correct factual errors if necessary. School Deans will also have an opportunity to provide their perspectives to the Provost on the reviews and Graduate Council recommendations, if any.