

Graduate Standard Operating Procedure (SOP)Topic: Graduate Program ReviewsDocument #: GR-SOP-Admin-01

I. INTRODUCTION

The Texas Higher Education Coordinating Board (THECB) developed the 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 reviews 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 the University of Houston Main Campus.

II. POLICY

- A. Every Graduate master's and doctoral degree program will be reviewed once every ten (10) years according to the due date schedule established by the State Coordinating Board. The ten-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 unless the program review is combined with a closely associated doctoral 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 masters and doctoral programs to be reviewed together, the college area's Associate Dean will justify this decision to the Graduate School. 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 has the option of a combined review or separate reviews, but the Associate Dean for both programs will need to contact the Dean of the Graduate School to discuss this decision.

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

- D. The Associate Dean for the college communicates the timeline and THECB deadlines.
- E. 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, the Associate Dean and the Dean of the Graduate School will review all self-study materials before delivery to the reviewer.

- F. Accredited graduate programs may use the accreditation review process to fulfill the review requirements documented in [TAC §5.52](#), Section C.11 and this SOP.
- G. The Graduate program undergoing the program review handles all administrative arrangements for the reviewers with oversight from the Associate Dean, including self-study materials, program review itinerary, and travel. After the review process is complete, the Graduate School will transfer a stipend to the college/program.
 1. Doctoral program reviews are eligible to receive a stipend of up to \$2,000 per on-site reviewer, not to exceed a maximum of two on-site reviewers, for a total stipend of \$4,000. If the review visit is conducted virtually, the stipend will be \$1000 per reviewer, with a total stipend of \$2,000.
 2. Master’s program reviews are eligible to receive a stipend up to \$500 per off-site desk reviewer, not to exceed a maximum of one off-site desk reviewer, for a total stipend up to \$500.
- H. Schedules, required and optional forms are available on the Graduate School website: <https://www.uh.edu/graduate-school/academics/graduate-program-review/graduate-program-review1.php>

III. GUIDELINES

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

Time Period	Activity	Responsible Party
Two semesters before THECB Due Date	Graduate School will send a memo notifying the college dean of the impending review. Meeting scheduled with relevant parties (optional)	Assistant Director, Academic Affairs
One semester before THECB Due Date	Submit reviewer name(s) and required documentation (as indicated in Section III.B) to the Dean of the Graduate School	<ul style="list-style-type: none"> • Associate Dean of program undergoing Program Review • Associate Dean submits; Dean of Graduate School (Review/ Approval of Itinerary)

One semester before THECB Due Date	<ul style="list-style-type: none"> Complete and submit Self-Study Materials <p>For doctoral programs:</p> <ul style="list-style-type: none"> Schedule reviewers for the program review Complete travel arrangements Plan program review itinerary (include a meeting with the Dean of the Graduate School) 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)
90 days before THECB Due Date	Reviewers conduct their on-campus visit (1 day in duration) (for doctoral programs only)	<ul style="list-style-type: none"> Reviewers Faculty Associate Dean Staff Students Dean, UH Graduate School
60 days before THECB Due Date	Reviewer report is due to the program	Reviewers
30 days before THECB Due Date	Program response and college response are due to the UH Graduate School	<ul style="list-style-type: none"> Faculty Department Associate Dean
Between 30 days and THECB Due Date	The UH Graduate School reviews the documentation and submits the information to the THECB	Dean of Graduate School

- B. When submitting reviewer names to the Dean of the Graduate School, the Associate Dean will provide the following information on each reviewer:
- Name, title, and affiliation of reviewer(s)
 - E-mail address of reviewer(s)
 - Brief summary of the credentials of the reviewer(s)
- C. All Self-Study materials will be provided to the reviewers at least one month before the on-campus/virtual visit or due date of desk review.
- D. Sample Program Review Itinerary (for doctoral program reviews)
- 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/Overview Meeting, including the Dean of the Graduate School as an attendee, or schedule a separate meeting for the Dean of the Graduate School and the review committee.

- b. Meetings with department, faculty, and students involved in each program.
 - c. 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.
- E. Required THECB documentation to complete the review process
- 1. Self-study
 - 2. Reviewer report
 - 3. Program and college response to the reviewer report
- F. How to obtain payment for completed reviews
- 1. The Assistant Director of Academic Affairs sends the email confirmation of the program review submission which includes the items in III E to the Graduate School Director.
 - a. The email confirmation should include the following:
 - i. Program name under program review
 - ii. Program review type: masters, doctoral, or both
 - iii. Location of program review (doctoral only): on-site or off-site
 - 1. All masters program reviews are conducted off-site
 - iv. Number of external reviewers (doctoral only): 1 or 2
 - 1. If both a masters and doctoral program reviews are combined, the program will only be compensated for a maximum of 2 external reviewers
 - 2. Masters program reviews will only be compensated for 1 off-site external reviewer.
 - 2. After the email confirmation is received, the Director will contact the program's Department Business Administrator (DBA) to obtain the program's cost center information for the payment journal transfer.
 - a. The cost center must be a 2064 cost center.
 - 3. Once the cost center information is received, the Director will obtain the Graduate School Dean's approval for the program review payment.
 - 4. The cost center information and the Graduate School Dean's approval are then forwarded to the Graduate School's Business Administration Director in the Provost Business Office (PBO) to submit for the payment journal transfer (see table below for payment amount).
 - 5. After an email confirmation is received that the journal transfer is complete, the confirmation is forwarded to the program's DBA.

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. Graduate Program Review, <https://www.uh.edu/graduate-school/academics/graduate-program-review/graduate-program-review1.php>

V. APPROVAL

Dr. Sarah Larsen
 Vice Provost and Dean, University of Houston Graduate School

July 14, 2022
 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 Section III.A table. Removed Section IV.H.
3	06/22/2020	Section II.A- Correction of wording Section II.C- Correction of wording Section II.D- Correction of wording Section II.E- Correction of wording Section II.F- Correction of wording Section II.G- Addition of new paragraph Section III.A-Correction of wording Section III.B1- Additional wording Section III.B.2- Correction of wording Section III.B.3- Correction of wording Section III.E.1-3- Addition of new paragraph Section IV- Correction of wording
4	07/14/2022	Section II.B- Correction of wording Section II.C- Correction of wording Section II.D- Correction of wording Section II.G.1- Correction of wording Section II.H- Addition of new section Section III.A- Removed section Section III.A.- Correction of wording Section III.B.3- Correction of wording Section III.C- Correction of wording Section III.D- Correction of wording Section III.F- Addition of new section Section IV.C- Addition of new section