PROGRAM REVIEW OUTLINE

I. Program Overview – A one to two-page summary of department’s vision and goals.

II. Graduate Curricula and Degree Programs
A. Scope of programs within the department
B. Number and types of degrees awarded
   - Degrees Awarded – Academic Year (chart)
   - Total Degrees Awarded – Academic Year (chart)
   - Comparison of Degrees Awarded – Fall Data (Peer info table)
   - Program Degrees Awarded (table)
C. Undergraduate and Graduate semester credit hours
   - Semester Credit Hours – Academic Year (chart)
   - SCH compared to Budget - Academic Year (chart)
D. Number of majors in the department
   - Enrollment by Level – Fall Data (chart)
   - Total Enrollment by Year – Fall Data (chart)
   - Comparison of Enrollment – Fall Data (Peer info table)
   - Program Enrollment (table)
E. Course enrollments over the past six years (enrollment trends by course)
   - Course Enrollments by Academic Year (table)
F. Graduate/Undergraduate Courses Cross-Listed

III. Faculty
A. Number, rank and demographics of the graduate faculty
   - Teaching Resources (chart)
   - Tenured and Tenure-Track by Rank - Fall Data (chart)
   - Comparison of Full-time Faculty (Peer info table)
B. List of faculty members (graduate and non-graduate) (table)
C. Summary of the number of refereed publications and creative activities (table)
D. Responsibilities and leadership in professional societies
   - Professional Leadership (table)
   - Committee service (table)
E. Assess average faculty productivity for Fall semesters only (use discipline appropriate criteria to determine)
   - Faculty Workload (table)
   - College SCH/FTE – Fall Data (chart)
   - Department SCH/FTE – Fall Data (chart)

IV. Graduate Students
A. Demographics of applicants and enrolled students
   - Graduate Student Summary by Category – Fall Data (chart)
   - Graduate Student Summary by Year – Fall Data (chart)
B. Test scores (GRE, GMAT or TOEFL) of enrolled students
   - Average GRE Scores for Enrolled Graduate Students – Fall Data (chart)
C. GPA of new students
   - New Graduate Students GPA by Level – Fall Data (chart)
D. Initial position and place of employment of graduates over the past 6 years (table)
E. Type of financial support available for graduate students.
F. Number of students who have received national and university fellowships, scholarships and other awards
   - fellowships awarded (table)
G. Graduate Student Publications and Creative Activities (table)
H. Programs for mentoring and professional preparation of graduate students.
I. Department efforts to retain students and graduation rates

V. Department
A. Department operating expenses
   - Department Operating Cost - Academic Year (chart)
   - Department Operating Cost as a Fraction of Employees - (table)
B. Summary of Proposals (Submitted)
   - Summary of Number of Proposals Written and Accepted (table)
C. External Research expenditures
   - Summary of Faculty Awards (table)
   - Research Expenditures (chart)
   - Peer Institution Info (if available) (table)
D. Internal funding
   - Source of Internal Funds (TTU) - (table)
E. Scholarships and endowments
F. Departmental resources for research and teaching (i.e. classroom space, lab facilities) - (table)
G. HEAF expenditures (table)

VI. Conclusions – a one- to two-page summary of the observed deficiencies and needs identified by your review. Highlight areas of greatest need and areas of significant contributions.

VII. Appendices – should include, but not be limited to, the following:
Table of Contents
A. Strategic plan
   - Attachment from Strategic Planning website
B. Course Offerings (table)
C. Recruiting Materials
D. Graduate Student Handbook
E. Graduate Student Association(s) - Description and information
F. Graduate Faculty Information (current Confirmation/Reconfirmation forms for all tenured and tenure-track faculty)