

**UNIVERSITY OF CALIFORNIA, SAN FRANCISCO
GRADUATE ACADEMIC PROGRAM REVIEW PROCESS
GRADUATE DIVISION AND GRADUATE COUNCIL
November 2008**

UCSF Graduate Programs are recognized as some of the best in the world, and are critical to the UCSF mission. Periodic Graduate Program reviews ensure continued program quality in a rapidly changing scientific and academic world. Reviews are meant to encourage active and continuing self-examination, as well as providing impartial feedback on program success and the role of each program in the larger context of the UCSF mission. Reviews can also provide a means of identifying programs whose expansion would benefit the UCSF mission. A successful program review should integrate faculty and student input with the external review to the benefit of the program and the UCSF community at large.

I. Schedule of Academic Program Review

Each graduate program is reviewed approximately every five years. The Graduate Dean, in collaboration with the Graduate Council, determines which programs will be reviewed one year prior to the scheduled review. The Graduate Dean contacts the Graduate Program Director to determine a mutually agreed upon date for the two-day review.

II. Selection of the External Review Committee

The External Review Committee generally consists of three to five highly qualified individuals who are not affiliated with the campus or the program. It is usually not appropriate to appoint former faculty members, alumni, or research collaborators. Criteria for committee selection include a history of involvement and success in scholarship, research, and/or teaching in the specific field. In fields where technical expertise is required, a representative from industry may be included.

The graduate program submits a list of potential reviewers to the Graduate Dean. The Dean and the Graduate Council review the names, provide additional recommendations, and also solicit recommendations from the names submitted by the program. The goal is to appoint a diverse team of reviewers, who represent both public and private institutions. The Graduate Dean is responsible for inviting the reviewers, finalizing the review committee, and selecting the chair of the committee. Travel expenses and a modest honorarium are provided by the Graduate Division.

A Graduate Council member is appointed by the Council Chair to serve as a liaison to the review committee. The liaison attends all sessions of the site visit, serves as a campus resource throughout the visit, and de-briefs the Council on various aspects of the review process.

III. Program Self Study

At least six months prior to the campus site visit, the program begins their Self Study. Guidelines for this study are contained in the document "Preparing for Graduate Program Review." In general, the study includes information on the curriculum, teaching, research, faculty, students, post-docs, resources, and future direction of the program. The process includes a significant amount of planning, data collection, analysis, and writing. Eight copies of the materials are forwarded to the Graduate Division approximately three weeks prior to the review. The materials are then sent to the External Review Committee two weeks before the scheduled site visit.

IV. Graduate Student Survey

An important element of the review is the anonymous, on-line, "Graduate Student Survey" conducted by the Graduate Division. Approximately two months prior to the review, students in the program are contacted by e-mail and asked to complete the survey online (i.e. Survey Monkey) with the assurance that an individual student response is not identifiable. Results are collected and analyzed by the Graduate Division and presented to the External Review Committee during their visit. A summary of this information is later shared with the graduate program.

V. External Review Committee

Approximately two weeks prior to the review, the Graduate Division sends the External Review Committee a charge letter, the program Self-Study, the "Suggested Guidelines for Academic Program Review" document, and the site visit agenda. The charge letter summarizes the purpose of the review and specific content areas that need to be addressed.

VI. Campus Site Visit

The two-day campus site visit includes meetings with the Program Director and department chair(s), program faculty, students, post-docs, the Graduate Dean, and the Associate Provost. Time is also set aside for the review committee to meet privately on the first and second day. A working dinner is held at the end of the first day of the review, which includes the Graduate Dean, Graduate Division Associate Dean, and Graduate Council Liaison.

The External Review Committee will hold two debriefing sessions, one with the Graduate Dean and the other with the Program Director and one or two members of the program executive committee, School Dean if appropriate. Committee members may request additional meetings with campus representatives and/or changes to the agenda as appropriate.

VII. Program Review External Report

The chair of the review committee is responsible for coordinating the writing of the External Review Report. The purpose of the report is an objective, and comprehensive assessment of the program under review. It should include the strengths and achievements of the program, critical issues to be addressed, a set of recommendations, and comments on the future direction of the program. The report should be finalized within four weeks of the site visit and forwarded to the Graduate Dean for distribution to the Graduate Council.

IX. Graduate Council Review

The Graduate Council Liaison and Graduate Dean lead the discussion of the External Review Report at a Graduate Council meeting. The Council corrects any factual errors in the report, analyzes the assessment and recommendations to the program, and prepares a letter requesting that the program respond to specific issues in the review.

X. The Program Response

The graduate program director, in collaboration with the faculty, prepares a written response to the Graduate Council letter regarding the External Review Report. The response should include the program's assessment of the report, the plan and timeline for addressing the recommendations of the External Review Committee, changes that have occurred since the review, and future directions. The program response should be sent to the Council and Graduate Dean within one month of receiving the External Review Report.

XI. Follow-up/Post Review

The role of the Council in the post review process is to serve as an advocate for the program, provide an overview of the strengths and limitations of the program to senior leadership, and identify areas that may require follow-up and attention prior to the next review. The Council makes the determination on a case-by-case basis as to the need to invite the graduate program director and/or school dean to a Council meeting to discuss the recommendations of the review. Such a meeting is designed to develop a shared understanding of the strengths and needs of the program and to highlight those areas that may require additional resources.

In certain cases, the Graduate Council will request an update from the program director two years after the review, in order to ascertain the program's progress in implementing recommendations stemming from the External Review Report.

A copy of the External Review Report, the Graduate Council letter, and the response from the graduate program are forwarded to the School Dean, the Executive Vice Chancellor, and Chancellor at the close of the review process.