UNIVERSITY OF CALIFORNIA SAN FRANCISCO
GRADUATE DIVISION

PREPARING FOR ACADEMIC PROGRAM REVIEW

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 to provide impartial feedback on program success and the role of each program in the larger context of the UCSF mission. Reviews can also help identify 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.

Degree Program

1. Provide a brief history of the program at UCSF, its goals, and major areas of scholarship. What role does the program play within the larger UCSF community?. Are there any unique characteristics of the graduate program that distinguish it from similar programs at other institutions?
2. What are the requirements for completion of the degree? Include course requirements, participation in program seminars and activities, and required research/lab rotations
3. Describe any new initiatives or directions that are planned over the next five years

Faculty

1. Provide a list of all faculty who are actively engaged in the graduate program. For each faculty member provide a CV in NIH Biosketch form or UCSF format.
2. What are each faculty member's teaching commitments, including formal didactic courses, participation in journal clubs and other program activities, and direct supervision of thesis students.
3. List faculty research support for the current year and the last five years.
4. Describe any changes that have occurred in program faculty over the last five years. Include any newly hired faculty and those who have left UCSF and the reasons for their departure.

Student Admissions, Enrollment and Academic Progress

1. Describe the program's selection process for admitting new students. Describe outreach efforts to achieve diversity in the admission process. Please include any other factors crucial to the criteria you use in selecting students.
2. Describe how student progress towards degree is evaluated, including specific mechanisms in place for review and structures in place for individual supervision, advising, and counselling.any students who have withdrawn or been dismissed and the reasons for these actions. What support systems exist to identify students who may be having stress-related or other personal problems and for directing them to appropriate treatment services?
3. Provide a list of the publications and presentations of <u>current</u> graduate students in the program.

5. List the title of all dissertations completed within the last 5 years. Please provide ONE copy of each of the last five dissertations from your graduate program or the URL where it can be accessed.
6. Provide information on graduate employment including first and present positions. This list should cover students who have graduated during the last 10 years.

Resources

1. For all registered students, list all sources of support and dollar amounts including all national and local fellowships, scholarships, training grants, research and teaching assistantships, and self-support.
2. Indicate other sources of extramural support, such as endowments and dollar amounts directly related to the graduate program. Do you receive industry support? How does your program support student recruitment, interviews, retreats, and administrative assistance?
3. Describe the space and other resources available for training graduate students (laboratories, office space, library holdings, computer time, etc.).
4. Describe resources available for student participation in local and national conferences.
5. Are the resources available for your graduate program adequate? What resources would be needed to make the program more effective and to further its mission? Include any suggestions for remedies, if needed. Are there issues that the Graduate Division or campus should address?

Administration

1. Describe the administrative structure for your program.
2. What role do students play in programmatic decisions within the graduate program?
3. What is the extent of interaction and coordination with other interdisciplinary programs, departments, and schools at UCSF?
4. Please provide a copy of the administrative budget with a statement highlighting any projected shortfalls or deficits that will need to be addressed by university leadership.

PLEASE SUBMIT 8 COPIES OF THE MATERIALS YOUR PROGRAM HAS PREPARED TO THE GRADUATE DIVISION approximately 3 weeks prior to the review.