

## **Form 4M: MODIFIED GRADUATE PROGRAM REVIEW**

**Directions:** The information requested on this form is essential for the internal program review committee and external consultant. In some cases, you may provide the information directly on this form; in other cases, it may be easier to attach the information to this form. When attaching information, please number and title each attachment and provide a statement in the appropriate place on this form that refers the reader to the attached information.

Department: \_\_\_\_\_ Academic Year of Review: \_\_\_\_\_

1. List each of the graduate degree **designations** (M.A., M.S., Ph.D., etc.) and degree **titles** (e.g., Pharmacology) in your department.
2. Describe the general **requirements** for each graduate major in your department and attach a typical **program of study** for each of the degree programs (majors) in your department.
3. Describe any graduate **curriculum reviews** that have occurred since the last review.
4. \*Number of graduate **courses** and **sections** offered for last 3 fall semesters
5. Give the number of **slash-listed courses** offered in the department and describe any efforts to increase the number of **graduate-only courses** for graduate students.
6. \*Number of **students** in each graduate major for last 3 fall semesters
7. \*Average **admissions test score**, if such a test is required, for students beginning each graduate major for last 3 years (all terms).
8. \*Number of **degrees conferred** for each graduate major for last 3 August+December+May commencements
9. For each graduate degree offered in the department, state the average length of **time to complete the degree**.
10. Indicate success of graduates in securing **employment** (or acceptance for additional graduate work) within and outside Alabama by attaching a list of graduates during the last 5 years and indicating where each was employed or went for additional graduate work.
11. Provide any objective or subjective information you have on **employers' satisfaction** with graduates of your graduate degree program(s).
12. Describe procedures for regularly **monitoring academic progress** of graduate students.
13. Indicate sources of external **funding** and dollar amounts for (a) research, (b) service or teaching contracts, and (c) training grants in the department
14. If you have a doctoral program, describe what is being done to increase its standing in the **National Research Council rankings** of research-doctorate programs.
15. List the sources of **financial assistance** in the department, the number of graduate students supported by each, and the type of assistantships available (departmental assistantships, research assistantships, scholarships, fellowships, grants, contracts, etc.).

16. Briefly describe the criteria and process for awarding **assistantships**. If there is a maximum time for a student to have an assistantship, please indicate.

17. If the department has any **off-campus and/or distance learning** graduate courses, describe staffing and procedures to assure that quality is comparable to the quality of on-campus courses.

18. How and how often is the **quality of faculty teaching** of graduate courses evaluated in the department?

19. Who is the department's designated **GTA Training Coordinator**? (SACS requires that all GTAs must have "direct supervision by a faculty member experienced in the teaching discipline.")

20. Does each **new GTA** receive:

- (a) a **letter of appointment** that details the GTA's duties?
- (b) a previous **syllabus** for the course(s) to be taught?
- (c) information concerning the department's **GTA Training Coordinator**?
- (d) a departmental **orientation** to being a GTA?

21. Describe the SACS-required "**planned and periodic evaluation**" the department uses for assessing all GTAs. Also, indicate where copies of those periodic evaluations are maintained and for how long.

22. Describe the SACS-required "**regular in-service training**" provided to assist GTAs in continuing to develop their teaching skills throughout their time serving as GTAs in the department.

23. Does each new **GRA** receive:

- (a) a **letter of appointment** that details the GRA's duties?
- (b) initial **orientation** as a GRA?

24. Describe how the quality of **research by graduate faculty** is assessed, what rewards (in addition to merit increases and promotion/tenure) are provided as research incentives, and what is done to increase the quality/quantity of research for those not meeting expectations.

25. Chancellor Portera and President Witt are looking for opportunities for the three campuses of The University of Alabama System to work together more closely.

- a.) What is the feasibility of offering one or more of your **graduate degree programs with UAB and/or UAH**?

Note. Working with other institutions on an existing degree program might take a number of forms, e.g., beginning to offer a long-standing UA program as a "cooperative" program with UA still the primary institution for program resources and administration. Alternatively, it could take the form of a "shared" program that is mutually sponsored by two or more institutions but would not be terminated if one of the institutions becomes unable to meet its obligations to the shared program.

- b.) What are the opportunities for collaboration in research with UAB and/or UAH?

\*Note. Each item with a \* is provided in a spreadsheet by the Office of Institutional Research and Assessment.

