

**Graduate Division
University of California San Diego**

**GRADUATE PROGRAM REVIEW
DEPARTMENT/GROUP PROFILE**

PROFILE OUTLINE

I. Narrative

The department will prepare a narrative that provides an historical review and outlines plans for the future. The narrative should include:

A. Historical Review:

1. A history of the department
2. The philosophy of the graduate program
3. Areas of programmatic emphasis, faculty hiring/loss since the last review, and other aspects of the department's development that will provide a useful perspective to the review committee

B. Self-Assessment:

The department's own perspective on its progress and accomplishments since the last review, and on the challenges it faces (including areas of programmatic emphasis, faculty hiring/loss, and other aspects of the department's development)

C. Plans for the Future:

1. Growth in faculty
2. Growth/changes in graduate students over the next five and ten years
3. Programmatic changes in graduate curriculum and research
4. Efforts to improve recruitment, retention, and diversity of students
5. Efforts to acquire additional resources to accommodate growth and improve quality
6. The extent to which the department intends to incorporate international education. Components to graduate education may include: recruiting and supporting international students, funding student research abroad, participating in international professional meetings and partnerships with international academic institutions

II. Student Admissions

***THE FOLLOWING INFORMATION WILL BE COMPILED BY
THE DEPARTMENT/GROUP***

- A. Admissions Criteria:
1. Dissemination of information to prospective students
 2. Evaluation procedures
 3. Recruitment
 4. Departmental policies and activities to promote student diversity

***THE FOLLOWING INFORMATION WILL BE COMPILED BY
GRADUATE DIVISION***

- B. Admissions Data:
1. Applications, admits, and new registered students by year (10 yrs.)
 2. Median Graduate Record Examination (GRE) scores by year (5 yrs.)
 3. Median grade-point averages for prior undergraduate work by year (5 yrs.)

III. Graduate Program Degree Requirements

***THE FOLLOWING INFORMATION WILL BE COMPILED BY
THE DEPARTMENT/GROUP***

- A. Current graduate course offerings
- B. Core course and elective requirements
- C. Language requirements
- D. Reading list(s) for qualifying exam and/or core courses, if applicable
- E. Publication expectations
- F. Departmental examination requirements and schedules
- G. Samples of required departmental pre-candidacy examinations
- H. Samples of departmental comprehensive and qualifying examinations
- I. Methods by which dissertation advisors are assigned and doctoral committees formed
- J. Student performance evaluation and assessment procedures
- K. Opportunities for study and research in other departments and ORUs and off campus

IV. Student Registration (10 yrs.)

***THE FOLLOWING INFORMATION WILL BE COMPILED BY
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- A. Number of registered students by degree aim, by subfield (if applicable), by year
- B. Number of full and part-time students by degree aim, by year
- C. Number of total students by citizenship and ethnicity, by year
- D. Number and percent of new and total students by gender, by year

V. Degree Completion and Placement (10 yrs.)

***THE FOLLOWING INFORMATION WILL BE COMPILED BY
GRADUATE DIVISION***

- A. Ph.D. or M.F.A. completion and attrition data by year
- B. Number of graduate degrees awarded; median elapsed time to degree from first registered to degree, and median national elapsed time to degree
- C. Ph.D. or M.F.A. placement information summary
- D. Ph.D. or M.F.A. degree completion and placement table: Sort by name of dissertation advisor and year; include dissertation titles and both initial and current placement information (5 yrs.)
- E. Exit survey information (multi-year data as available)

VI. Student Financial Support

***THE FOLLOWING INFORMATION WILL BE COMPILED BY
THE DEPARTMENT/GROUP***

- A. Departmental policy on graduate student support
- B. Departmental procedure for award of internal fellowships
- C. Department policy on research and teaching assistantships, including duties and workload, training program, and methods of evaluation

***THE FOLLOWING INFORMATION WILL BE COMPILED BY
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- D. Graduate student financial support data including dollar amounts for research assistantships, instructional funds, extramural funds, and university awards, by year and per capita (5 yrs.)

VII. Faculty

***THE FOLLOWING INFORMATION WILL BE COMPILED BY
THE DEPARTMENT/GROUP***

- A. Number of faculty by rank, steps, and salary range (now and five years ago).
DO NOT INCLUDE NAMES
- B. Curriculum vitae for each current faculty member
- C. Number of promotions by rank each year (5 yrs.)
- D. Turnover of faculty by rank each year (5 yrs.)
- E. Number of new positions each year (5 yrs.)

***THE FOLLOWING INFORMATION WILL BE COMPILED BY
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- F. Courses (lower division, upper division, and graduate) taught by each quarter for last three years
- G. Formal contact hours per faculty FTE

***THE FOLLOWING INFORMATION WILL BE COMPILED BY
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- H. Number of current graduate students under the supervision of each faculty advisor
- I. Length of service of departmental chairs, vice chairs, and department graduate advisors—years in office for past 10 years
- J. Visiting faculty, Regents' Professors, Regents' Lecturers for past 5 years
- K. Sabbaticals and extramural faculty fellowships and awards for past 5 years

VIII. Facilities and Support

***THE FOLLOWING INFORMATION WILL BE COMPILED BY
THE DEPARTMENT/GROUP***

- A. Library facilities devoted to, or available for, scholarly functions of department (excluding undergraduate course reading materials and space)
- B. Private and semi-private offices for faculty, TAs, and GSRs
- C. Laboratories and support facilities (e.g., machine shops, audiovisual equipment, etc.)
- D. Computing facilities
- E. Start-up research support for new faculty (range; 5 yrs.)
- F. State funded support (19900 funds):
 - 1. For equipment (5 yrs.)
 - 2. For operating expenses (5 yrs.)
 - 3. Number of staff FTE and total salaries (5 yrs.)**DO NOT INCLUDE NAMES**
- G. Extramural financial support not funded by University but used as additional income for research and student support, (e.g., gifts, research grants, traineeships, etc.) for past 5 years

IX. Appendices

***THE FOLLOWING INFORMATION WILL BE COMPILED BY
GRADUATE DIVISION***

- A. Current Graduate Student Survey
- B. Alumni Survey
- C. GradSERU Survey (as available)
- D. Previous Program Review Report, Response, and Graduate Council Letters
- E. Graduate Student Cost of Living

***THE FOLLOWING INFORMATION WILL BE COMPILED BY
THE PROGRAM/GROUP***

- F. Facilities/Buildings floorplan (e.g. office space, classrooms, laboratories, etc.)

PROCEDURES

1. Plan ahead. Preparation of this information is very time-consuming. You should plan the preparation of profile data to be a summer project. The due date given by Graduate Division once a site visit is scheduled is based on guaranteeing a timely delivery of the profile to the visiting committee.
2. Submit entire profile in electronic format, preferably as a Word document, to erica@ucsd.edu. Each page should be unnumbered.
3. Start each major section (i.e. VIII.A.) on a new page.
4. Use a 1-inch margin on **both** the right and left sides.
5. Faculty vitas are to be submitted electronically (e.g. Google Drive).
6. Some of the items listed in the profile outline may not pertain to your department. Please contact Graduate Division for clarification on any of the items.
7. Feel free to use other materials gathered for any other purpose (i.e., grant applications).
8. Contact Erica Lennard (x43552, erica@ucsd.edu) or Eliese Maxwell (x22244, etmaxwell@ucsd.edu) for clarification or further information on the overall process and for all non-statistical data compiled by Graduate Division.

NOTE: Graduate Division will provide the previous Review Report, Dept./Student Response and Graduate Council Documents as an appendix