Timeline for 2014-2015 THECB Program Reviews
(Masters and Doctoral)

October

• Dean of Graduate School (DGS) will meet with all program directors/department chairs and academic deans for programs that will be reviewed by the Texas Higher Education Coordinating Board (THECB) in this cycle. Links to timelines and self-study template will be available.
• Program Directors/Dept Chairs begin self-study process.

November

• With approval of the Academic Deans, Chair/Program Director selects two potential external evaluators based on posted criteria, and sends CVs to the Dean of the Graduate School (DGS) and the Senior Vice Provost (SVP) for review. If necessary, Chair/Program Director works with DGS and SVP to identify and obtain approval for alternative external evaluators.
• When the external evaluators are vetted by the DGS and SVP, the Chair/Program Director will make initial contact to request participation in the review process.
• Program directors/department chairs or their designees continue to work on self-study.

December

• Program directors/department chairs generate Core Faculty list to send to the Center for Institutional Evaluation, Research and Planning (CIERP).
• CIERP provides data on program characteristics and core faculty to Chair/Program Director.
• Provost sends letters to the external evaluators requesting assistance in producing the program review.

January

• Chair/Program Director completes the self-study and shares with Academic Dean (AD).
• AD reviews report, recommends changes or approves, and sends it to the DGS and SVP.
• Program directors/department chairs coordinate times with the Academic Dean, and schedule the doctoral program reviewers for on-site visit. Master’s program reviewers will not conduct site visits.
• Authorization for Personal Services (APS) form is initiated by Program Dir/Dept Chair
  o $1000 for MS report, $2000 for on-site PhD reviews (x2 per program)
  o In cases where both master’s and doctoral programs will be reviewed within one department (e.g., MA in History, PhD in History), the reimbursement is $2000.
  o Airfare and accommodations will be arranged by departments and paid through the Provost’s Office.
February

- Final version of self-study due at Provost’s Office.
- The Program Director/Dept Chair of doctoral programs contacts the external evaluators to assist them in coordinating final details of their travel to campus, and prepares an agenda for the one-day site visit that includes contact with the Academic Dean, DGS, SVP, faculty, students, and also stakeholders (e.g., community partners), as appropriate.

March

- Self-study report sent to all external reviewers for masters and doctoral programs.

April

- The external evaluators for doctoral programs arrive at UTEP for a one-day site visit.

May

- Based on the external evaluators’ review the self-study, they write the report, and send it to the DGS, who forwards a copy to the SVP, Academic Deans, and Chair/Program Director.
- Payments to external reviewers are processed after the reports are received.

June

- The Chair/Program Director drafts a response and shares it with the Academic Dean.
- The AD approves a final response and sends it to the DGS and SVP.

July

- Provost’s Office prepares institutional response, uploads the self-study, the external evaluators’ CVs, the external evaluators’ report, and the institutional response to the THECB’s reporting Web site.

August 31

- Deadline