Timeline for THECB Program Reviews
(Masters and Doctoral)

August - September
- Department Chair and/or Program Director(s) meet with the Dean of Graduate School and the Assistant Provost.
- After meeting with the Dean of Graduate School and the Assistant Provost, Department Chair and/or Program Director(s) review Graduate Program Characteristics data provided by the Center for Institutional Evaluation, Research and Planning (CIERP).
- While reviewing Graduate Program Characteristics data, Department Chair and/or Program Director(s) prepare a list of potential external reviewers in consultation with the Academic Dean and submit the CVs of the potential reviewers to the Provost Office.

October - November
- Department Chair and/or Program Director(s) consult with the Assistant Provost regarding errors, updates, or questions about Graduate Program Characteristics data.
- Department Chair and/or Program Director(s) review Graduate Program Characteristics data with Program Faculty and discuss trends.
- While discussing the Graduate Program Characteristics data with the Assistant Provost and Program Faculty, the Provost Office and the Academic Dean approve external reviewer(s).

January - February
- Department Chair and/or Program Director(s) draft self-study using template and consult with the Assistant Provost on drafts of self-study.
- Provost engages the external reviewer(s).
- Department Chair and/or Program Director(s) complete the self-study and share it with the Academic Dean and the Assistant Provost.
- The Academic Dean and the Assistant Provost review the report, recommend changes, and approve it.

March - April
- Completed and approved self-study is sent to the external reviewer(s).
- For Doctoral Programs, Department Chair and/or Program Director(s) schedule site visits in consultation with the Assistant Provost and the Academic Dean.
  - External reviewers are contacted to coordinate final details of their travel to campus.
An agenda is prepared for the one-day site visit that includes contact with the Academic Dean, Dean of the Graduate School, Provost, Program Faculty, students, and other stakeholders (e.g., community partners), as appropriate.

Authorization for Personal Services (APS) form is initiated by Department Chair and/or Program Director(s).

- $2000 for on-site Ph.D. reviews (x2 per program).
- Airfare and accommodations will be arranged by departments and paid through the Provost’s Office.

In cases where both Master’s and Doctoral programs will be reviewed within one department (e.g., MA in History, Ph.D. in History), the reimbursement is $2000.

- Master’s Programs do not need site visits.

April - May

- For Doctoral Programs, external reviewers arrive at UTEP for a one-day site visit.
- External reviewer(s) review self-study and prepare report.

May - June

- External reviewer(s) write their report based on their review of the self-study and site visit, if required. Report is sent to the Dean of the Graduate School, who forwards a copy to the Academic Dean, Department Chair and/or Program Director(s).
- For Doctoral Programs, external reviewers submit all receipts for reimbursement, and payments are processed after the reports are received.
- For Master’s Programs, Authorization for Personal Services (APS) form is initiated by Department Chair and/or Program Director(s) after the reports are received.
  - $1000 for writing Master’s program review report.
- Department Chair and/or Program Director(s) review report and consult with Program Faculty on a response.

June - July

- Department Chair and/or Program Director(s) consult with the Academic Dean and Provost on a response.

August

- Provost Office delivers the program response, self-study, CV(s) of the external reviewer(s), and report by external reviewer(s) to the THECB.