Figure 1. *Self-Study Process*

1. **Department Chair and Program Director(s) meet with Assistant Provost**
2. **Chair/Director**
   - Reviews Graduate Program Characteristics data
   - Consults with Assistant Provost regarding errors, updates, or questions about data
   - Drafts self-study using template
   - Completed and approved self-study sent to reviewer(s)
3. **Chair/Director**
   - Reviews data with Faculty and discusses trends
4. **Chair/Director**
   - Consults with Assistant Provost on drafts of self-study
5. **Chair/Director prepare list of potential external reviewers in consultation with Academic Dean**
6. **Provost Office and Academic Dean approve reviewer(s)**
7. **Provost engages the external reviewer(s)**

Timeline:
- **August - September**
- **Oct - Nov**
- **Jan - Feb**
- **March**
Figure 2. *External Review Process*

**Doctoral Programs**
- Program schedules site visit in consultation with Assistant Provost
- Program安排s logistics including completion of APS for travel expenses and honoraria
- External reviewers review self-study, conduct on-site visit, and prepare report
- External reviewers submit all receipts for reimbursement, and all payments are processed

**Master's Programs**
- External reviewer reviews self-study and prepares report
- Program completes APS per guidelines for payment of honoraria

**Timeline:**
- March - April
- April - May
- May - June
Figure 3. Institutional Response Process

Chair/Director reviews report and consults with Program Faculty on response

Chair/Director consults with Academic Dean and Provost on response

Provost Office delivers self-study, external review, and program response to THECB

May-June

June-July

August
FAQS

How do I get access to the CIERP data?

Please request access to the data tool through the Assistant Provost, Toni Blum, tlblum@utep.edu
Graduate Program Characteristics link: http://cierpdata.utep.edu/GraduatePrograms/login2.aspx?ReturnUrl=%2fGraduatePrograms%2fHome.aspx

What is the format for the Self-Study document?

The Self-Study document is prepared according to this template: http://www.utep.edu/graduate/_Files/docs/graduate-degree-program-review-template_new.doc

What are the requirements for selecting external reviewers?

External reviewers must have subject-matter expertise, have academic leadership experience, and be employed by an institution of higher education outside of Texas. In addition, they must be part of a program that is nationally recognized for excellence in the discipline and must affirm that they have no conflict of interest related to the program under review.

May we combine the review of similar programs?

Master’s programs in the same 6-digit classification of instructional programs code as doctoral programs should be reviewed simultaneously with their related doctoral programs. Closely-related programs, defined as sharing the same 4-digit classification of instructional programs code, may be reviewed in a consolidated manner at the discretion of the institution.

If we are a separately accredited program, do we need to prepare a program review?

Institutions may submit reviews performed for reasons of programmatic licensure or accreditation in satisfaction of the review and reporting requirements