

**UNIVERSITY OF CALIFORNIA, SAN FRANCISCO
GRADUATE COUNCIL AND GRADUATE DIVISION
ACADEMIC PROGRAM REVIEW EXTERNAL REPORT
SUGGESTED GUIDELINES
November, 2008**

The academic program review external report should address the areas outlined below. The report need not be confined to this particular organization or format. The review committee is encouraged to also provide specific recommendations on other relevant topics, e.g., student recruitment procedures, course offerings, etc.

I. Program

- A. What are the goals of the program? Is it meeting its own goals and the expectations of others? Is it meeting the needs of the students, of the discipline, of the university, of society? What is the program's promise for future development and contributions?
- B. Are curriculum offerings sufficiently diverse to allow for a broad range of educational experiences; for specialization in the major sub-divisions of the discipline? How do program requirements, for example, courses, examinations, etc., compare with those of other graduate programs in the field?
- C. What coursework, seminars, and other educational experiences are offered in the area of integrity in science and professional conduct of scientists? How do the faculty communicate with students about ethical behavior in the conduct of research, in the analysis of data, and in the reporting of research findings?
- D. Are sufficient resources allocated to the program to allow it to meet its goals? Are the resources allocated used in the most effective manner? Is the program as productive as possible given the resources available to it?

II. Students

- A. Are students of high ability attracted to the program? What criteria are used in admitting students to the program? Does the program have an effective plan with sufficient resources for recruiting new students?
- B. Are the students in this program diverse in terms of gender, ethnicity, and socioeconomic background? What has the program done to promote and maintain such diversity? What is the history of the program's outreach efforts?

- C. Does the program have established procedures for regularly evaluating student performance? Does the program ensure that adequate information and good advice are provided to students?
- D. Do the students have sufficient opportunities to participate in program activities, committees, and to provide input on their experiences?
- E. Do the students have ample opportunity to interact with faculty about research projects, teaching opportunities, and progress toward the degree?
- F. Does the program provide sufficient financial support for its students?
- G. Does the Program have a support process or strategy to help student overcome problems that may impact on their academic progress?
- H. Do students complete the program within normal time limits? What is the quality and scope of research results or other scholarly work published by graduate students?
- I. Are students successful in finding suitable positions upon graduation?
- J. What is the morale of the students in the program?

III. Faculty

- A. What is the general scholarly quality of the faculty of the program? Is the faculty adequate in numbers and sufficiently broad in interests for the program offered?
- B. Do faculty members receive sufficient support for their teaching and counselling activities in the graduate program?
- C. Are faculty members of quality being recruited and retained? Is the faculty diverse in terms of gender, ethnicity and background?
- D. What is the morale of the faculty in this program?

IV. Physical Facilities and Other Resources

- A. Is the physical plant, e.g., classrooms, office space, laboratories, study and lounge areas, satisfactory? Is the library adequate to support the instruction and research needs of the program? Are web-based resources sufficiently utilized by members of this graduate program?

- B. Is there adequate equipment to support graduate instruction and research? Is there adequate secretarial, technical, and other staff assistance for this graduate program?

V. Strengths, Weaknesses, Recommendations