

Executive Summary

The Graduate School conducts internal evaluative reviews of all master's programs across the University of Miami. The purpose of these reviews is to regularly (every 7 years) assess the effectiveness of the program while identifying niche areas of excellence to foster, discussing areas for improvement, sharing core areas that may be appropriate for interdisciplinary partnerships, and formally reporting to leadership those areas requiring further investment. Every 7 years, master's programs should complete a self-study report and the Graduate School will conduct the prescribed procedure for an internal program review. Master's programs that have their own discipline-specific external accreditation review will not be required to go through the Graduate School's master's program review process. However, they must submit their external accreditation report to the Graduate School following the accreditation review.

Procedures

1. Graduate program reviews will routinely take place approximately every 7 years by initiation of the Graduate School.
2. Programs that will be reviewed are contacted by the Graduate School in September of the academic year that the review will occur.
3. The Associate Dean of the School/College, the Department Chair, and the Graduate Program Director meet with the Dean of the Graduate School to determine the content of the self-study report. The guidelines and timetable are discussed.
4. The program will prepare a self-study report (3 pages of text single-spaced, not including tables, graphs, and appendices) and submit it via email to the Graduate School by April 15th.
5. The Graduate School will review the self-study report during the subsequent summer. The program (Dean, Associate Dean, Department Chair, and Graduate Program Director) will receive a letter in July regarding the outcome of the review. If the review is positive, the program review process concludes, and the program will be reviewed again in 7 years. If concerns arise from the review, the Dean of Graduate School will meet with the Provost and the program about those concerns. There may then be an additional internal review and/or an external review.

Guidelines for Preparing the Self-Study Report

An assessment of your program and existing degree(s) and identification of areas that might need future change to help your program successfully implement its strategic plan. Please provide the Graduate School with the following information:

1. Format

Include the name of the program and existing degree(s) being reviewed on the cover page, along with the date, and names, titles, and contact information for each individual who writes the report.

2. Degrees

- a. Discuss the program and provide the exact name(s) of degree(s) offered by your program.

- b. Discuss the purpose and goals of the program and each degree.
 - c. Assess job market demand for students possessing degrees offered by your program.
 - d. Can courses offered by your programs be taken for credit by students in other programs/ departments and applied toward earning degrees outside your program?
3. Current/Projected Strategic Plan (Describe a high-level strategic overview of the program)
- a. Describe your program in a strategic sense. Who are you? What is your growing capacity to educate and train? How is your infrastructure growing to meet those needs? What are your interdisciplinary connections and growth opportunities? How are you perceived externally?
 - b. How does the program align with the mission and vision of the school/college?
 - c. How do you demonstrate a commitment to diversity, equity, and inclusion?
 - d. Areas of strength: What is your niche? What are the areas that your program can be in the top quartile? How is your strength evaluated?
 - e. Areas for strategic development: Does the sustainability of your students, faculty, university, or trends demand that you do something differently? What are your areas of growth?
 - f. Describe the direction the program will take in the next 5 years.
 - g. Articulate resource allocation, reallocation, and needs.
4. Curriculum
- Have there been any curriculum changes in the last 5 years? Why or why not? What has the impact been? Are there any anticipated curriculum changes? Explain.
5. Faculty
- How many faculty do you currently have teaching in the program? How many courses are being taught per faculty?
6. Students
- a. Describe general requirements for admission to your program and completion of your degrees.
 - b. Provide the total number of applicants, admits, and matriculants to your program for the past 5 years. Also provide these numbers and percentages categorized by race, ethnicity, and gender.
 - c. Are there subgroups of individuals underrepresented in your field? What efforts have you taken and what activities have you implemented to increase the number of underrepresented minorities in your program? Provide numbers and percentages of underrepresented minorities in your program.
 - d. Describe teaching, research, and/or professional positions currently held by graduates of your program.
 - e. Describe how TAs, RAs, GAs in your program are trained, if applicable.
 - f. How do you assess the quality of the applicants to your program?
 - g. How do you assess the program's retention rate and time to graduation?
 - h. How do you assess your placement of graduates and career outcomes?