EXTERNAL PERIODIC REVIEWS, 2020-2021

CHECKLIST OF INFORMATION TO BE SUBMITTED BY EACH DOCTORAL AND MASTER’S PROGRAM

DUE DATE

The due date for all information to be submitted will be determined on an individual program basis. However, everything must be completed and submitted six weeks before the date of the site visit. This time period allows for any revisions or editing.

DATA TO BE COLLECTED BY PROGRAM

You will receive an email that includes Microsoft Word files containing the information the program had prepared for its last periodic review and Microsoft Word files templates for the information to be collected. The files represent the six sections of the material to be prepared in support of the review:

1. Description of Program
2. Issues
3. Doctoral Program Faculty Profile
4. Representative Faculty Publications
5. Student Profile (updated by the Office of Institutional Research and Effectiveness)
6. Graduates Profile

In preparing the materials, please use the same document formatting as those in the files—please do not change the margins, fonts, etc.

CONTENTS OF EACH SECTION

1. Description of Program
   This section should include:
   • History of the program
   • Program mission and objectives
     Program mission and its relationship to that of the Graduate Center, program objectives (the broad, general goals of the program), the intellectual place of the program within the discipline.
   • Program learning goals
     Statements of student learning goals (the competencies that faculty expect students to achieve)
   • Recent program assessments of student outcomes and the use of assessment for program improvement
     First Exam assessment, Second Exam assessment, Employment of Graduates
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- Faculty profile, research, and activity
  *Description of faculty research, scholarship, external grants, contribution to program, when/how faculty membership is reviewed, and activities that engage with the public*
- Curriculum
  *Description of program requirements, program structure, review of curriculum*
- Size of program
  *Faculty, support staff, master’s and doctoral enrollment and trends, degrees awarded*
- Financial support provided to students
- Professional development activities provided for students (including teaching skills development)
- Student productivity
  *Dissertations written, student publications, exhibitions, professional presentations*
- Library resources
- Computer resources
- Special equipment and facilities
- Special features or other information relevant to determining merit

2. Issues

Identify up to five questions that you would like the reviewers to help you answer, including at least two things you would like to change about your program. This is the document that guides the program’s choice of reviewers and provides the reviewers with a good orientation in preparation for their site visit. This section should address the following:

- Student and faculty diversity
- Professional development
- Curricula
- Recruitment
- Connection and engagement of central line and consortial faculty
- Where you see the program in five years in a competitive perspective
- Strengths of the program
- Attrition

3. Doctoral Program Faculty Profile

This is a table that includes in alphabetical order:

- Name of doctoral faculty member
- Date of appointment to CUNY (college affiliation not needed)
- Current title
- Full-time or part-time (do not include adjuncts; if all faculty are full-time appointments, indicate once at top of table; include emeritus faculty if they are contributing to the instructional activity of the program,
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e.g., are supervising dissertations, etc.)

- date of appointment to current title
- highest degree and institution (if all are Ph.D.’s, indicate once at top of table)
- external research support over two years (direct costs), 2018-2020 (exclude PSC-CUNY grants)
- number of doctoral courses taught in the program being reviewed, 2019-20, or most recent complete academic year for which data are available.
- current number of doctoral advisees, if chair of dissertation committee (no master's advisees)
- additional details about role in doctoral program

4. Representative Faculty Publications
Bibliographic citations for up to five representative publications in chronological order for each faculty member are to be included in the Faculty Profile.

Please...
   Enter the most recent or forthcoming first.
   Each entry should be current and accurate.
   Be consistent in format. Use the standards of your discipline’s journals.

5. Student Profile
This will be completed by the Office of Institutional Research and Effectiveness.

6. Graduates Profile
Please follow the format of the documents for your last review (see files e-mailed to you).
List graduates of the last 5 years, or the last 20 graduates (through Spring 2016), whichever is fewer.
Begin with most recent graduates.
Group each year’s graduates alphabetically.
Please follow the format in the template provided; including year person started the program, list year of all completed degrees
Placement information is critical; please be as current as possible.
Include title of position (e.g., Assistant Professor or Translator), as well as the institution or company (e.g., SUNY: Stony Brook, or UN Economic Commission).

In addition, forward two copies of the most recent program brochure, if available.

CONTACT INFORMATION

If you have any questions about the review process, contact Yun Xiang, Associate Dean, Institutional Research and Effectiveness (Provost’s Office) at (212) 817-7209. E-mail: yxiang@gc.cuny.edu

The completed documents are to be returned to the Office of Institutional Research and Effectiveness six weeks prior to date of the site visit.