Directions: The information requested on this form is essential for the internal program review committee and external consultant. In some cases, you may provide the information directly on this form; in other cases, it may be easier to attach the information to this form. When attaching information, please number and title each attachment and provide a statement in the appropriate place on this form that refers the reader to the attached information.

Department: ____________________________ Academic Year of Review: ____________

1. List each of the graduate degree designations (M.A., M.S., Ph.D., etc.) and degree titles (e.g., Pharmacology) in your department.

2. Describe the general requirements for each graduate degree program in your department and attach a typical program of study for each of the degree programs (majors) in your department.

3. Describe any graduate curriculum reviews that have occurred since the last review. Include dates of reviews, reasons for reviews, results of reviews, and specific improvements made to the curriculum as a result of the reviews.

4. *Number of graduate courses and sections offered for last 3 fall semesters

5. *Graduate semester credit hour production for last 3 fall semesters

6. Give the number of slash-listed courses offered in the department and describe any efforts to increase the number of graduate-only courses for graduate students, i.e., decrease the number of slash-listed courses.

7. *Number of students in each graduate degree program for last 3 fall semesters

8. *Average admissions test score, if such a test is required, for students beginning each graduate degree program for last 3 years (all terms).

9. *Number of degrees conferred for each graduate degree program for last 3 commencements in August+December+May.

10. For each graduate degree offered in the department, state the average length of time to complete the degree and, if available, attach a table listing graduates from the
last 5 years, the degree(s) each completed, and the time (years and months) taken for each to complete their respective graduate degrees.

11. Indicate success of graduates in securing employment (or acceptance for additional graduate work) within and outside Alabama by attaching a list of graduates during the last 5 years and indicating where each was employed or went for additional graduate work.

12. Provide any objective or subjective information you have on employers’ satisfaction with graduates of your graduate degree program(s).

13. Describe procedures for regularly monitoring academic progress of graduate students.

14. Indicate sources of external funding and dollar amounts for (a) research, (b) service or teaching contracts, and (c) training grants in the department.

15. If you have a doctoral program included in the National Research Council rankings of research-doctorate programs, describe what is being done to increase its standing.

16. List the sources of financial assistance in the department, the number of graduate students currently supported by each source, and the type of assistantships available (teaching, research, other); also list current scholarships, fellowships, grants, contracts, etc.

Please be sure to include, by year for each of the last 5 years, the number of
- Graduate Council Fellowships
- National Alumni Association (license tag) Fellowships
- McNair Fellows
- SREB Fellows
- Future Faculty Fellows
- Total awarded to your students from the Graduate School’s Research and Travel Fund
- Any Fellowship Enhancement Program support since the program began in 2010-2011.

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17. Briefly describe the criteria and process for awarding assistantships. If there is a maximum time for a student to have an assistantship, please indicate.

18. If the department has any off-campus and/or distance learning graduate courses, describe staffing and procedures to assure that the quality of such courses is comparable to the quality of on-campus courses.

19. How and how often is the quality of faculty teaching of graduate courses evaluated in the department?

20. Who is the department’s designated GTA Training Coordinator? (SACS requires that all GTAs must have “direct supervision by a faculty member experienced in the teaching discipline.”)

21. Does each new GTA receive:
   (a) a letter of appointment that details the GTA’s duties?
   (b) a previous syllabus for the course(s) to be taught?
   (c) information concerning the department’s GTA Training Coordinator?
   (d) a departmental orientation to being a GTA, in addition to the University’s Workshop for New Graduate Teaching Assistants?

22. Describe the SACS-required “planned and periodic evaluation” the department uses for assessing all GTAs. Also, indicate where copies of those periodic evaluations are maintained and for how long. Attach a template or a completed example, but redact information that identifies the particular student.

23. Describe the SACS-required “regular in-service training” provided to assist GTAs in continuing to develop their teaching skills throughout their time serving as GTAs in the department.

24. Does each new GRA receive:
   (a) a letter of appointment that details the GRA’s duties?
   (b) orientation as a GRA?

25. Describe how the quality of research by graduate faculty is assessed, what rewards (in addition to merit increases and promotion/tenure) are provided as research incentives, and what is done to increase the quality/quantity of research for those not meeting expectations.
26. The Chancellor and President are looking for opportunities for the three campuses of The University of Alabama System to work together more closely.

   a.) What is the feasibility of offering one or more of your **graduate degree programs** with UAB and/or UAH?

   *Note.* Working with other institutions on an existing degree program might take a number of forms, e.g., beginning to offer a long-standing UA program as a “cooperative” program with UA still the primary institution for program resources and administration. Alternatively, it could take the form of a “shared” program that is mutually sponsored by two or more institutions but would not be terminated if one of the institutions becomes unable to meet its obligations to the shared program.

   b.) What are the opportunities for collaboration in research with UAB and/or UAH?

*Note.* Each item with an * is provided to you in a spreadsheet by the Office of Institutional Research and Assessment. After verifying the correctness of the OIRA data, you should be able to copy/paste the spreadsheet data into the appropriate places on this form.