

Review Of Designated Emphases (DEs)

Approved October 19, 2000

Revised – February 27, 2002

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REVIEW & EVALUATION PROCESS

DEs will be evaluated by the Program Review Committee (PRC) via a single ad-hoc faculty reviewer, but without an automatically required on-site review. DE reviews will be based primarily on three sources:

1. Graduate Studies-provided 10-year summary data report that includes trend enrollment, graduation data, and the home PhD programs of students in the DE;
2. The DE self-review (described below); and
3. The confidential online student and faculty surveys.

The key questions for the review of the DE are whether or not it provides “added value” for the enrolled students and for UCD in general, and if there are weaknesses that need to be addressed.

THE DE SELF-REVIEW

The DE self-review documentation should be 2-4 pages in length (with a greater length allowed for larger DEs), should be submitted electronically as a single PDF, and should include the following information:

- I. General Information on the DE
 - A. Name of DE and its original approval date
 - B. Contact information for the chair and staff for the DE
 - C. The website for the DE
 - D. The goal of the DE
 - E. A list of the affiliated graduate programs with the affiliated faculty from those programs noted
- II. Quality of the Program
 - A. How has the training in the DE assisted students in formulating and/or conducting their research?
 - B. What is the need for graduates from this DE on a statewide and national basis?
 - C. If the end-product of students’ research is a publication, are students publishing in well-respected journals in the discipline?
 - D. Do you have any information from alumni regarding the quality and usefulness of the DE?
 - E. Are alumni in the program actively engaged in the work associated with their training in the DE?
 - F. In those fields where extramural support is available through training grants, are these available to support students in the DE? If yes, give details.
 - G. Does the DE have the faculty expertise necessary to provide adequate training in the DE?
- III. Summary
 - A. Summarize the overall strengths of the DE and how you plan to maintain them.
 - B. Summarize the overall weaknesses of the DE and how you plan to correct them.
- IV. Appendices
 - A. Insert the Graduate Studies-provided data report as Appendix A
 - B. Insert the Graduate Council-approved requirements for the DE as Appendix B
 - C. Insert the Graduate Council-approved bylaws for the DE as Appendix C

TIMELINE OF THE REVIEW PROCESS

Initiation letters of DE reviews will be sent by the Graduate Council typically during Spring quarter prior to “Year 1” of the review.

“Year 1” of the review:

- October: The PRC will host an information session for the DE chairs and staff to discuss the review process.
- November 15: Ad Hoc Reviewer nominations due. The DE must provide the names and e-mails of five to ten UCD faculty who have the expertise to give an insightful review of the DE, and who do not have a conflict of interest (i.e. are not members of the DE, and have not had a research or teaching collaboration with a member of the DE in the last five years).
- January 30: the Office of Graduate Studies provides data reports to the DE
- March 1: the DE provides the names and working e-mail addresses for each student and faculty in the DE for the confidential online survey.
- Spring Quarter: the PRC will recruit and confirm an ad hoc reviewer.
- Spring Quarter: the Office of Graduate Studies conducts the confidential online survey. *Graduate Council suggests that a minimum return of 75% is optimal.*
- September 1: the DE submits their self-review. Failure to submit a self-review by the deadline may result in Graduate Council suspending or closing admissions to the DE, or invoking the “sunset clause”¹ for the DE.

“Year 2” of the review:

- Fall Quarter: reviews are conducted by the ad-hoc reviewer
- Fall/Winter Quarter: ad hoc reviewer submits their letter of findings, and recommendations to the PRC.
- Winter Quarter: the results of the DE reviews and the recommendations of the PRC will be presented to Graduate Council for action.

REVIEW OUTCOMES

After its evaluation of the ad hoc reviewers’ findings, PRC will make one of the following recommendations to Graduate Council:

- a. “Excellent Review” with a recommendation to re-review the DE in 12 years;
- b. “Good Review” with a recommendation to re-review the DE in 7 years; or
- c. “Unsatisfactory Review” with a recommendation for either i) a more intensive one-day on-site review with a single ad-hoc reviewer immediately, or (ii) closure of admissions to the DE.

Graduate Council reserves the right to close admissions to the DE and invoke the DE “sunset clause” on the basis of lack of participation of graduate programs and/or students in the DE, as measured by enrollment and completion data.

¹ Designated Emphasis Policy and Proposal Guidelines

Approval of new DE programs includes a 7-year “sunset clause.” That is, admissions to the DE will end automatically after 7 years unless continuation is requested in the self-review documents created by the DE as part of the program review process. The rationale for the sunset clause is that DE programs should reflect current needs and changing trends in education, and thus they may be short-lived.

<https://grad.ucdavis.edu/policies>