UTA Academic Program Review Data and Analysis Guide

The data and analyses described in this table is for programs that will undergo UTA's Academic Program Review Process. The items highlighted in yellow are data that is requested on the program's behalf. Programs that will undergo reaffirmation of accreditation must request data directly from University Analytics using UniversityAnalytics@uta.edu email contact.

Self-Study Topic Area	Data	Data Source	Data History Required
Mission, Administration, Context, and Objectives of the Program			
Last Formal Review	Name of accrediting body and date of last program accreditation review, if applicable.	Departmental records	
	Date of last formal external review.	Departmental records/Institutional Effectiveness and Reporting	
	Summary of report submitted after previous review by the Program Review team and description of actions taken in response to it.	Most recent Program Review Team Report, Departmental records.	
Program Administration	Name and title of each person in the administrative chain from President to Program Director or Chair	Departmental, college/school, and university resources.	
	Description of the unit's administrative oversight and management structure. Describe how it functions within college/school and university administrative structures.	Department, college/school, and university organization charts	
University, College/School and Department/Program Mission	Provide a copy of current mission statements of the University, College/School and Department/Program. How does the department/program mission align with its College and the University's missions, and their strategic plans/visions?	Departmental, college/school, and university mission statements and current strategic plans/visions	
Educational Objectives of Programs	Describe the educational objectives of each degree program and certificate. Include reference to preparation of students for licensure or certification if appropriate and any special outcomes or competencies which the program provides.	Departmental records, University Catalog	

Educational Objectives of Programs cont.	Describe and analyze alignment of program educational objectives with program and institutional mission and purposes. Note any significant ways programs align or diverge from the mission and objectives of their discipline.		
Degree and Certificate Programs	Describe each degree and certificate program, completion requirements and expected completion timelines.	Current Catalog Milestone Agreement (PhD programs) and/or other published documents of expected times to complete various requirements.	
	Compare degree program curricula and durations to peer programs. It is not necessary to compare certificate programs.	Selected at least 3 peer programs	
Associated Organized Research Centers	Describe	Departmental records	
Formats of Study	Describe instructional methods used in certificate and degree programs e.g., online, hybrid/mixed, in person. Describe any on/off-campus instruction, non-traditionally scheduled classes, etc.	Departmental records	5 Academic Years
	Describe enrollment in each instructional format. How many students in each degree program, track and certificate are considered fully online students, mixed online/in person students or fully in-person students.	University Analytics	
	Calculate the number of students who graduated over the past 5 years who competed their degrees entirely on-line, mixed, or entirely face-to face courses.	University Analytics	
Admission	Describe the current admission criteria for each degree and certificate program.	Link to appropriate section of the current University Catalog	
Student Advisement	Describe student advising system and resources that support it.	Departmental records	
	Describe policies on student access to faculty, e.g., office hours, web-based access, etc.	Departmental records	

Student Advisement cont.	Describe resources available to promote undergraduate student success and learning. Provide statistics on usage if available.	Departmental records, University Catalog under "Undergraduate Education" UTA website Student Success, Tutorial and Supplemental Instruction, SOAR, Trio Program, IDEAS, McNair Scholars Program etc.	
	Describe career advisement resources and any evidence of utilization by students.	Departmental records, Career Development Center, Graduate School Academic and Professional Support Program (note that center tracks actual participation by major and the Graduate School tracks participation in academic and professional development workshops by department/college and can provide relevant data)	
Description of the Faculty			
Faculty Profile	List of Faculty, name, ID, rank/title, non-tenure/tenure track, gender and diversity in each of the 5 most recent Fall Terms.	University Analytics	5 Fall Terms
	Unit adds highest degree earned, institution awarding that degree and area of specialization to the List of Faculty.	Departmental records	
	Describe required credentials for hiring tenure track and non-tenure track faculty. Provide appendix with current vitae of faculty employed in most recent Fall Term.	Departmental records	Most Recent Fall Term
	Describe tenure and promotion standards.	Departmental records	
	Describe mentoring programs available to newly hired faculty.	Departmental records	
	Headcount of faculty by full-time/part-time by rank	University Analytics	5 Fall Terms

Faculty Profile cont.	Headcount of faculty by gender, ethnicity/diversity, title/rank, and tenure track/non-tenure track who have participated in the program over the past 5 Fall Terms.	University Analytics	5 Fall Terms
	The headcount of new full-time faculty hired and the number of faculty departures per year over the past 5 years by rank and non-tenure/tenure track status.	University Analytics	5 Academic Years
Teaching Load	Average teaching load in organized courses (course count) taught in long terms of faculty by rank in each of the last 5 years.	List of faculty report provided by University Analytics and departmental records	5 Years
	Average SCH teaching load of faculty by rank/title in organized courses reported separately for each degree program in each of the previous 5 AYs.	List of faculty report provided by University Analytics and departmental records	5 Years
Student/Faculty Ratios	Student/ Faculty Ratios: The FTE student/ faculty headcount reported separately for each degree program in each of the 5 most recent years.	University Analytics and departmental records	5 Years
Faculty Scholarly and Research Activities	The average number of discipline-related refereed papers/publications, juried creative/performance accomplishments, and notices of discoveries filed/patents issued per faculty member for each of the 5 most recent years.	Digital Measures	5 Years
Faculty Scholarly and Research Activities	The number of program faculty receiving external funds, average external funds per faculty member, and total external funds per program. External funds from any source are to be reported, including research gifts, endowments, or other resources not recorded in sponsored projects in each of the last 5 years.	Digital Measures for sponsored projects, departmental records for research gifts, endowments, or other resources not recorded in sponsored projects	5 Years
	Describe significant university, community, statewide, national, and international service, awards and recognition earned by the faculty over the past 5 years.	Departmental records	5 Years
Graduate Teaching Assistants	Describe departmental practices concerning the preparation for and assignment of teaching duties and roles to graduate students.	Departmental records	

Graduate Teaching Assistants cont.	Describe policies related to use of graduate students as instructors of record.	Talent, Culture, and Engagement office and departmental records	
	Provide a-five-year history of the use of GTAs as teaching assistants (assisting in a course) and as classroom instructors of record. Describe support for professional development as teachers.	University Analytics and departmental records	5 Years
Faculty Evaluation and Support of Excellence	Describe faculty evaluation practices and how evaluations and supplemental resources are used to enhance professional growth and teaching excellence.	Departmental records, university-wide surveys, Unit Effectiveness Process (UEP) reports (Contact Institutional Effectiveness and Reporting for assistance obtaining UEP report at 817-272-3365 or UEP@uta.edu).	
	Provide evidence from the past 5 years showing how evaluation practices and supporting resources have led to instances of improved teaching and/or improved student learning outcomes.	Departmental records and UEP reports	5 Years
Description of the Students			
Student Diversity, Demographics and Enrollment	Fall semester headcount of all students and percentage of students in each program by gender, ethnicity, and residency status. For graduate students, also report headcount by whether the student is domestic or an international student in each of the 5 most recent years.	University Analytics	5 Years
	Report the number and percentage of full-time and part-time students in each degree program using Fall Term enrollment data over the 5 most recent years.	University Analytics	5 Fall Terms
	For undergraduate programs, report headcount of non-majors enrolled in the program's courses and the SCHs they generated in each of the most recent 5 Fall Terms.	University Analytics	5 Fall Terms
Progression and Degree Completion	Fall term GPA of sophomores, juniors, and seniors in each of the most recent 5 years.	University Analytics	5 Years

Progression and Degree Completion cont.	The number of undergraduate majors enrolled and percentage of students in each program continuing after their first year in each of the 5 most recent years. Compare the retention rates with the average one-year retention rates of all UTA undergraduates.	University Analytics	5 Years
	Number of degrees conferred annually in each program in each of the 5 most recent years.	University Analytics	5 Years
	Average time to degree by ethnicity, gender, and residency in each of the most recent 5 years.	University Analytics	5 Years
	Undergraduate student 4-year graduation rate in each of the last 5 years. Compare the average time degree of majors to the average time to degree of all UTA undergraduates.	University Analytics	5 Years
	Undergraduate student 6-year graduation rate. Compare the average time degree of majors to the average time to degree of all UTA undergraduates.	University Analytics	5 Years
	Average time to degree for master's recipients in each program in each of the 5 most recent years.	University Analytics	5 Years
	Percentage of master's students who graduate within 3 years in each program over the past 5 years.	University Analytics	5 Years
	The percentage of doctoral students who graduated in a program within 10-years of enrolling in that program as a doctoral student in each of the 5 most recent years.	University Analytics	5 Years
Graduate Student Academic and Creative Accomplishments	Report separately the number of discipline-related refereed papers/publications, juried creative/performance accomplishments, and external presentations per year for master's and doctoral students in each of the 5 most recent years.	Departmental records	5 Years
Degree Recipients Passing Licensure Examinations	If applicable, report he number and percentage of students passing licensure exams in each of the 5 most recent years by degree level. Include both first-time and repeat test takers	Departmental records	5 Years

Degree Recipients' Employment	What job market needs does the program prepare students to meet? Provide evidence of the workforce need for the program's graduates in the Texas and U.S. job markets. Consider licensure rates (if relevant) as they relate to the preparation of students for specific careers.	Departmental information on demand from employers, professional associations, employment databases such as those provided by the Bureau of Labor Statistics, UTS Texas Labor Market Dashboard, Texas Workforce Development Toolkit, Texas Workforce Commission, Seek UT, Stepping Blocks.	
	Provide separate employment profiles for graduating undergraduate, master's, and doctoral students in each of the 5 most recent year. A profile for any given year shows the number and percent of students employed in their field within one year of graduation, number and percent of those still seeking employment, and number and percent of students with unknown employment information. Employment includes full-time self-employment, private practice, residency, fellowship, and other opportunities.	Departmental information, Alumni Relations office, employment databases such as those provided by the Bureau of Labor Statistics, UTS Texas Labor Market Dashboard, Texas Workforce Development Toolkit, Texas Workforce Commission, Seek UT, Stepping Blocks.	5 Years
Student Career Outputs	Report the median wage for each degree program for year 1, year 5, and year 10. Report the median wage for the top 25% and bottom 25% for year 1, year 5, and year 10. Provide the median loan to earnings ratio.

Reflect on the comparison of these metrics with (a) the thresholds set by the university and (b) the university median. Discuss reasons for where metrics are below thresholds and/or university medians. Describe possible actions that can be taken to address poor metrics. | Academic Affairs | Year 1, Year 5, Year 10 |

Student Learning Outcomes Assessment	Summarize the student learning outcomes assessment that was conducted through the Unit Effectiveness Process (UEP) for each program over the last 5 academic years. The goal of this section is to explain how assessment data have informed and led to adoption of improvements to the curriculum or services aimed at improving student learning. Briefly describe actions taken to improve student learning. Describe what has been discovered about student learning over the last 5 academic years.	Unit Effectiveness Process reports (Contact Institutional Effectiveness and Reporting for assistance obtaining UEP report at 817-272-3365 or UEP@uta.edu)	5 Academic Years
Graduate Student Financial Support	The number of loans, scholarships, fellowships, separately reported for master's and doctoral students in each of the 5 most recent years.	Financial Aid and Scholarships office/ Departmental Records	5 Years
	The percentage of full-time graduate students with at least $1,000 of annual support reported separately for master's and doctoral students in each of the 5most recent years.	Financial Aid and Scholarships office/ Departmental Records	5 Years
	For master's and doctoral students receiving financial support, report separately for each type of student the average annual monetary institutional support provided per full-time student master's and full-time doctoral students from, scholarships, stipends, grants, and fellowships (does not include tuition or benefits) for each of the 5 most recent years.	Financial Aid and Scholarships office/ Departmental Records	5 Years
	Describe how students are currently selected for assistantships and the qualifications the must meet to be appointed and to continue their appointments.	Departmental records	Current Year
	Describe the number and percentage of master's and doctoral students employed as 20-hr per week GTAs, GRAs or a 20-hr per week combination of GTA and GRA in Fall Term over each of the last 5 years.	Departmental records	5 Years

Graduate Student Financial Support cont.	Describe current compensation paid to students employed as full time (20 hr. per week) assistants. Describe the current salary scale applied to GTA's and GRAs.	Departmental records	Current Year
Certificate Programs			
Certificates Offered	List and describe each undergraduate and graduate certificate program offered.	University Catalog	
Certificate Student Diversity, Demographics, and Enrollment	Fall term headcount by gender, ethnicity, and residency status of students participating in certificate programs in each of the 5 most recent years.	University Analytics	5 years
Certificate Completion and Time to Complete	Number of "stand alone" certificates awarded to students enrolled as certificate students in each certificate program in each of the 5 most recent years.	University Analytics	5 years
	Number of certificates awarded "in passing" to degree-seeking students in each certificate program in each of the 5 most recent years.	University Analytics	5 years
	Average time for students enrolled as certificate students in "stand-alone" certificate programs to complete the certificate in each certificate program in each of the 5 most recent years. "Time to completion" is defined as beginning the year the student starts the certificate program and ends in the year the certificate was awarded.	University Analytics	5 years
	The percentages of students enrolled as certificate students enrolled in "stand-alone" certificate programs completing the certificate in 6 or fewer terms from term of matriculation as a certificate seeking student in each program in each of the 5 most recent years.	University Analytics	5 years
Description of the Staff			
Description of Support Staff	See the manual for more details.	Departmental records	
Description of Facilities			
Description of the Facilities	Teaching or Related facilities	Office of Facilities Management	

Description of the Facilities cont.	Specialized facilities	Office of Facilities Management	
	Research facilities	Office of Facilities Management	
Program Budget			
Budget	Teaching budget	College Business Officer	
	Research Budget	College Business Officer	
	Special Allocations and/or State Line Items	College Business Officer	

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