

Graduate Standard Operating Procedure (SOP)

Topic: Graduate Program Reviews

Document #: GR-SOP-Admin-01

I. INTRODUCTION

The Texas Higher Education Coordinating Board (THECB) developed the Texas Administration Code (TAC) Title 19, Part 1, Chapter 5, Subchapter C, [Rule §5.52](#) entitled “Review of Existing Degree Programs”. The University of Houston (UH) Graduate School and all graduate degree programs will comply with the rules and guidelines established in [TAC §5.52](#) as the process for conducting reviews of existing master’s and doctoral degree programs. Any specific deviations to [TAC §5.52](#) are documented below in this Graduate Standard Operating Procedure regarding Graduate Program Reviews at the University of Houston Main Campus.

II. POLICY

A. Every Graduate master’s and doctoral degree program will be reviewed once every ten (10) years according to the due date schedule established by the State Coordinating Board.

B. Program reviews for doctoral/ master’s degree programs require two reviewers for a campus on- site/virtual review of approximately one (1) day in duration.

Note: The selected reviewers for program reviews must be employed by an institution of higher education outside of Texas.

C. Master’s and doctoral programs with the same and with common four (4)-digit Classification of Instructional Programs (CIP) codes will be reviewed together whenever possible.

Note: If the college does not want the same or common CIP code Master’s and doctoral programs to be reviewed together, the college area’s Associate Dean will justify this decision to the Graduate School. The Dean of the Graduate School will make the final decision regarding the review.

See Section III.A for more information on the administrative schedule.

D. The Graduate Associate Dean for the college communicates the timeline and THECB deadlines.

E. The self-study review of master’s and doctoral programs must follow, at a minimum, the criteria published in [TAC §5.52](#).

Note: Applicable faculty, the Graduate Associate Dean of the College and the Dean of the Graduate School will review all self-study materials before delivery to the reviewer.

F. Accredited graduate programs may use the accreditation review process to fulfill the review requirements documented in [TAC §5.52](#).

G. The Graduate program undergoing the program review handles all administrative arrangements for the reviewers with oversight from the Graduate Associate Dean,

including self- study materials, program review itinerary, and travel. After the review process is complete, the Graduate School will transfer a stipend to the college/program.

- a. Doctoral and master program reviews are eligible to receive a stipend of up to \$2,000 per on-site reviewer, not to exceed a maximum of two on-site reviewers, for a total stipend of \$4,000. If the review visit is conducted virtually, the stipend will be \$1000 per reviewer, with a total stipend of \$2,000.
- H. Schedules, required and optional forms are available on the Graduate School website: <https://www.uh.edu/graduate-school/academics/graduate-program-review/graduate-program-review1.php>

III. GUIDELINES

- A. Each program review follows this schedule of activities:

Time Period	Activity	Responsible Party
Two semesters before THECB Due Date	Graduate School will send a memo notifying the college dean of the impending review. Meeting scheduled with relevant parties (optional)	Graduate School Director of Academic Affairs
One semester before THECB Due Date	Submit reviewer name(s) and required documentation (as indicated in Section III.B) to the Graduate School Director of Academic Affairs	<ul style="list-style-type: none"> Graduate Associate Dean of program undergoing Program Review Graduate Associate Dean submits, Dean of Graduate School (Review/ Approval of Itinerary)
One semester before THECB Due Date	<ul style="list-style-type: none"> Complete and submit Self-Study Materials Schedule reviewers for the program review Complete travel arrangements Plan program review itinerary (including a meeting with the Dean of the Graduate School) Graduate Associate Dean submits program review itinerary to Dean of Graduate School for review and approval 	<ul style="list-style-type: none"> Faculty/Department Graduate Associate Dean/ Department Grad Associate Dean submits: Dean of Graduate School (Review/ Approval of Itinerary)

90 days before THECB Due Date	Reviewers conduct their on-campus visit (1 day in duration)	<ul style="list-style-type: none"> Reviewers Faculty Graduate Associate Dean Staff Students Dean, UH Graduate School
60 days before THECB Due Date	Reviewer report is due to the program	Reviewers
30 days before THECB Due Date	Program response and college response are due to the UH Graduate School	<ul style="list-style-type: none"> Faculty Department Associate Dean
Between 30 days and THECB Due Date	The UH Graduate School reviews the documentation and submits the information to the THECB	Dean of Graduate School

- B. When submitting reviewer names to the Dean of the Graduate School, the Associate Dean will provide the following information on each reviewer:
- Name, title, and affiliation of reviewer(s)
 - E-mail address of reviewer(s)
 - Brief summary of the credentials of the reviewer(s)
- C. All Self-Study materials will be provided to the reviewers at least one month before the on-campus/virtual visit or due date of desk review.
- D. Sample Program Review Itinerary
- The Program Review with the out-of-state reviewers is one day in duration. Any exceptions must be cleared with the Dean of the Graduate School.
 - The Program Review itinerary will be submitted by the Associate Dean to the Dean of the Graduate School for review and approval at least one month before the Program Review.
 - Each itinerary must include (at a minimum) the following activities:
 - Orientation/Overview Meeting, including the Dean of the Graduate School as an attendee, or schedule a separate meeting for the Dean of the Graduate School and the review committee.
 - Meetings with department, faculty, and students involved in each program.
 - Lunch and/or dinner, dependent on the duration of the program review.
 - If research and/or thesis development is involved in the program under examination, remember to include the faculty involved in research in meetings with the reviewers.
 - Exit Interview – Include the Department Chair, Graduate Associate Dean, faculty, and other interested parties. The Dean of the Graduate School may also be included as an attendee at the program's discretion.

- E. Required THECB documentation to complete the review process
 - Self-study
 - Reviewer report
 - Program and college response to the reviewer report
- F. How to obtain payment for completed reviews
 - The Director of Academic Affairs sends the email confirmation of the program review submission which includes the items in III E to the Graduate School Director.
 - a. The email confirmation should include the following:
 - i. Program name under program review
 - ii. Program review type: masters, doctoral, or both
 - iii. Location of program review (doctoral only): on-site or off-site
 - 1. All master's program reviews are conducted off-site
 - iv. Number of external reviewers (doctoral and masters): 1 or 2
 - 1. If both a master's and doctoral program reviews are combined, the program will only be compensated for a maximum of 2 external reviewers
 - 2. Master's program reviews will be compensated for 2 off-site external reviewers.
 - After the email confirmation is received, the Director will contact the program's Department Business Administrator (DBA) to obtain the program's cost center information for the payment journal transfer.
 - a. The cost center must be a 2064 cost center.
 - Once the cost center information is received, the Director will obtain the Graduate School Dean's approval for the program review payment.
 - The cost center information and the Graduate School Dean's approval are then forwarded to the Graduate School's Business Administration Director in the Provost Business Office (PBO) to submit for the payment journal transfer (see table below for payment amount).
 - After an email confirmation is received that the journal transfer is complete, the confirmation is forwarded to the program's DBA.

IV. DOCUMENTATION

- A. Texas Administrative Code (TAC) [§5.52](#), Review of Existing Degree Programs, including current criteria of Texas Doctoral Programs
- B. Schedule of Program Reviews Submitted to the THECB
- C. Graduate Program Review, <https://www.uh.edu/graduate-school/academics/graduate-program-review/graduate-program-review1.php>

V. APPROVAL

Dr. Sarah Larsen
Vice Provost and Dean, University of Houston Graduate School

July 25, 2025
Approval Date

REVISION LOG

Revision Number	Approved Date	Description of Changes
1	03/03/2014	Initial edition
2	04/23/2014	Included information on common CIP codes to Section II.C. Added documentation on justification information if the college does not want to have common programs reviewed together in Section II.C. Included this step in Section III.A table. Removed Section IV.H.
3	06/22/2020	Section II.A- Correction of wording Section II.C- Correction of wording Section II.D- Correction of wording Section II.E- Correction of wording Section II.F- Correction of wording Section II.G- Addition of new paragraph Section III.A-Correction of wording Section III.B1- Additional wording Section III.B.2- Correction of wording Section III.B.3- Correction of wording Section III.E.1-3- Addition of new paragraph Section IV- Correction of wording
4	07/14/2022	Section II.B- Correction of wording Section II.C- Correction of wording Section II.D- Correction of wording Section II.G.1- Correction of wording Section II.H- Addition of new section Section III.A- Removed section Section III.A.- Correction of wording Section III.B.3- Correction of wording Section III.C- Correction of wording Section III.D- Correction of wording Section III.F- Addition of new section Section IV.C- Addition of new section

5	08/22/2025	Various sections updated to be consistent with revised THECB rules. Desk reviews are no longer used for master's programs.
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