

Data and Analyses

This document has two parts. The first is a table describing data analyses required in each section of the unit self-study and where the relevant data can be obtained. The second part goes into some depth on “core” faculty that are key elements in several analyses that master’s and doctoral programs must conduct. It describes how to create a list of core faculty and use that list to gather required data.

Self-Study Topic Area	Data	Data Source	Data History Required	Required by Texas Administrative Code- Rule 5.52
LAST FORMAL REVIEW	Name of accrediting body and date of last program accreditation review, if applicable.	Departmental Records		yes
	Date of last formal external review.	Departmental Records/Institutional Effectiveness and Reporting		yes
	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 and University resources.		
	Description of the unit's administrative oversight and management structure. Describe how it functions within College and University administrative structures.	Department, College and University Organization Charts		
DEPARTMENT/PROGRAM MISSION	Provide a copy of current mission statement. How does it align with its College and the University's missions, and their strategic plans/visions?	Departmental, College 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	Departmental records, University Catalog		

	or competencies which the program provides			
	Description and analysis of alignment of program with stated program and institutional mission and purposes. Note any significant ways programs align or diverge from the mission and objectives of their discipline			
DESCRIPTION OF THE PROGRAM(S)				
DEGREES AND CERTIFICATES OFFERED	List of degrees and certificates currently offered.	Current Catalog		
DEGREE AND CERTIFICATE REQUIREMENTS	Description of degree and certificate programs structures and completion requirements and expected completion timelines.	Current Catalog Milestone Agreement (PhD programs) 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		
FORMATS OF STUDY	Description of instructional methods used in certificate and degree programs.	Departmental records		
	Number of students who graduated in each of the 5 most recent Academic Years who completed their degrees	University Analytics	5 Academic Years	

	entirely on-line, mixed, or entirely face-to face courses.			
ADMISSION	Description of 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 resources available to promote undergraduate student success and learning. Provide statistics on usage if available.	Departmental records, 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, The Career Development Center, Graduate School Academic and Professional Support Program ((note that center tracks actual participation by major and the Grad School tracks participation in academic and professional development workshops by department/college and can provide relevant data]		

FACULTY AVAILABILITY REQUIREMENTS	Describe policies on student access to faculty, e.g., office hours, web-based access, etc.			
ASSOCIATED ORGANIZED RESEARCH CENTERS	Describe			
THE PROGRAM'S FACULTY				
FACULTY PROFILE Comment: All the information requested in the "List of Faculty" is needed for various demographic analyses and perhaps simple headcounts. FYI: we need ID information for Academic Resource Planning to pull faculty grant and funding data.	List of Faculty, name, ID, rank/title, non-tenure/tenure track, gender and diversity in each of the 5 most recent Fall Terms. Unit adds highest degree earned, institution awarding that degree and area of specialization to the List of Faculty.	University Analytics Departmental Records		Yes, because it is needed to create list of core faculty and reports on core faculty activities and funding
	Description of required credentials for hiring tenure track and non-tenure track faculty. Provide appendix with current vitae of faculty employed in most recent Fall Term. Briefly describe tenure and promotion standards	Departmental Records		
	Headcount of faculty by full-time/ part-time by rank	University Analytics	5 Fall Terms	
	Headcount of faculty by gender, ethnicity/diversity, title/rank, and tenure track/non-tenure track.	University Analytics	F Fall Terms	
	The number 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 Years	
FACULTY PARTICIPATING IN UNDERGRADUATE PROGRAMS	Headcount of all tenure and tenure-stream faculty who teach undergraduate courses headcount by rank/title	University Analytics	5 Fall Terms	
	Master's and doctoral programs, <i>report</i> headcount of core faculty teaching	Core faculty list derived from the list of Faculty report provided by	5 Fall Terms	

	undergraduate courses by rank, s in each of the 5 most recent academic years.	University Analytics and departmental records		
CORE FACULTY IN MASTER'S AND DOCTORAL PROGRAM				
	Number of master program core faculty reported separately for each program in each of the 5 most recent Fall Terms.	List of Faculty report provided by University Analytics and Departmental Records	5 years	yes
	Number of doctoral core faculty reported separately for each program in each of the 5 most recent Fall Terms.	List of Faculty report provided by University Analytics and Departmental Records	5 Fall Terms	yes
	Number of core faculty by gender and diversity reported separately for master's programs in each of the 5 most recent Fall Terms.	List of Faculty and Departmental Records	5 Fall Terms	Yes
	Number of core faculty by gender and diversity reported separately for doctoral programs in each of the 5 most recent Fall Terms.	List of Faculty Report	5 Fall Terms	yes
TEACHING LOAD	Average teaching load in organized courses 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		
	Average SCH teaching load of master's program core 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 University Analytics and departmental records	5 years	yes
	Average SCH teaching load of doctoral program core faculty by rank and title in organized courses reported separately each degree program in each of the previous 5 AYs.	List of Faculty provided by University Analytics and Departmental Records	5 years	Yes
STUDENT/FACULTY RATIOS	Programs offering only undergraduate degrees: The FTE undergraduate /and FTE	University Analytics	5 years or 5 Fall Terms	

	faculty ratios in each of the 5 most recent years (or Fall Terms?).			
	Student/ Master's Program Core Faculty Ratios: The FTE student/ headcount core faculty ratios for reported separately for each master's degree programs in each of the 5 most recent years.	University Analytics- Departmental Records	5 Years	Yes
	Student/ Doctoral Program Core Faculty Ratios: The FTE student/ headcount of core faculty ratios for reported separately for each doctoral degree programs in each of the 5 most recent years.	University Analytics, Departmental Records	5 years	yes
FACULTY SCHOLARLY AND RESEARCH ACTIVITIES				
	Programs offering only: undergraduate degrees: 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.	Departmental Records	5 years	
	Program offering only undergraduate degrees: 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 reported, including research grants, training grants gifts from foundations, etc., in each of the last 5 years	Departmental records Academic Resource Planning	5 years	
	Units offering master's degrees: The average number of discipline-related refereed papers/publications, juried creative/performance accomplishments, and notices of discoveries filed/patents issued per master's program core faculty member for each of the 5 most recent years.	Departmental Records	5 years	Yes

	Units offering master's degrees: The number of master's program core faculty receiving external funds, average external funds per core faculty member and total external funds per program in each of the most recent 5 years.	Departmental Records and Academic Resource Planning (send list of names and ID of core faculty for each year to ARP who will generate the report)	5 years	Yes
	Units offering doctoral degrees: The average number of discipline-related refereed papers/publications, juried creative/performance accomplishments, and notices of discoveries filed/patents issued per doctoral program core faculty member for each of the 5 most recent years.	Departmental Records	5 years	yes
	Units offering doctoral degrees: The number of doctoral program core faculty receiving external funds, average external funds per core faculty member and total external funds per program in each of the most recent 5 years	Departmental Records and Academic Resource Planning (send list of names and ID of core faculty for each year to ARP who will generate the report)	5 years	Yes
	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				
	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: Departmental records	5 years	
FACULTY EVALUATION AND SUPPORT OF EXCELLENCE	Description of 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 Plans		
	Provide evidence from the past 5 years showing how evaluation practices and	Departmental Records, UEP		

	supporting resources have led to instances of improved teaching and/or improved student learning outcomes			
UNDERGRADUATE STUDENTS				
DEGREE SEEKING STUDENTS DIVERSITY/DEMOGRAPHICS AND ENROLLMENT	Fall term headcount by Gender. in each of the last 5 years by degree program.	University Analytics		
	Fall term headcount by Ethnicity in each of the most recent 5 years.by degree program.	University Analytics	5 Fall Terms	
	Fall term headcount by residency status in each of the most recent 5 years.by degree program.	University Analytics	5 Fall Terms	
	Fall Term headcount and percent full time in each of the most recent 5 years by degree program.	University Analytics	5 Fall Terms	
	Headcount of non-majors enrolled in program's courses and resulting SCHs produced in each of the most recent 5 years.	University Analytics	5 Fall Terms	

Undergraduate Degree-seeking Student Performance, Retention and Completion	Fall Term GPA of sophomores, juniors and seniors in each of the most recent 5 years.	University Analytics	5 years (Fall terms?)	Spring 2023	
	Number of degrees conferred annually in each of the last 5 years.	University Analytics	5 years	Spring 2023	
	Average time to degree by ethnicity, gender and residency in each of the most recent 5 years.	University Analytics	5 years		
	The number of students enrolled and percentage of program students continuing after their first year in each of the most recent 5 years. Compare the retention rates with the average one-year retention rates of all UTA undergraduates.	University Analytics	5 years	Spring 2023	
	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	Spring 2023	
	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	Spring 2023	
Undergraduate Degree Recipients Licensure and 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	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 .			
Data will be hard to obtain.	To the extent possible, provide separate employment profiles for graduating undergraduate students in each of the 5 most recent year. A profile for any given year shows the number and percent of students	. Exit Survey administered by Institutional Reporting and Effectiveness contains questions about			

	employed in their field within one year of graduation, number and percent of those pursuing additional education, 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	employment. Departmental records may also exist.			
Undergraduate Degree-seeking Student Financial Support	Report the average number of loans, scholarships, fellowships received by undergraduates in each of the 5 preceding years.	Office of Financial Aid	5 years		
	Report the average annual monetary institutional support provided per full-time undergraduate student from, scholarships, stipends, grants, and fellowships (does not include tuition or benefits) for each of the 5 most recent years.	Office of Financial Aid	5 years		
Undergraduate 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 Fall Terms		
Undergraduate Certificate Program Completion	The number of Certificates awarded in each certificate program in each of the 5 most recent years.	University Analytics	5 years		
	The average time of students enrolled as Certificate students to complete the certificate in each of the 5 most recent years for certificate program offered. "Time to complete" is defined as the beginning the year the students started the certificate program and ending in the year the certificate was awarded.	University Analytics?	5 years		
	Report the percentages students enrolled as Certificate students completing in two years	University Analytics	5 years		

	(6 terms) from date of matriculation as a certificate seeking student in each of the most recent 5 years.				
Assessment of Undergraduate Student Outcomes	Use the template and guide provided in Appendix 1, to describe evidence of undergraduate student learning and briefly summarize how the data was collected. See manual for more details.	IER and Departmental Records			
Graduate Students					
Degree-seeking Student Diversity / Demographics and Enrollment	Fall semester headcount of master's and doctoral students in each program by Gender, Ethnicity, residency status, domestic, international student status in each of the 5 most recent years.				yes
	Report the number of full-time and part-time graduate students in graduate degree programs using Fall Term enrollment data over the 5 most recent years.	University Analytics			
	Percentage of-time master's and doctoral students (FTE master's students/ master's student headcount) in each program in each of the 5 most recent Fall Terms	University Analytics			yes
Master's Student Time to Completion and Percent Completion:	Number of master's and doctoral degrees awarded in each program in each of the 5 most recent years	University Analytics	5 years	Spring 2023	yes
	Average time to degree for master's recipients in each program in each of the 5 most recent years.	University Analytics	5 years	Spring 2023	yes
	Percent of master's students who graduate within 3 years in each program over the past 5 years	University Analytics	5 years	Spring 2023	yes
Doctoral Student Time to Completion and Percent Completion	Average time to degree for Doctoral students in each program in each of the 5 most recent years.	University Analytics	5 years	yes	yes

	The percent of first-year doctoral students who graduated within 10-years in each program in each of the 5 most recent years.	University Analytics	5 years	Spring 2023	yes
Graduate Degree-Seeking Student Publications/ Scholarly Achievements	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		yes
Graduate 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	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 .			
	Provide separate employment profiles for graduating masters 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 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 .	5 years		yes

Graduate Degree Recipients Passing Licensure Examinations	If applicable, report the number and percentage of graduating master's and doctoral students respectively 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		yes
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 Office/ Departmental Records			
	The percentage of full-time students with at least \$1,000 of annual support reported separately for master's and doctoral students in each of the 5 most recent years.	Financial Aid Office/ Departmental Records	5 years		yes
	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 masters 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 Office/ Departmental Records	5 years		yes
	Describe how students are currently selected for assistantships and the qualifications they must meet to be appointed and to continue their appointments.	Departmental Records	Current year		
	Describe the number and percentage of masters 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		
	Describe current compensation paid to students employed as full time (20hr per week) assistants. Describe the current salary scale applied to GTA's and GRAs	Departmental Records?	Current year		

Graduate Certificate Program Enrollment and Completion	Number of certificates awarded to students enrolled as Certificate students in each certificate program in each of the 5 most recent years.	University Analytics			
	Number of certificates awarded to degree seeking students in each certificate program in each of the 5 most recent years,	University Analytics			
	Average time for students enrolled as Certificate students to complete the certificate in each certificate program in each of the 5 most recent years	University Analytics			
	The percentages of students enrolled as Certificate students 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			
Assessment of Graduate Student Outcomes	Use the template and guide provided in Appendix 1, to describe evidence of graduate student learning and briefly summarize how the data was collected see the manual for more details	Departmental Records/Institutional Effectiveness Office			
THE SUPPORT STAFF	THE SUPPORT STAFF - see the manual for more details	Departmental Records			
DESCRIPTION OF THE FACILITIES	Teaching or Related Facilities	Facilities Office			
	Specialized facilities	Facilities Office			
	Research facilities	Facilities Office			
PROGRAM BUDGET	Teaching budget	Academic Resource Planning person			
	Research Budget	Academic Resource Planning person			
	Special Allocations and/or State Line Items	Academic Resource Planning person			

Data Concerning Program Faculty

For undergraduate programs, faculty are those individuals with a faculty title who have taught courses in the undergraduate curriculum. A more restrictive definition of faculty is used in analyses involving faculty in graduate programs. State regulations require that these analyses consider the contributions of what are called “core faculty”. There is no centralized resource that lists core faculty because a core faculty member must be defined by each program on the basis of appropriate disciplinary and practical considerations. For our purposes, a core faculty member is a person who is/was a key (as opposed to less central) contributor to the education of graduate students and the overall mission of the graduate program. Identification of core faculty requires a thoughtful process that identifies those who contributed significantly to the supervision, mentoring and teaching of graduate students and the overall success of their graduate program.

The Core faculty in master’s and doctoral programs must be identified as early as possible because that information is needed to create several critical reports, some of which take some effort for units to compile and summarize.

For purposes of program review, a core faculty member is a person who is/was a key (as opposed to less central) contributor to the education of graduate students and the overall mission of the graduate program. They are appropriately qualified faculty members (e.g., a person who holds a terminal degree in the unit’s disciplinary area and is an approved appointee to the graduate faculty. Core faculty are those who have done any of the following on a *regular* basis over the past 5 years:

- taught courses in the graduate degree program curriculum,
- mentored or advised graduate students in the degree program,
- served on examining or supervisory committees of students in the degree program.

Process to create list of core faculty and acquire data that must be reported.

University Analytics will provide a list of faculty who were employed by each program in each Fall term over the most recent 5 years. That data will include biodemographic data on each of these faculty members.

1. Decide how core faculty in master’s and doctoral programs will be identified and use the list of Faculty to extract those who are core faculty.
2. Send a list of core faculty that includes, program name, Last Name, First Name and name and EMPLID to your Academic Resource Planning support team and request a report showing 1) the number of funded core faculty 2) average external funds per core faculty member and 3) the total external funds per year in each of the most recent 5 years. External funds are defined by THECB as follows: External funds received by core faculty are funds received from any external source including research grants, training grants, gifts from foundations, etc.

- Use the report from Academic Resource Planning to create a table representing the three types of data by year across the required span of 5-years and discuss in the self-study.

3. Use the list of core faculty and collect information from departmental resources of discipline-related refereed papers/publications, juried creative/performance accomplishments, and notices of discoveries filed/patents issued per core faculty member for each of the 5 most recent years. If figures include duplicate entries for co-authored publications, indicate the number of duplicate entries in a note.

- Summarize the data in a table showing the annual average number of these activities across 5 years and include in the self-study.

4. Use the list of core faculty to Report the total number of SCH in organized courses taught per academic year by core faculty divided by the number of core faculty to compute the average core faculty teaching load for each of the 5 most recent years. Organized classes include lecture, laboratory, and seminar courses.

- Create a graphic representation of these data and include in the self-study.

5. Use the list of core faculty to calculate the FTE Student/ Core Faculty Headcount ratios separately for master's and doctoral programs. University Analytics will provide a report showing FTE Students.

- Use the FTE student report and headcount of core faculty to calculate ratios and report these ratios separately for each master's and doctoral degree programs in each of the 5 most recent years.
- Create a graphic summarizing these data and include in the self-study.