The University of Texas at San Antonio
Academic Program Review Handbook

AUGUST 2013
# Table of Contents

**Overview of Academic Program Review** ................................................................. 3-8
  Introduction ........................................................................................................... 3
  Overview of the Review Process ........................................................................... 3
  Program Review Packet ......................................................................................... 5
  External Review Team ............................................................................................ 6
  Review Visit ........................................................................................................... 7
  External Review Report ......................................................................................... 7
  Review Response ................................................................................................... 8

**Review Packet Guidelines** .................................................................................. 10-19
  Narrative Outline .................................................................................................. 10-11
  Required Review Packet Appendices .................................................................. 12
  Tables ................................................................................................................... 13-19

**Handbook Appendices** ......................................................................................... 21-39
  Appendix A: Handbook of Operating Procedures, Chapter 2, Section 39 .............. 8
  Appendix B: Program Review Timeline (Fall Site Visit) ........................................ 23-24
  Appendix C: Program Review Timeline (Spring Site Visit) .................................... 25-26
  Appendix D: Sample On-site Review Schedule .................................................... 27
  Appendix E: Sample Forms .................................................................................. 28-37
  Appendix F: Sample Format for External Review Report ...................................... 38
  Appendix G: Contacts ......................................................................................... 39
Overview of Academic Program Review
Introduction

The University of Texas at San Antonio (UTSA) considers the periodic review of each of its academic programs essential to promote and maintain excellence in undergraduate and graduate programs (see Appendix A, *Handbook of Operating Procedures (HOP)* 2.39, *Academic Program Review*).

Academic program review is a comprehensive process, in which academic units engage in a methodical evaluation of the strengths and weaknesses of their degree programs; determine the degree to which departmental strategic goals and objectives are aligned with those of the college and university; and summarize the assessment of educational outcomes.

As a result of a thorough review, academic units can realize several benefits, such as:

- the clarification of program goals, strengths, and weaknesses;
- the evaluation of the quality of the unit’s academic programs;
- the review and possible revision of objectives for the teaching, research and service missions of the academic program for future attainment of the university, college and departmental strategic goals;
- development of a source of information to guide decisions on future priorities and available resources.

Overview of the Review Process

The preparation of materials for a program review should be an inclusive process, involving all faculty to the extent possible. The program review process is comprised of the following steps:

1. External reviewers are selected and site visit is arranged.
2. The Department prepares and obtains approval for a preliminary review packet.
3. The external review team visits the campus and afterward submits its report.
4. The program, Dean, and Graduate Council (where applicable) prepare responses to the external review report.
5. The Provost, VPAIE, the Dean of the college, and Department Chair meet to review the external review report and the various responses to it.
6. The Provost provides the department with a written response to external review.
7. A follow-up meeting is held one year after the review to monitor the department’s progress in responding to the external review.

External reviewer site visits will be held during fall and spring semesters. A program review timeline is provided in Appendices B and C.
Program Review Packet

The centerpiece of the review process is the department's review packet. The program review process provides an opportunity for reflection and assessment of the department’s future directions in support of the University’s continued goal to reach Tier One status.

The primary focus of the review packet is the department’s strategic plan and progress toward achieving its strategic goals in the future. The narrative should evaluate and describe the department’s contributions to the University’s vision, mission and strategic goals and contribution to implementation of the University’s Quality Enhancement Plan (QEP) if applicable.

The review packet narrative is not to exceed ten pages in length; supporting documentation provided in appendices is not included in the page count.

The Department’s final review materials will be posted online for the external reviewers to access at least one month in advance of the reviewers’ visit. Printed copies of the strategic plan and the summary statement shall be sent to each reviewer at the time the materials are posted.

Guidelines for the review packet are located on pages 10-19 of this manual.
External Review Team

An external review team reviews and analyzes the department’s review packet and conducts interviews during the site visit.

The goals of the external review team include:

- assessing the appropriateness of the Department’s strategic plan to contribute to the University’s continued vision of becoming a premier public research university
- identifying strengths and weaknesses of the degree programs
- providing strategies for quality improvement.

External reviewers should be nationally recognized experts in the academic field, senior faculty at institutions equivalent to the university’s aspirant institutions; significant administrative, curricular, and program-review experience is strongly recommended. Ideally, reviewers will be from a public Association of American Universities (AAU) institution.

- Reviewers must be from outside the state of Texas
- Each Doctoral program must have two reviewers with demonstrable subject matter expertise.
- Each Master’s program must have one reviewer with demonstrable subject matter expertise.

The department Chair submits external reviewer nominations, potential reviewer’s curriculum vitae, and a disclosure statement of any known affiliations between the proposed reviewer and UTSA (i.e., nature of the relationship, any potential conflicts of interest, etc.) to the Dean.

The Dean selects no more than three reviewers from the departmental nominees and may add up to two additional reviewers not on the department list. The Dean should identify alternate reviewers in the event that one or more of the reviewers chosen is unable to commit to the review. Then the Dean appoints the external review team in consultation with the Provost, the Vice Provost and the Department Chair, as well as the Dean of Undergraduate Studies (if the department has undergraduate programs) and/or Vice Provost and Dean of the Graduate School (if the department has graduate programs).

The Dean, in consultation with the department Chair, designates one member of the review team to serve as the Chair (i.e., leads the review process and prepares the post-visit final report).
Review Visit

The external review team spends up to two days on campus discussing the review packet and related information with administrators, faculty, staff, students, and others related to the department. Required meetings include:

- an initial meeting of the Provost, VPAIE, Dean, and appropriate vice provosts;
- meetings with department faculty;
- meetings with undergraduate and graduate students of the department;
- a meeting with the Dean of the college;
- a meeting with VPDGS, Dean and Graduate Council representatives, when appropriate;
- unscheduled time for the review team to formulate initial recommendations; and
- an exit interview with the Provost, VPAIE, Dean, and appropriate vice provosts;

The review team may, in advance of the site visit, request additional meetings with other stakeholders. A sample site visit schedule is provided in Appendix D.

A hard copy of an electronic access to all of review packet materials will be made available to the Chair of the review team during the visit.

External Review Report

The external review team shall prepare an External Review Report that includes a general assessment of the program (students, faculty, curriculum, etc.) that includes:

- an evaluation of the appropriateness of the Department’s strategic plan to contribute to the University’s continued vision of becoming a premier public research university;
- a description of significant strengths and weaknesses, including any related to the QEP; and
- a prioritized set of recommended strategies for future improvements.

The External Review Report must address critical issues and include rationales for the strategies recommended for improvement. The External Review Report will serve as the foundation of the succeeding steps of the review process.
**Review Response**

After the External Review Report is received, the department shall prepare a Department Response to address the external review team recommendations and submit that response to the Dean. The Dean will review the department’s response and prepare written recommendations for the Provost.

If the Department reviewed offers graduate programs, the Graduate Council shall review the External Review Report and prepare a written response to any recommendations involving graduate studies, and submit a Graduate Council Response to the VPDGS. The VPDGS and Dean will meet with the Provost to discuss the review and their respective recommendations.

For all programs, the Provost will meet with the Department Chair, the Dean, and the appropriate Vice Provosts (VPDUS, VPDGS, and VPAIE) to discuss the outcome of the review and formulate the final response. For those departments offering graduate programs, the department’s Graduate Advisor of Record will also attend this meeting. For those programs housed at the downtown campus, the Vice Provost for the Downtown Campus will also participate in this discussion. The Provost will provide a written final response to the department indicating any actions the University will take in response to the external review.

One year after issuing the final response, the Provost shall meet with the Department Chair, GAR, Dean, and appropriate Vice Provosts to review progress in responding to the external review.
Review Packet Guidelines
Narrative Outline

The review packet summary should focus on the Department’s strategic plan, progress toward achieving its strategic goals, and summary of the program’s leading issues. It provides an opportunity to systematically think through critical issues that influence progress toward department goals.

The summary narrative should follow the outline shown below and should not exceed ten pages. The contents within each section may vary, based on the department’s strategic plan. All supplemental documentation or data summaries should be included as Appendices (See Required Review Packet Appendices).

Table of Contents (not included in page count)
List of Participants and Authors (not included in page count)

Program Description
This section provides an overview of the program’s mission and contribution to the University’s strategic plan. Refer to department’s strategic plan and degrees, majors, minors, and certificates.

Mission and Vision
Extract statements from Department strategic plan.

Academic Department Objectives and Relationship to University’s Strategic Plan
Programs may support the University’s mission and strategic initiatives in various ways (e.g., undergraduate or graduate education; basic or applied research, etc.). Describe specific ways that the program contributes to the mission of the college and UTSA. In addition, describe how the department is supporting the implementation of the Quality Enhancement Plan (QEP), if applicable.

Strengths
Summarize the department’s assessment of the strengths of the programs reviewed, focus on those things the department does particularly well. Include a discussion of the significance that these strengths have for the programs in the future. The section should address the following:

- quality of the instruction, research, and service related to the programs
- sustainability of the program with regard to enrollments, graduates, and future resources
  (Refer to the materials provided in the appendices, as applicable.)

Weaknesses
Summarize the Department’s analysis of the weaknesses of the programs reviewed. Include a discussion of the implications that these weaknesses have for the programs in the future. The section should address the following:

- quality of the instruction, research, and service related to the programs
- sustainability of the programs in relation to enrollments, graduates, and future availability of resources
  (Refer to the materials provided in the appendices, as applicable.)
Opportunities
Describe internal and/or external opportunities available to the program and how these opportunities can develop the programs in the future. In addition, briefly describe how pursuing these opportunities furthers the missions of the college and the University.

External Challenges
Summarize the department’s assessment of the external challenges facing the program. Include a discussion of the implications that these challenges present to the program moving forward.

Aspirant Departments
Information from programs at other institutions is needed to provide context for the data presented in the review packet. If not already identified in the department’s strategic plan, the department will nominate 8-10 departments thought of as aspirant programs. The Dean will select five of the nominated departments to serve as the aspirant comparison group for the review packet.

The program is responsible for gathering comparison data from the aspirant departments. The data to be assembled includes: degree programs offered, faculty size, number of students by degree program, and number of degrees awarded. This is summarized in Table 1 (below).

Summarize how the program compares to its aspirant programs and steps being taken to emulate these model departments (e.g., degrees offered, number of faculty, number of undergraduates, number of master’s students, number of doctoral students, degrees awarded, etc.)

Future Plans
Briefly describe the department’s plans for the next five years. Cite the program’s strategic plan. The discussion should be organized by the following categories:

- internal improvements that are possible using existing resources,
- improvements that may require additional resources
- description of how the formation of collaborations can improve program quality
RowdySpace Folders
Program Root Folder

- Narrative Self-Report

**Strategic Plan & Program Administration**
- Strategic Plan
  - Aspirant Programs – *(from Dept.)* **Table 2**
  - Organization *(e.g., dept. bylaws, committee structure)*
    - Program Facilities and Equipment
    - Program Finances and Resources
    - Program Administration

**Faculty Qualifications**
- Faculty Roster *(from Dept.)* – **Table 2**
- Faculty Population *(from OIR)* – **Table 3**
  - Curriculum Vitae for all continuing faculty
    - Faculty Member 1
    - Faculty Member 2
    - ----

**Research Productivity** *(compiled from Digital Measures, i.e., # of pubs, cites, grant $s)*
- Research /Creative Productivity *(from Dept.)* – **Table 4**
  - Faculty publications *(from Dept.)* – **Table 5**
  - Faculty external grants *(from OIR)* – **Table 6**

**Program Curriculum**
- Program curriculum and duration in comparison to peer programs *(narrative)*
  - Course Syllabi
    - Course # - Title 1
    - Course # - Title 2
    - ----

**Assessment**
- Undergraduate TracDat reports
- Graduate TracDat reports

**Program Enrollment Information**
- Undergraduate
  - Student enrollment and Student Demographics *(from OIR)* – **Table 7**
  - New undergraduate student high school rank *(from OIR)* – **Table 8**
  - Key Measures *(from OIR)* – **Table 9**
- Masters
  - Student enrollment and Student Demographics *(from OIR)* – **Table 10**
  - Key Measures *(from OIR)* – **Table 11**
  - Faculty teaching load *(D)* *(from OIR)* – **Table 12**
- Doctoral
  - 18 characteristics of Texas Doctoral Programs
    *(link to http://utsa.edu/ir/pub/doctoral_programs/2012/)*
  - Key Measures *(from OIR)* – **Table 13**
  - Student publications and awards *(list)*
  - Graduate placement *(i.e., employment or further ed/training)* *(list)*
  - Graduate licensure rates *(if applicable)* *(list)*
Aspirant Programs

Table 1 – Aspirant Programs

<table>
<thead>
<tr>
<th>Aspirant Programs</th>
<th>Fall 2012</th>
<th>2011-2012</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Student Enrollment</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current Peers</td>
<td>Degrees Offered</td>
<td># of T/TT Faculty</td>
</tr>
<tr>
<td>UTSA Program</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aspirant Department 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aspirant Department 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aspirant Department 3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aspirant Department 4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aspirant Department 5</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Faculty Qualifications**

**Table 2 – Faculty Roster**

<table>
<thead>
<tr>
<th>Name</th>
<th>Rank</th>
<th>Degree</th>
<th>Discipline Specialty</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Table 3 – Faculty Population**

<table>
<thead>
<tr>
<th>Rank</th>
<th>Fall 2008 (n/%)</th>
<th>Fall 2009 (n/%)</th>
<th>Fall 2010 (n/%)</th>
<th>Fall 2011 (n/%)</th>
<th>Fall 2012 (n/%)</th>
<th>5-year Trend (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professor</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Associate Professor</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assistant Professor</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Table 4 - Research/Creative Productivity Data

<table>
<thead>
<tr>
<th>Citation Type (e.g., Tier 1 Journal, etc.)</th>
<th>2008</th>
<th>2009</th>
<th>2010</th>
<th>2011</th>
<th>2012</th>
<th>Five Year Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Table 5 - Faculty publications

<table>
<thead>
<tr>
<th>Faculty Member</th>
<th>2008</th>
<th>2009</th>
<th>2010</th>
<th>2011</th>
<th>2012</th>
<th>Five Year Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Table 6 - Faculty external grants

<table>
<thead>
<tr>
<th>Faculty External Grants</th>
<th>FY 2008</th>
<th>FY 2009</th>
<th>FY 2010</th>
<th>FY 2011</th>
<th>FY 2012</th>
<th>5-year Trend (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sponsored Research Total ($)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of Funding Proposals Submitted</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Average Dollar Amount Requested</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Percent of Faculty Holding Grants</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Avg. Research Expenditures /Faculty ($)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of New Invention Disclosures</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Undergraduate Program Enrollment Information

NOTE: If the department has more than one undergraduate degree program, fill out a separate Undergraduate Program Enrollment Information page for each.

### Table 7 – Undergraduate Student Enrollment and Demographics

<table>
<thead>
<tr>
<th>Undergraduate Student enrollment and Student demographics</th>
<th>Fall 2008</th>
<th>Fall 2009</th>
<th>Fall 2010</th>
<th>Fall 2011</th>
<th>Fall 2012</th>
<th>5-yr Trend (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Dept</td>
<td>UTSA</td>
<td>Dept</td>
<td>UTSA</td>
<td>Dept</td>
<td>UTSA</td>
</tr>
<tr>
<td>Total Enrollment</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gender</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Female</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Male</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Race/Ethnicity</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>White Non-Hispanic</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Black Non-Hispanic</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hispanic</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Asian or Pacific Islander</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>American Indian or Alaskan Native</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>International</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unknown or Not Reported</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>% first-generation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Average Age</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Median Age</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Table 8 – New Undergraduate Student HS Rank

<table>
<thead>
<tr>
<th>Term</th>
<th># New Students</th>
<th>High School Rank</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Top 10%</td>
<td>Top 25%</td>
<td>Second 25%</td>
<td>Third 25%</td>
<td>Fourth 25%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Dept UTSA</td>
<td>Dept UTSA</td>
<td>Dept UTSA</td>
<td>Dept UTSA</td>
<td>Dept UTSA</td>
</tr>
<tr>
<td>Fall 2008</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fall 2009</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fall 2010</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fall 2011</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fall 2012</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5-Year Trend (% +/-)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Table 9 – Undergraduate Key Measures

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Dept UTSA</td>
<td>Dept UTSA</td>
<td>Dept UTSA</td>
<td>Dept UTSA</td>
<td>Dept UTSA</td>
<td>Dept UTSA</td>
</tr>
<tr>
<td>Student Retention Rates</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td># of Degrees Awarded</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Avg. Time to Degree</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>% Graduated 4 Years</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>% Graduated 5 Years</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>% Graduated 6 Years</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Undergrad Faculty Ratio</td>
<td>Fall 2007</td>
<td>Fall 2008</td>
<td>Fall 2009</td>
<td>Fall 2010</td>
<td>Fall 2011</td>
<td>5-yr Trend (%)</td>
</tr>
</tbody>
</table>
### Table 10 – Master’s Student Enrollment and Demographics

<table>
<thead>
<tr>
<th>Master’s Student Enrollment and Student Demographics</th>
<th>Fall 2008</th>
<th>Fall 2009</th>
<th>Fall 2010</th>
<th>Fall 2011</th>
<th>Fall 2012</th>
<th>5-yr Trend (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Dept UTSA</td>
<td>Dept UTSA</td>
<td>Dept UTSA</td>
<td>Dept UTSA</td>
<td>Dept UTSA</td>
<td>Dept UTSA</td>
</tr>
<tr>
<td>Total Enrollment</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gender</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Female</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Male</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Race/Ethnicity</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>White Non-Hispanic</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Black Non-Hispanic</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hispanic</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Asian or Pacific Islander</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>American Indian or Alaskan Native</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>International</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unknown or Not Reported</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>% first-generation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Average Age</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Median Age</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Table 11 – Master’s Key Measures

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Dept UTSA</td>
<td>Dept UTSA</td>
<td>Dept UTSA</td>
<td>Dept UTSA</td>
<td>Dept UTSA</td>
<td>Dept UTSA</td>
</tr>
<tr>
<td>Student Retention Rates</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td># of Degrees Awarded</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Avg. Time to Degree</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>% Graduated 4 Years</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>% Graduated 5 Years</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>% Graduated 6 Years</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Master’s Faculty Ratio</td>
<td>Fall 2007</td>
<td>Fall 2008</td>
<td>Fall 2009</td>
<td>Fall 2010</td>
<td>Fall 2011</td>
<td>5-yr Trend (%)</td>
</tr>
</tbody>
</table>

### Table 12 - Faculty Teaching Load

<table>
<thead>
<tr>
<th>Faculty Teaching Load</th>
<th>Fall 2007</th>
<th>Fall 2008</th>
<th>Fall 2009</th>
<th>Fall 2010</th>
<th>Fall 2011</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Count</td>
<td>Sum</td>
<td>Count</td>
<td>Sum</td>
<td>Count</td>
</tr>
<tr>
<td></td>
<td>8</td>
<td>54.00</td>
<td>11</td>
<td>66.00</td>
<td>12</td>
</tr>
</tbody>
</table>
**NOTE:** If the department has more than one doctoral degree program, fill out a separate doctoral Program Enrollment Information page for *each*.

18 characteristics of Texas Doctoral Programs -
http://utsa.edu/ir/pub/doctoral_programs/2012/

### Table 13 – Doctoral Key Measures

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Retention Rates</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td># of Degrees Awarded</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Avg. Time to Degree</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>% Graduated 4 Years</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>% Graduated 5 Years</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>% Graduated 6 Years</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student publications/ awards</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graduate placement</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graduate licensure rates</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Student publications and awards *(list)*

Graduate placement (i.e., employment or further ed/training) *(list)*

Graduate licensure rates (if applicable) *(list)*
Handbook Appendices
2.39 Academic Program Review

I. Purpose
The University of Texas at San Antonio provides quality programs to students in each of its academic disciplines. Quality programs result from careful, collaborative self-study and reflection by the faculty in each of the disciplines and appropriate stewardship by university administrators.

II. Policy
A. All department programs shall undergo periodic academic program review.
B. Reviews shall be conducted by a panel of external reviewers representing expertise in the academic discipline of the programs under scrutiny.
C. The frequency of program review shall not be more than ten (10) years between successive reviews.
D. Units subject to periodic specialized accreditation reviews may use those reviews to satisfy this requirement.
E. Reviews shall be based on organizational units (for example, departments) and shall integrate reviews of all degree programs offered through those units. Exceptions include
   1. interdisciplinary programs involving multiple departments, and
   2. instances where specialized accreditation only reviews the undergraduate or graduate programs (e.g., ABET only reviews undergraduate programs). In this event, the Department or College shall separately schedule a complementary review for programs not covered by specialized accreditation.
F. The Vice Provost for Accountability and Institutional Effectiveness shall maintain a general schedule of program reviews and will notify the Dean, Department Chair and other appropriate individuals (e.g., Program Director) no less than eight (8) months in advance of an upcoming review.
G. The Provost’s Office shall maintain a set of guidelines specifying the process by which external reviews take place. Said guidelines will be made publicly available on the Provost’s web site.

Provost Guidelines
Process for Academic Program Review

Review Process and Timeline
A Department shall be notified at least eight (8) months in advance that a program review has been scheduled. Upon notification, the program shall implement the following process.

A. The review team and its chair shall be established six (6) months in advance of the review.
B. The Office of the Vice Provost for Accountability and Institutional Effectiveness (hereafter, the “Vice Provost AIE”) shall oversee the arrangements for the review visit.
C. The Department shall assemble its self-study materials (see “Self-Study Document” below) for posting online at least one month in advance of the review team visit and shall notify the reviewers how to access the materials.
D. Review visits shall typically extend over two days and include the following meetings:
   1. an initial meeting on the first day attended by the Provost, Vice Provost AIE, Vice Provost for Undergraduate Studies (hereafter, “Vice Provost US”), Dean, and Vice Provost for the Graduate School (hereafter, “Vice Provost GS”) with the review team;
   2. meetings with Department faculty;
   3. meetings with students of the Department, including both undergraduate and graduate students where appropriate;
   4. a meeting with the Dean;
   5. a meeting with Vice Provost GS, Dean and Graduate Council representatives, when
B. The Dean shall review the unit response and prepare a written recommendation for the Provost.

C. If the review includes graduate programs, the Graduate Council shall review the reviewers’ report and prepare a written response to any recommendations involving graduate studies in the unit and submit that response to the Vice Provost GS.

D. The Vice Provost GS and Dean shall meet with the Provost to discuss the review and their respective recommendations.

E. The Provost shall meet with the Department Chair, Department’s Graduate Advisor of Record (GAR), Dean, Vice Provost GS, and Vice Provost AIE to discuss the outcome of the review and formulate the final response. For those programs housed at the downtown campus, the Vice Provost for the Downtown Campus shall also participate in the discussion.

F. The Provost shall provide a written final response to the Department indicating any actions the university will take in response to the external review.

G. One year after issuing the final response, the Provost shall meet with the Department Chair, GAR, Dean, Vice Provost GS, and the Vice Provost for the Downtown Campus (when appropriate) to review progress in responding to the external review.
# Appendix B: Program Review Timeline (Fall Site Visit)

<table>
<thead>
<tr>
<th>AUG</th>
<th>SEP</th>
<th>OCT</th>
<th>NOV</th>
<th>DEC</th>
<th>JAN</th>
<th>FEB</th>
<th>MAR</th>
<th>APR</th>
<th>MAY</th>
<th>JUN</th>
<th>JUL</th>
<th>AUG</th>
<th>SEP</th>
<th>OCT</th>
<th>NOV</th>
<th>DEC</th>
<th>JAN</th>
<th>FEB</th>
<th>MAR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beg Of Sem</td>
<td>MID</td>
<td>END</td>
<td>1st Week</td>
<td>MID</td>
<td>END</td>
<td>MID</td>
<td>END</td>
<td>30 days prior to site visit</td>
<td>no later than Nov 15</td>
<td>within 2 weeks of receiving External Review Report</td>
<td>within 30 days of receiving responses and External Review Report</td>
<td>within 30 days of receiving External Review Report</td>
<td>within 30 days of receiving responses and External Review Report</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**VPAIE**
- Send Startup Memo to Chair, Dean, Vice Provosts
- Conduct Program Review Orientation Session for Chair, Dean, dept. reps
- Identify available dates for review
- Distribute External Review Report to Dept., Dean and Vice Provosts

**DEPT**
- Assemble review packet team
- Submit Aspirant Program Form to Dean
- Forward External Reviewer Nomination Form to Dean
- Schedule external review dates
- Forward Review Packet Draft to Dean and VPAIE

**EXTERNAL REVIEWERS**
- Provide Departmental Response to external review report to College Dean
- Submit External Review Report to VPAIE

**GRAD COUNCIL**
- Provides Grad Council Response to College Dean
- Provides Grad Council Response to Provost

**DEAN**
- Approve and return External Reviewer Nomination Form to Chair and VPAIE
- Approve preliminary Review Packet

**PROVOST**
- Provides Institutional Response to VPAIE
- Provides Dean’s Response to Provost
## Appendix C: Program Review Timeline (Spring Site Visit)

<table>
<thead>
<tr>
<th>MAY</th>
<th>JUN</th>
<th>JUL</th>
<th>AUG</th>
<th>SEP</th>
<th>OCT</th>
<th>NOV</th>
<th>DEC</th>
<th>JAN</th>
<th>FEB</th>
<th>MAR</th>
<th>APR</th>
<th>MAY</th>
<th>JUN</th>
<th>JUL</th>
<th>AUG</th>
</tr>
</thead>
<tbody>
<tr>
<td>END OF</td>
<td>MID</td>
<td>END</td>
<td>1ST WEEK</td>
<td>MID</td>
<td>END</td>
<td>MID</td>
<td>END</td>
<td>30 days prior to site visit</td>
<td>no later than April 30</td>
<td>within 2 weeks of receiving External Review Report</td>
<td>within 30 days of receiving External Review Report</td>
<td>within 30 days of receiving responses and External Review Report</td>
<td>within 30 days of receiving responses and External Review Report</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FALL SEM</td>
<td>MID</td>
<td>END</td>
<td>1ST WEEK</td>
<td>MID</td>
<td>END</td>
<td>MID</td>
<td>END</td>
<td>30 days prior to site visit</td>
<td>no later than April 30</td>
<td>within 2 weeks of receiving External Review Report</td>
<td>within 30 days of receiving External Review Report</td>
<td>within 30 days of receiving responses and External Review Report</td>
<td>within 30 days of receiving responses and External Review Report</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>mid</td>
<td>End</td>
<td>1st week</td>
<td>mid</td>
<td>end</td>
<td>mid</td>
<td>end</td>
<td>30 days prior to site visit</td>
<td>no later than April 30</td>
<td>within 2 weeks of receiving External Review Report</td>
<td>within 30 days of receiving External Review Report</td>
<td>within 30 days of receiving responses and External Review Report</td>
<td>within 30 days of receiving responses and External Review Report</td>
<td></td>
<td></td>
</tr>
<tr>
<td>VP/AAE</td>
<td>Send Startup Memo to Chair, Dean, Vice Provosts</td>
<td>Conduct Program Review Orientation Session for chair, dean, dept. reps</td>
<td>Assemble review packet team</td>
<td>Submit Aspirant Program Form to Dean</td>
<td>Forward External Reviewer Nomination Form to Dean</td>
<td>Schedule external review dates</td>
<td>Prepare Review Packet</td>
<td>Distribute External Review Report to Dept., Dean and Vice Provosts</td>
<td>Distribute External Review Report to VPAIE</td>
<td>Provide Departmental Response to external review report to College Dean</td>
<td>Provides Grad Council Response to VPAIE</td>
<td>Provides Dean's Response to Provost</td>
<td>Provides Institutional Response to VPAIE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DEPT</td>
<td>Assemble review packet team</td>
<td>Submit Aspirant Program Form to Dean</td>
<td>Forward External Reviewer Nomination Form to Dean</td>
<td>Schedule external review dates</td>
<td>Prepare Review Packet</td>
<td>Submit External Review Report Draft to Dean and VPAIE</td>
<td>Provide External Review Report to VPAIE</td>
<td>Provides Grad Council Response to VPAIE</td>
<td>Provides Grad Council Response to VPAIE</td>
<td>Provides Grad Council Response to VPAIE</td>
<td>Provides Grad Council Response to VPAIE</td>
<td>Provides Grad Council Response to VPAIE</td>
<td>Provides Grad Council Response to VPAIE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GRAD COUNCIL</td>
<td>Provides Grad Council Response to VPAIE</td>
<td>Provides Grad Council Response to VPAIE</td>
<td>Provides Grad Council Response to VPAIE</td>
<td>Provides Grad Council Response to VPAIE</td>
<td>Provides Grad Council Response to VPAIE</td>
<td>Provides Grad Council Response to VPAIE</td>
<td>Provides Grad Council Response to VPAIE</td>
<td>Provides Grad Council Response to VPAIE</td>
<td>Provides Grad Council Response to VPAIE</td>
<td>Provides Grad Council Response to VPAIE</td>
<td>Provides Grad Council Response to VPAIE</td>
<td>Provides Grad Council Response to VPAIE</td>
<td>Provides Grad Council Response to VPAIE</td>
<td>Provides Grad Council Response to VPAIE</td>
<td></td>
</tr>
<tr>
<td>DEAN</td>
<td>Provides Dean's Response to Provost</td>
<td>Provides Dean's Response to Provost</td>
<td>Provides Dean's Response to Provost</td>
<td>Provides Dean's Response to Provost</td>
<td>Provides Dean's Response to Provost</td>
<td>Provides Dean's Response to Provost</td>
<td>Provides Dean's Response to Provost</td>
<td>Provides Dean's Response to Provost</td>
<td>Provides Dean's Response to Provost</td>
<td>Provides Dean's Response to Provost</td>
<td>Provides Dean's Response to Provost</td>
<td>Provides Dean's Response to Provost</td>
<td>Provides Dean's Response to Provost</td>
<td>Provides Dean's Response to Provost</td>
<td></td>
</tr>
<tr>
<td>PROVOST</td>
<td>Provides Institutional Response to VPAIE</td>
<td>Provides Institutional Response to VPAIE</td>
<td>Provides Institutional Response to VPAIE</td>
<td>Provides Institutional Response to VPAIE</td>
<td>Provides Institutional Response to VPAIE</td>
<td>Provides Institutional Response to VPAIE</td>
<td>Provides Institutional Response to VPAIE</td>
<td>Provides Institutional Response to VPAIE</td>
<td>Provides Institutional Response to VPAIE</td>
<td>Provides Institutional Response to VPAIE</td>
<td>Provides Institutional Response to VPAIE</td>
<td>Provides Institutional Response to VPAIE</td>
<td>Provides Institutional Response to VPAIE</td>
<td>Provides Institutional Response to VPAIE</td>
<td></td>
</tr>
</tbody>
</table>

*Please note: The timeline is subject to change based on response.*
Appendix D: Sample On-site Review Schedule

Sample: Two-Day Site Visit

Day, Date
Arrive in San Antonio, travel to the HOTEL NAME
Program Representative will pick up External Evaluators

Day One, Date
8:00 a.m. Program Representative picks up external evaluators from hotel
8:30-9:30 a.m. Provost, Vice Provost Accountability and Institutional Effectiveness (VPAIE), Vice Provost and Dean of Undergraduate Studies (VPDUS), Vice Provost of the Graduate School (VPDGS), and the Dean
9:30-10:00 a.m. Vice Provost of the Graduate School (VPDGS)
10:00-10:30 a.m. Graduate Council Representative and Graduate Advisor of record (if appropriate)
10:30-11:30 a.m. Dean
11:30-12:30 p.m. Undergraduate students
12:30-1:30 p.m. Lunch (Reviewers only)*
1:30-2:30 p.m. Graduate students
2:30-3:30 p.m. Department faculty
3:30-4:00 p.m. Tour of relevant facilities
6:30 p.m. Dinner with Chair and one additional faculty member

Day Two, Date
7:45 a.m. Program Representative picks up external evaluators from hotel
8:00–10:00 a.m. Other meetings (as requested)
10:00–11:00 a.m. Reviewers prepare for exit interview
11:00–1:00 p.m. Lunch and Exit Interview - Provost, Vice Provost Accountability and Institutional Effectiveness (VPAIE), Vice Provost and Dean of Undergraduate Studies (VPDUS), Vice Provost of the Graduate School (VPDGS), and the Dean
1:00 p.m. Depart for the airport or time for review team to begin drafting report

* This lunch is intended give the review team time to discuss plans for the remainder of the site visit and identify any additional meetings or info
Appendix E: Sample Forms

Aspirant Program Selection Form

To be completed by department and forwarded to dean by February 7th (Fall site visit schedule) or October 7th (Spring site visit schedule).

- The program under review must nominate 8-10 aspirant programs.
- The dean will choose five of the nominated programs to serve as the aspirant group for the program.
- The program will use the aspirant group as the basis for the data in the appendices.

Mark the five institutions chosen with an ‘x’ in the table below:

<table>
<thead>
<tr>
<th>Nominated Aspirant Programs</th>
<th>Selected</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Aspirant Program Approval: __________________________ Date: ____________

(Dean’s Signature)

Please forward a completed copy of the signed form to the VPAIE Office.
External Reviewer Nomination and Selection Form

- Programs under review should nominate five potential reviewers for the dean’s review by March 15th for the Fall site visit schedule or November 15th for the Spring site visit schedule. The potential reviewers must work for an out-of-state university.
- The dean in consultation with the Provost will choose up to three of the identified reviewers and may add one or two additional reviewers to the team.
- The Chair of the external review team will be chosen by the dean in consultation with the department.

<table>
<thead>
<tr>
<th>Program: ____</th>
<th>Program Nominees</th>
<th>Dean/Provost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reviewer Name</td>
<td>Rank/Position</td>
<td>Current Institution</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Dean Nominees (Optional)

<table>
<thead>
<tr>
<th>Reviewer Name</th>
<th>Rank/Position</th>
<th>Current Institution</th>
<th>Approved (x)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

To the best of my knowledge there is no conflict of interest with or significant personal relationship between any staff or faculty in the department to be reviewed and the potential reviewers nominated.

Department Chair’s signature: ___________________________ Date: __________

Dean:
Please attach contact information and curriculum vita for each of the external reviewers selected to serve on the review team and forward to the VPAIE by March 30th for the Fall site visit schedule or November 30th for the Spring site visit schedule.

- Name Chair of the External Review Team: __________________________

Dean’s signature: ___________________________ Date: __________

For VPAIE Office use only

<table>
<thead>
<tr>
<th>Date Received</th>
</tr>
</thead>
</table>

Contact Information and CVs attached

Updated 7-30-13
ACADEMIC AGREEMENT ROUTING SHEET
(For all agreements excluding Sponsored Research Accounts [26 grants])
Please route following the order below:
Consult OSP before sending Agreements to Sponsored Research Accounts
Consult OIP before drafting Agreements on Non-U.S. Citizens and Non-U.S. Entities

X Service Agreement  □ Participant □ Speaker □ Entertainment □ Other

Check the following as it applies to the vendor:
U.S. Citizen: □ yes  □ no  U.S. Lawful Permanent Resident (i.e., “green card” holder)? □ yes  □ no  □ other
If no, citizen of what country?__________________________
UTSA Employee:  □ yes  X no  UTSA Faculty:  □ yes  X no

CONTRACT INFORMATION

Originating Department:__________________________________________
Department Contact Name:________________________________________
Extension:______________________________________________________
Provider:________________________________________________________
Term:_________________________________ $ Amt:______________________
Description of Services: Serving as External Reviewer for the __________
__________________________________________
__________________________________________

APPROVALS TO CONTENT FOR U.S. CITIZEN OR U.S. ENTITY

Reviewed and approved by: Director or Department Chair: __________ On Agreement (Required)
Reviewed and approved by Dean of college: ________________________ (Required)
Reviewed and approved by Provost: ________________________________ (UTSA Faculty/Staff)
(Conflict of Interest Memo required for all agreements with any UTSA faculty or employee)
Reviewed and approved by Associate VP for Administration: __________ On Agreement

APPROVALS TO CONTENT FOR NON-U.S. CITIZEN OR NON-U.S. ENTITY

Reviewed and approved by: Director or Department Chair: __________ On Agreement (Required)
Reviewed and approved by Dean of college: ________________________ (Required)
Reviewed and approved by OIP Director: ____________________________ (Non U.S. Citizen/Entity within U.S.)
(If green card holder, do not route to OIPC)
Reviewed and approved by Provost: ________________________________ (Required)
(Conflict of Interest Memo required for all agreements with any UTSA faculty or employee)
Reviewed and approved by Associate VP for Administration: __________ On Agreement
THE UNIVERSITY OF TEXAS AT SAN ANTONIO
SERVICES AGREEMENT

This SERVICES AGREEMENT (this “Agreement”) is entered into by and between THE UNIVERSITY OF TEXAS AT SAN ANTONIO, a government agency and institution of higher education of the State of Texas (“UTSA”), and PROVIDER NAME, Vendor Number, DEFINE EID #, [not a SSN in any form] CHOOSE ONE AND DELETE REMAINING CHOICES: an individual, a company, or an entity whose address is ADDRESS (“Provider”), and will be effective for all purposes on DATE.

WHEREAS, UTSA CHOOSE ONE AND DELETE REMAINING CHOICES: faculty or staff member NAME is the Project Director on a recently issued project, the PROJECT NAME, (the “Project”), and Provider has the expertise and qualifications, and is willing to provide support services necessary to support the Project, and Provider will be paid by UTSA account number, ACCOUNT NUMBER.

UTSA and Provider agree as follows:

1. SERVICES

Provider will perform the services (“Services”) and provide deliverables (“Deliverables”) set forth in Exhibit A, which is attached and incorporated for all purposes, to the satisfaction of UTSA.

2. TERM

The term of this Agreement shall commence on , and shall continue through , unless sooner terminated as provided herein.

3. COMPENSATION

Provider’s fees for the Services and Reimbursable Travel Expenses, if any, are as set forth in Exhibit B, attached and incorporated for all purposes. UTSA shall pay to Provider compensation for performance of the Services within thirty (30) days after receipt of invoice and UTSA’s approval of Services in accordance with the Texas Prompt Payment Act, currently codified in Chapter 2251, Texas Government Code. Invoices must include dates of Service, with details of Services provided. Payment for delivery of Services rendered shall not be unreasonably withheld or delayed. If UTSA disapproves any amount submitted for payment by Provider, UTSA shall give Provider specific reasons for disapproval in writing. Upon resolution of any disputed charges, Provider shall re-invoice such remaining charges to UTSA.

4. RELATIONSHIP OF THE PARTIES

For all purposes of this Agreement, and notwithstanding any provision of this Agreement to the contrary, Provider is an independent contractor and is not an employee, partner, joint venturer, or agent of UTSA. Provider shall make no representation that Provider is an employee of UTSA.

5. WARRANTIES & REPRESENTATIONS

5.1 Compliance with Laws and Policy. Provider warrants and agrees that Provider shall perform the Services and conduct all operations in conformity with all applicable federal, state, and local laws, rules, regulations, and ordinances. For any Service performed on premises owned or controlled by UTSA, Provider warrants and agrees that Provider will perform the Services in compliance with all
University Rules, including but not limited to, prohibitions related to tobacco use, alcohol, and other drugs. For purposes of this Agreement, "University Rules" means (i) the Rules and Regulations of the Board of Regents of The University of Texas System, (ii) the Administrative Rules of The University of Texas System (both of which may be found at www.utsystem.edu/bor/homepage.htm; and (iii) the institutional rules and regulations and policies of UTSA (which may be found at www.utsa.edu).

5.2 Licenses and Certifications. Provider agrees to obtain, at its own cost, any and all approvals, licenses, filings, registrations and permits required by federal, state or local laws, regulations or ordinances, required for the performance of the Services.

5.3 Performance. Provider agrees and represents that Provider has the personnel, experience, and knowledge necessary to qualify Provider for the particular duties to be performed under this Agreement. Provider warrants that all services performed under this Agreement shall be performed consistent with generally prevailing professional or industry standards.

5.4 Authority. Provider warrants, represents, covenants, and agrees that this Agreement reflects Provider’s full and correct name and that Provider is entering into this Agreement in an individual capacity.

5.5 Conflict of Interest. Provider warrants, represents, and agrees that Provider presently has no interest and shall not acquire any interest, direct or indirect, that would conflict in any manner or degree with Provider’s performance of the Services hereunder. Provider further warrants and affirms that no relationship or affiliation exists between Provider and The University of Texas at San Antonio that could be construed as a conflict of interest with regard to this Agreement.

6. DELIVERABLES AND USE OF DOCUMENTS

The documents and tools used in performing the work shall remain the exclusive property of UTSA. All drawings, specifications, plans, computations, data, photographs, records, models, statements, reports, and other deliverables or materials prepared or produced by Provider in connection with the Services (collectively, "Service Deliverables"), whether or not accepted or rejected by UTSA, are the property of UTSA and for its exclusive use and re-use at any time without further compensation and without any restrictions. Provider shall not sell, disclose, or obtain any other compensation for the Service Deliverables. Provider shall not, with regard to all Service Deliverables, apply for, in Provider’s name or otherwise, any copyright, patent or other property right and Provider acknowledges that any such property right created or developed remains the exclusive right of UTSA. Provider shall not use Service Deliverables in any manner for any other purpose without the express written consent of UTSA.

7. CONFIDENTIALITY

All information owned, possessed or used by UTSA that is communicated to, learned, developed or otherwise acquired by Provider in the performance of services for UTSA, that is not generally known to the public, will be confidential and Provider will not, beginning on the date of first association or communication between UTSA and Provider and continuing through the term of this Agreement and any time thereafter, disclose, communicate or divulge, or permit disclosure, communication or divulgence of such information to another or use such information for Provider’s own benefit or the benefit of another unless required by law. Except when defined as part of the Services, Provider will not make any press releases, public statements, or advertisement referring to the Project or the engagement of Provider as an independent contractor of UTSA in connection with the Project, or release any information relative to the
Project for publication, advertisement or any other purpose without the prior written approval of UTSA. Provider's interest in this Agreement (including Provider's duties and obligations under this Agreement, and the fees due to Provider under this Agreement) may not be subcontracted, assigned, delegated, or otherwise transferred to a third party, in whole or in part, without the express written consent of UTSA. The benefits and burdens of this Agreement are assignable by UTSA.

8. INSURANCE

PROVIDER ACKNOWLEDGES AND UNDERSTANDS THAT UTSA DOES NOT MAINTAIN AND WILL NOT OBTAIN INSURANCE OF ANY TYPE TO PROTECT PROVIDER AGAINST ANY LOSS, DAMAGE OR INJURY THAT MAY IN ANY WAY RESULT FROM PROVIDER'S PERFORMANCE OF THE SERVICES. PROVIDER HEREBY RELEASES UTSA, THE UNIVERSITY OF TEXAS SYSTEM, THEIR OFFICERS AND EMPLOYEES FROM ANY AND ALL LIABILITY FOR ANY LOSS, DAMAGE, INJURY OR COSTS RELATING TO THE PERFORMANCE OF THE SERVICES, UTSA'S USE OF THE DELIVERABLES, OR UTSA'S RELIANCE OF THE SERVICES PROVIDED HEREUNDER.

9. INDEMNITY

PROVIDER SHALL INDEMNIFY, HOLD HARMLESS AND DEFEND UTSA, ITS OFFICERS, EMPLOYEES, AGENTS AND REPRESENTATIVES, FROM AND AGAINST ALL LIABILITIES, DAMAGES, CLAIMS, DEMANDS, ACTIONS (LEGAL OR EQUITABLE), AND COSTS AND EXPENSES, INCLUDING WITHOUT LIMITATION ATTORNEYS' FEES, OF ANY KIND OR NATURE, ARISING FROM PROVIDER'S PERFORMANCE OF THE SERVICES.

10. FORCE MAJEURE

Neither UTSA nor Provider shall be liable for any delay in the performance of this Agreement, nor for any other breach, nor for any loss or damage arising from uncontrollable forces such as fire, theft, storm, war, or any other force majeure that could not have been reasonably avoided by exercise of due diligence.

11. TERMINATION

UTSA may terminate this Agreement with or without cause upon thirty (30) days prior written notice to the Provider. Upon such termination, UTSA shall pay Provider, at the rate set out in Exhibit B, for Services satisfactorily performed up through the date of termination. Notwithstanding any provision in this Agreement to the contrary, UTSA will not be required to pay or reimburse Provider for any services performed or for expenses incurred by Provider after the date of the termination notice that could have been avoided or mitigated by Provider.

12. NOTICE

Any notices required under this Agreement shall be made in writing, postage prepaid to the following addresses, and shall be deemed given up hand delivery, verified delivery by telecopy (followed by copy sent by United States Mail), or three days after deposit in the United States Mail:

**UTSA:**

The University of Texas at San Antonio
Attn: Vice President of Business Affairs
One UTSA Circle
San Antonio, TX 78249

**PROVIDER:**

Insert Address

---

Page 3 of 7

Rev 11.16.09

AUGUST 2013
13. INVALIDITY OF PRIOR AGREEMENTS

This Agreement supersedes all prior contracts or agreements, either oral or written, that may exist between the parties with reference to the Services described herein and expresses the entire agreement and understanding between the parties with reference to said Services. This Agreement cannot be modified or changed by any oral promise made by any person, officer, or employee of either party, nor shall any written modification of it be binding on UTSA until approved in writing by authorized representatives of both UTSA and Provider.

14. ADDITIONAL STATUTORY PROVISIONS

14.1 Governing Law & Venue. In any lawsuit or legal dispute arising from the operation of this Agreement, Provider agrees that the laws of the State of Texas shall govern. Venue shall be in the District Court of Texas, Bexar County, Texas.

14.2 Dispute Resolution. To the extent that Chapter 2260, Texas Government Code, is applicable to the Agreement and is not preempted by other applicable law, the dispute resolution process provided for in Chapter 2260 and the related rules adopted by the Texas Attorney General pursuant to Chapter 2260, will be used by UTSA and Provider to attempt to resolve any claim for breach of contract made by Provider that cannot be resolved in the ordinary course of business. The chief business officer of UTSA will examine Provider's claim and any counterclaim and negotiate with Provider in an effort to resolve such claims. The parties specifically agree that (i) neither the execution of the Agreement by UTSA nor any other conduct, action or inaction of any representative of UTSA relating to the Agreement constitutes or is intended to constitute a waiver of UTSA's or the state's sovereign immunity to suit; and (ii) UTSA has not waived its right to seek redress in the courts.

14.3 Eligibility Certification. Pursuant to Section 2155.004, Texas Government Code, Provider certifies that the individual or business entity named in the Agreement is not ineligible to receive the award of or payments under the Agreement and acknowledges that the Agreement may be terminated and payment withheld if this certification is inaccurate.

14.4 Payment of Debt or Delinquency to the State. Pursuant to Sections 2107.008 and 2252.903, Texas Government Code, Provider agrees that any payments owing to Provider under the Agreement may be applied directly toward any debt or delinquency that Provider owes the State of Texas or any agency of the State of Texas regardless of when it arises, until such debt or delinquency is paid in full.

14.5 Texas Family Code Child Support Certification. Pursuant to Section 231.006, Texas Family Code, Provider certifies that it is not ineligible to receive the award of or payments under the Agreement and acknowledges that the Agreement may be terminated and payment may be withheld if this certification is inaccurate.

14.6 Products and Materials Produced in Texas. If Provider will provide services under the Agreement, Provider covenants and agrees that in accordance with Section 2155.4441, Texas Government Code, in performing its duties and obligations under the Agreement, the Provider shall purchase products and materials produced in Texas when such products and materials are
available at a price and delivery time comparable to products and materials produced outside of Texas.

14.7 **State Auditor's Office.** Provider understands that acceptance of funds under the Agreement constitutes acceptance of the authority of the Texas State Auditor's Office, or any successor agency (collectively, "Auditor"), to conduct an audit or investigation in connection with those funds pursuant to Sections 51.9335(c), 73.115(c) and 74.008(e), *Texas Education Code.* Provider agrees to cooperate with the Auditor in the conduct of the audit or investigation, including without limitation providing all records requested. Provider will include this provision in all contracts with permitted subcontractors.

**IN WITNESS WHEREOF,** the parties have executed this Agreement on the date(s) set forth opposite the signatures of their authorized representatives to be effective for all purposes on the date first written above.

**INSERT FULL NAME OF PROVIDER**
**PROVIDER:**
By: ___________________________ Date: ______________
Name: __________________________ Title: __________________________

*Provider should initial below:*

By initialing here __________, I represent that I am a citizen of the United States. If not, OIP approved FORM C must be attached, with substantiating documentation (e.g. J1 letter or copy of front/back of Visa card) not withstanding routing requirements in effect.

**DEPT. AUTHORIZED SIGNATURE**
By: ___________________________ Date: ______________
Name: __________________________ Title: __________________________

**THE UNIVERSITY OF TEXAS AT SAN ANTONIO**
**UTSA:**
By: ___________________________ Date: ______________
Name: Pamela S. Bacon Title: Associate Vice President for Administration
EXHIBIT “A”

SERVICES

1. Services:

Provider will serve as an external reviewer for the enter Program name.

2. Deliverables:

Provider will deliver the following:

- Review materials provided by the program under review
- Visit the campus to discuss review packet and related information with administrators, faculty, staff, students, and others related to the department
- Prepare an External Review Report that includes:
  a. an evaluation of the appropriateness of the department’s strategic plan to contribute to the University’s continued vision of becoming a premier public research university;
  b. a description of significant strengths and weaknesses, including any related to the QEP;
  c. a prioritized set of recommended strategies for future improvements.
1. Compensation:

Provider shall be paid a flat rate of $XXX.XX dollars (XXX.XX) for services.

Total compensation paid by UTSA to Provider for Services shall not exceed one thousand dollars ($1,000.00), which amount does not include applicable sales tax or reimbursable expenses (below), without the express written consent of UTSA.

Compensation will be made upon completion of services and as per terms outlined in Section 3. Compensation.

2. Reimbursable Travel Expenses:

Reimbursable Travel Expenses under this Agreement and charged to UTSA will not exceed one-thousand dollars ($1,000). Reimbursable Expenses included in this agreement are listed as follows: Airline, hotel, meals per diem (must include receipts), and transportation (shuttle, taxi, etc.).

Reasonable expenses related to meals, lodging, mileage, and coach class airfare that Provider in curs may be covered if required to complete obligations herein (collectively “Travel Expenses”). Provider agrees and acknowledges that in regard to reimbursement for Travel expenses, Provider shall be subject to the State of Texas Travel Reimbursement Guide (located at www.cpa.state.tx.us/comptrol/texastra.html) as may be amended from time to time. Further, Provider agrees and acknowledges that Provider will not be reimbursed by UTSA for expenses that are prohibited or that exceed the allowable amounts set forth in the Travel Reimbursement Guide. Airfare reimbursements will be provided for general coach seating only and must be approved in advance by UTSA.

All requests for reimbursement of Travel Expenses must be accompanied by a signed invoice accompanied by original substantiating receipts.
OVERALL ASSESSMENT OF THE PROGRAM

Does the Department’s strategic plan appropriately contribute to the University’s continued vision of becoming a premier public research university?

STRENGTHS AND WEAKNESSES

What are significant strengths and weaknesses of the program reviewed?

A. Strengths
B. Weaknesses

ADDITIONAL OBSERVATIONS

Are there other factors that need to be considered/addressed?

RECOMMENDATIONS

What strategies are recommended for future improvements? Please list recommendations in descending order of priority (highest priority to lowest priority)

1.
2.
3.
4.
5.
Appendix G: Contacts

Kim Kline  
Assistant Vice Provost for Assessment  
kim.kline@utsa.edu; x4819

Leanne Charlton  
Senior Administrative Associate  
leanne.charlton@utsa.edu; x8010

Steve Wilkerson  
Associate Vice Provost for Institutional Research  
steve.wilkerson@utsa.edu; x4939

Sandra Welch  
Vice Provost for Accountability and Institutional Effectiveness  
sandra.welch@utsa.edu; x4706