Institution:

Evaluator(s):

Program title:

Degree title:

Date of evaluation:

I. Program

1. Assess program purpose, structure, and requirements as well as formal mechanisms for program administration and monitoring.
2. Comment on the special focus of this program, if any, as it relates to the discipline.
3. Comment on the plans and expectations for continuing program development and self-assessment.
4. Assess available support from related programs.
5. (Only for programs requiring master plan amendment.) What is the evidence of need and demand for the program locally, in the State, and in the field at large? What is the extent of occupational demand for graduates? What is the evidence that demand will continue?

II. Faculty, and recognition in the field.

1. Evaluate the faculty, individually and collectively, in regard to training, experience, research and publication, professional service
2. Assess the faculty in terms of size and qualifications. What are plans for future staffing?
3. Evaluate credentials and involvement of adjunct and support faculty.

III. Resources

1. Comment on the adequacy of physical resources and facilities, e.g., library, computer, and laboratory facilities; practica and internship sites; and support services for the program, including use of resources outside the institution.
2. (Only for programs requiring master plan amendment.) What is the institution's commitment to the program as demonstrated by the operating budget, faculty salaries, and the number of faculty lines relative to student numbers and workload.

IV. Comments

1. Summarize the major strengths and weaknesses of the program as proposed with particular attention to feasibility of implementation and appropriateness of objectives for the degree offered.
2. Include any further observations important to the evaluation of this program proposal and provide any recommendations for the proposed program.
Steps for Preparing and submitting a new PhD Program to ensure alignment with NY State Department of Education

A. Ensure that the submitted proposal addresses the following academic categories

1. **Program Data** and include other programs currently offered in close areas.
2. **Purpose, Goals, and Objectives**: Describe the purpose, goals, and objectives of the proposed program, highlighting important or unique aspects. Indicate how the program relates to the institution's mission and its existing programs.
3. **Academic Governance**: Indicate the systems established for governance and oversight of the proposed program, including administrative mechanisms and criteria for selection; workload which accommodate increased faculty time and support for research and development, thesis guidance activities; promotion; and tenure of faculty who will be responsible for the proposed program.
4. **Financial Resources**: Discuss whether the institution has sufficient fiscal, physical and human resources to support the changes proposed and to do so without diminishing the quality of existing programs.
5. **Facilities and Library**: Indicate the current library collection and the expansion of the collection in support of the proposed program. Indicate the annual additions to the collection which will be used specifically to support the proposed program for a five-year period.
6. **Faculty**: Specify staffing for the proposed program, including administrative and support staff. Include current curricula vitae for all faculty who are PhD holders, indicating their area of specialization, educational experience, previous experience in doctoral education, research, publication, research grant support, and special recognition or awards.
7. **Curriculum**: Describe the essential elements of the curriculum. Include the total number of required credits; the number of required and elective courses; the distribution of courses by academic year; thesis/dissertation requirements; field/internship requirements; and the utilization of existing courses; the addition of new courses, indicating which faculty are likely to teach each course; and syllabi for any new courses. Provide sample student programs of study.
8. **Students**: Describe the student body to be served. Discuss differentiation of standards and requirements for program admission, selection procedures; plans for the recruitment, retention, and graduation of students; and provisions for students' academic. Project full- and part-time enrollment for the first five years of the program and the ultimate enrollment goal for the proposed program. Assess the effect of the proposed program on the institution's total enrollment and on faculty load.
9. **Prospects for employment/further education for the program's graduates** and any additional basis of need for the program.
10. **Evaluation**: Describe AUB’s provisions for periodic review of the quality and effectiveness of its academic programs, including evidence of student achievement, accomplishments of graduates, faculty performance, etc. This is already covered by our current AUB policy on Periodic Program Review.

B. External Evaluation of Proposal
This is a requirement that has been set by the BGS and it is also part of the requirement for the registration of the degree in NY State Department of Education. This is why it is better to secure...
NYSED approval of the evaluators so that we this process is not repeated. According to the NYSED, a site visit report by at least two nationally recognized authorities in the discipline, external to New York State, and agreed to in advance by OCUE should be submitted. The site visitors should use NYSED Instructions and Report Form for Evaluation of Doctoral Program Proposals to evaluate the quality and viability of the proposed program in terms of governance, curriculum, faculty, students, facilities, and other resources. A single team report is preferred. See Appendix I (BELLOW) for INSTRUCTIONS FOR EVALUATION OF DOCTORAL PROGRAM PROPOSALS extracted from NYSED.

C. Resource summary and Relation of program to other programs at AUB.

D. Meeting the Requirements of the MHE.
Appendix I: Evaluation of doctoral program proposals (NY State Department of Education)

A. Program Purpose, Design, and Administration

1. Accuracy and clarity in proposal description and program materials
2. Program's unique contribution to the field
3. Appropriateness of program objectives for the degree offered
4. Appropriateness of requirement for achieving program objectives:
   - Course work - core, cognate, specialization, total credit hours
   - Residency
   - Internship, practicum, field experience
   - Examinations
   - Statistics/Research tools
   - Dissertation
5. Depth and breadth of coverage
6. Appropriateness of sites and adequacy of supervision for student internships, practica, and field experiences
7. Integration or cooperation with other programs, divisions, and universities
8. Program administration and leadership
9. Self-assessment, planning, and provision for future needs

B. Faculty

1. Academic preparation and background experience
2. Research, publication, and recognition in the field
3. Involvement in problems of practice services
4. Competency as:
   - Teachers
   - Research leaders
   - Dissertation mentors
   - Intern supervisors
5. Sufficiency in number for program coverage, diversity, and vitality
6. Distribution of faculty workload and time devoted to proposed doctoral program
7. Policy on tenure and promotion and ongoing faculty development and assessment
8. Plans for recruitment of quality faculty and staff development
9. Involvement and qualifications of adjunct and part-time faculty

C. Students

1. System for student admissions, advising, and monitoring of progress and performance
2. Projections for admissions and enrollment; critical mass
3. Student/faculty ratio
4. Awareness of the job market; placement/employment of graduates

D. Resources

1. Institutional commitment
2. Faculty success in obtaining external grant support
3. Student financial support
4. Internal support for faculty professional activities and development
5. Classroom and office availability and adequacy for academic and advisement purposes
6. Library facilities and holdings
7. Computer facilities and services
8. Laboratory and other special facilities
9. Clerical and other support services
10. Resources for future support