

DOCTOR OF PHILOSOPHY BOARD PhD PROGRAM REVIEW PROTOCOL

Overview of the Doctor of Philosophy Board

The Doctor of Philosophy Board (DPB) is a standing committee of the Johns Hopkins University that reports to the Provost and is responsible to the graduate faculty of schools granting the Doctor of Philosophy (PhD) degree. It is composed of faculty from PhD granting schools as described in its [bylaws](#).

Beyond the statutory responsibility for approving the awarding of degrees on behalf of the Trustees, the DPB reports to the Provost and to the PhD granting schools on the status of the PhD programs and tracks changing academic philosophies and emerging technologies that affect PhD studies. The DPB also provides advice regarding University-wide PhD degree requirements and on policy matters related to the well-being of doctoral education generally. To do so, the DPB has developed a framework for existing doctoral program reviews that leverages interdivisional PhD program review in order to identify and share best practices.

Overview of PhD Program Review

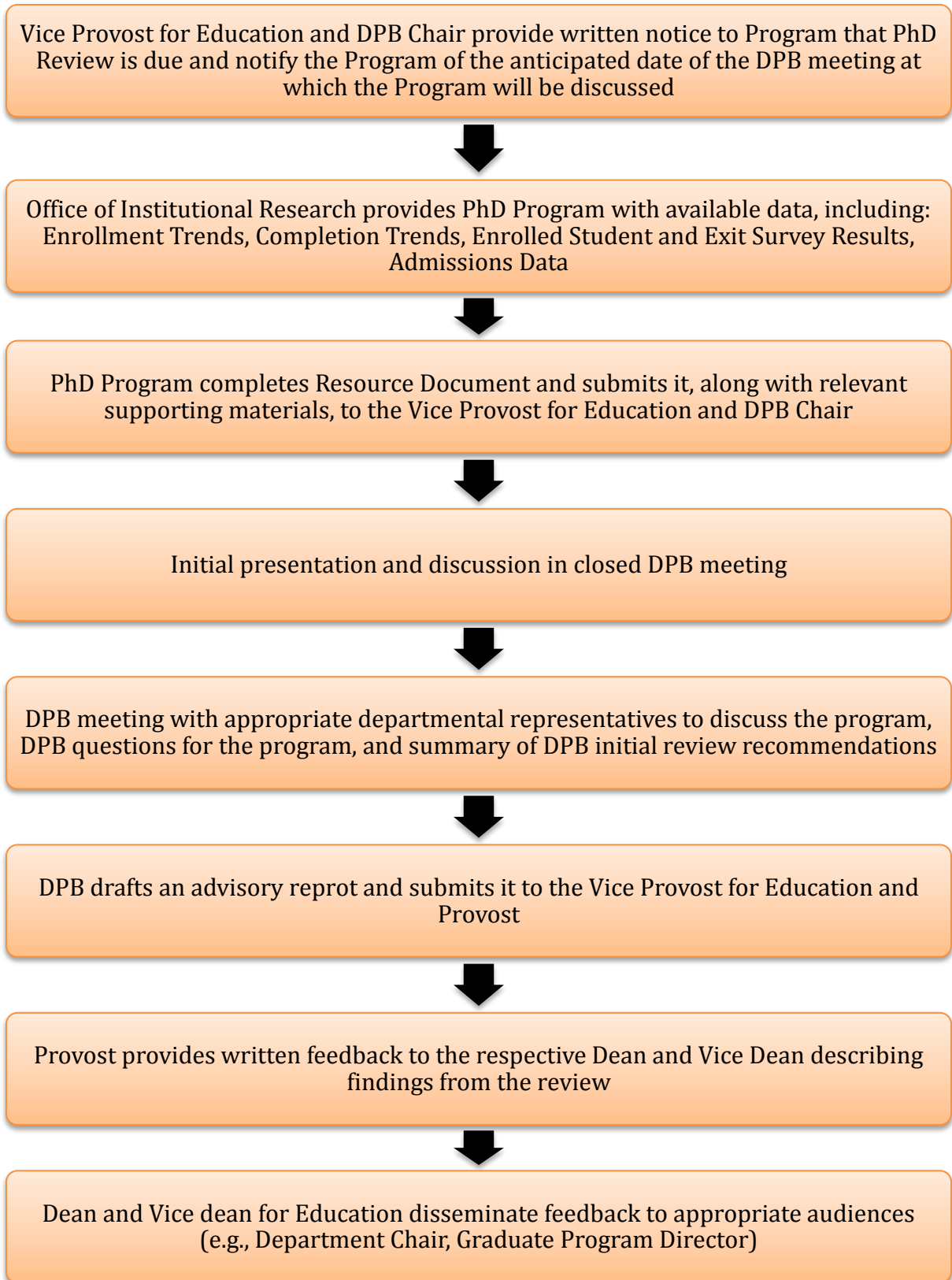
Periodic review institutionalizes the process of analysis and planning for PhD programs. Typically, PhD programs are reviewed every 5-7 years in coordination with the division's program review cycle. The review provides a means of benchmarking both within the University and against outside peer programs. Inherent in the process is the opportunity for self-study, reflection, and the challenge to improve. Findings from the review may also help the program justify requests to School/University administrators for additional support and delineate their longer-range plans.

The Deans and the Provost should ensure that these reviews are routinely completed. The Provost's office should collaborate with Schools and Departments to ensure that these reviews are coordinated with ongoing program reviews. In situations where a doctoral program is not part of a routine School or Department review, the DPB should determine a time for that program to be reviewed.

Following the protocol depicted in Appendix A, the program collects, verifies, and reviews quantitative data (e.g., admissions data, attrition and time to degree) and qualitative input (e.g., placement data, student attitudes) and produces a self-study. The Review Protocol and Resource Document provide the program with a framework for faculty reflection on successes, challenges and opportunities. Feedback from the Provost, based upon advice of the DPB, provides programs with an overview of the program's strengths, areas for improvement, and any required action.

The DPB serves as the review body that advises the Provost regarding each program's strengths, areas of improvement, and needs based upon discussion of the data and information provided in the self-study. Upon receipt of advice in the form of a written report from the DPB, the Provost provides timely written feedback to the respective Dean and Vice Dean. The Dean and/or Vice Dean disseminates feedback received to appropriate individuals (e.g., Department Chairs, Directors of Graduate Studies). After review of feedback, the program is encouraged to provide the Provost with a written response, including an action plan to address any significant concerns highlighted during the review.

APPENDIX A: PROTOCOL FOR DPB PhD PROGRAM REVIEW



APPENDIX B: THE RESOURCE DOCUMENT

The following is the template for the PhD program self-study component of the program review. For any program completing the program review for the first time, some of the relevant information may not be available. Programs should gather this information if possible, but the questions should also guide future practices so that information will be available in future reviews. When completing the template, you may link to relevant program documents or websites, ensuring that links are accurate before submission.

INTRODUCTION

Name of the Program:

Date of the most recent review of program of curriculum and requirements:

Review type: internal external N/A

What were the recommendations and/or goals laid out in the review? Briefly note these and the progress made with respect to each. (If no recent review, type N/A)

PROGRAM STRUCTURE

Describe the major features of the PhD program and/or provide a URL link to or copy of the current program description or handbook. (Document must have page numbers for reference in additional questions.)

For the following questions, please provide a description. (You may cut and paste from the relevant pages of the handbook or program description if information is overlapping.)

Are individual development plans required to be completed by students in the program?

Yes No

If yes:

- Who is responsible for working out these plans (e.g., student, mentor, program director, committee, etc.)?
- How is compliance with the requirement for individual development plans verified?
- How often is the plan updated?
- How is the plan documented?

What, if any, teaching is required for students in the PhD program?

- What training is provided to support the student in teaching?
- What pedagogical support is provided for teaching?

How are students trained for the responsible and ethical conduct of research?

How often are students formally reviewed or evaluated by the program?

- Annually
- At major milestones
- Other:

Please describe the evaluation process.

How are students informed of the outcome of the evaluation process?

FACULTY

How many full-time faculty serve the PhD program as mentors, instructors, etc.?

What, if any, expectations are communicated to faculty who participate in the program?

How is faculty participation quantified or recorded?

How does the program engage faculty in other schools, divisions, or departments at the University?

ADMISSIONS

What is the average number of applicants to your program for the past 3 years?

What is the average number of applicants accepted per year for the past 3 years?

How many students are in the current PhD program?

Break down by year

Describe why this is or is not the appropriate size for the program.

What factors determine the number of students admitted to the program?

What is the acceptance rate for admitted students over the last 3 years?

What is the average GPA of admitted students for the past 3 years?

What are the average GRE scores of admitted students for the past 3 years?

- Verbal Reasoning:
- Quantitative Reasoning:
- Analytical Writing:

What other factors, if any, do you consider in admissions decisions?

Provide additional demographic information for applicant pool, admitted students, and enrolled students, including gender, % under-represented minorities (all US citizens and permanent residents) and % International. If not available, please describe plan to obtain this information for future reviews.

SUPPORT

How are students supported financially in the program? Include information about length and source of support.

How does the length of support compare to the length of the program?

Attach a sample offer letter currently used by the program as an appendix to this document.

CAREER DEVELOPMENT

What does the PhD program do to expose students to academic career paths?

What does the PhD program do to expose students to non-academic career paths?

How does the PhD program assist students in the job search process (identifying positions, application process, interview preparation, etc.)?

OUTCOMES

Of the students who started the program in the past 10 years:

- What percentage of students remains enrolled in the program?
- What percentage of students successfully completed the program?
- What percentage of students left the program before completion?

What is the average time to degree: (you may verify time-to-degree information provided)?

Provide a narrative on where students go after completing the program.

Provide an appendix listing the current positions of graduates from the last 5 years, if possible.

How does the placement of graduates align with the goals of the program?

COMPARISON TO PEERS

List 5 programs that would be considered the closest peers to the PhD program.

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-
-
-
-

How is the PhD program distinct from programs at peer universities?

To which competing institutions does the program lose students?

FUTURE

What do you perceive as 5 major challenges facing the PhD program?

What support do you need from your department or school to address these challenges?

Provide a brief list of goals for the next 5 years.

How can university administration support your program in successfully addressing these goals?

APPENDIX C: SAMPLE ADVISORY REPORT OUTLINE

Doctor of Philosophy Board Review Report to the Provost on Doctor of Philosophy degree in:

Reviewed by Doctor of Philosophy Board on: (date) _____

Submitted by: _____, Chair, Doctor of Philosophy Board

Date: _____

- I. Information basis for the report (brief synopsis of documents received and reviewed)
- II. 3-5 Strengths of the program with associated indicators of success
- III. 3-5 Areas of improvement for the program with associated evidence
- IV. Recommendations for any action required of the program