

Texas Higher Education Coordinating Board
Academic Quality and Workforce Division
Best Practices for Graduate Program Reviews (GPRs)

The following information presents best practices for universities and health-related institutions to follow when completing GPRs:

1. Self-Study
 - This document is the only one that does not have to be submitted in full. You should summarize the results of the self-study, particularly if it is lengthy, as there is a file size limit on the PDF files the GPR system will accept.
 - **For online distance education programs**, the review of program should include an evaluation of the program's adherence to the [*Principles of Good Practice*](#).
2. External review report
 - Include an executive summary with strengths of the program and areas of concern.
 - Give reviewers a checklist or rubric of some kind –basic criteria for reviews are set out in Chapter 5, Subchapter C, Rule 5.52.
 - Be clear about which comments pertain to each program if multiple programs are reviewed simultaneously.
 - Indicate how the reviewer report was prepared (site visit or desk review of self-study).
 - Make sure reviewer names and institutional affiliations are listed in the report.
 - **For online distance education programs**, reviewers of program should provide the [*Principles of Good Practice*](#). This will allow external reviewers to evaluate the institution's adherence to standards online distance education programs.
3. Institutional response
 - Summarize and address each recommendation made by reviewers, state whether or not the institution will accept/act upon the recommendation, and then list:
 - An action plan
 - A timeline
 - Who is responsible for each action
 - If some recommendations are not accepted/acted upon, provide a rationale.
 - Indicate who provided input for the institutional response and who reviewed it – upper administration should be involved.
4. Use of accreditation documents
 - For GPRs using accreditation documents submit the following:
 - Accreditation Document from accrediting body
 - Summary of accreditation findings
 - Institutional response
 - Indicate whether or whether not the program accreditation was achieved/renewed/continued
5. Submission of review materials
 - Three files must be submitted for each program reviewed:
 - Summary of self-study
 - External review
 - Institutional response
 - All three files must be submitted in PDF format.