

**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 2, Subchapter 1, Rule 2.181.
  - 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.