

Appendix III Appendices Outline Checklist

To the extent possible the appendices attached to the self-study should use data already collected on a regular basis by the program under review, the school(s), and the USC Office of Institutional Research. It may also be possible to use NIH, NSF, citation count or other data, where applicable. The Provost's office will provide key student data to assist with writing the self-study. If the data do not reach the program in a timely manner, please email Donna Garcia at (dlgarcia@provost.usc.edu).

Part	Contents	Check
	Table of Contents (include bookmarks in the PDF)	
I	Appendix for Overview	
a	<i>** Please provide the 5-year summary page PhD Progress Portal Data (download from the Graduate School Website) as the first page of the Appendix. Include the Special PhD Alumni Achievement Report.**</i>	
b	Organizational chart	
c	List tenure-track faculty by rank, tenure status, gender, ethnicity, and major areas of expertise	
d	List non-tenure track faculty (including part-time faculty) by rank, gender, ethnicity, and areas of expertise	
e	New faculty hired during last ten years (including those who may have left)	
f	Faculty who have left during the last ten years	
g	Curricular map articulating the alignment between program learning outcomes and course learning outcomes and demonstrating the progression from introductory and advanced levels	
II	Appendix for Comparative Strengths, Distinctiveness, and Weaknesses	
a	Surveys, national rankings and other metrics of excellence	
III	Appendix for Student Quality Indicators	
a	Numbers of applicants, admits, and newly enrolled students	
b	Admit rate and yield (conversion rate)	
c	Passage rates on professional entry examinations, if applicable	
d	Assessment of student learning and educational effectiveness	
i	Methods used to evaluate doctoral dissertations and master's theses	
IV	Appendix for Faculty Quality Indicators	
a	Faculty reputational indicators, including major prizes and awards, membership in National Academies, "young investigator" awards, etc.	
b	Faculty external funding (federal and foundation)	
i	Total awards in the past five years (indicating principal investigator, amount, dates, using NIH format for Other Support or similar)	
ii	Major awards, e.g. federally-funded "center" grants, grants over \$1 million, high prestige grants etc.	

c	Faculty responsibilities with respect to teaching, advisement and mentoring of graduate students	
i	Faculty-graduate student ratios	
ii	Any relevant student evaluations of faculty teaching	
iii	A statement of how the program is increasing the number of underrepresented minorities among their faculty.	
V	Appendix for Comprehensive Plan For the Future	
a	Implementation sequence of top priorities	
b	Faculty hiring plans, including intellectual goals and goals for diversity and gender equity	
c	Budget reallocation (e.g., funds freed by retirements, reduction or closure of lower priority programs, etc.)	
d	New funds needed to accomplish some priorities	
VI	Appendix on Resources	
a	Program endowment	
b	Graduate student fellowships and endowments (last 5 years)	
c	Facilities and space	
d	Computers, libraries and information access	
e	Other learning resources	
VII	Appendix on Governance	
a	List of associate chairs, divisional directors, and chairs of major committees	
b	List of student associations, honor societies, and their student officers	
c	Staff support	
VIII	Faculty CV's	
a	Please provide faculty CV's on a USB drive	