

Professional Development Questions for Academic Program Review
Approved by the Graduate Council, December 2, 2019

The Graduate Council provides the following suggestions to assist departments in assessing their efforts in supporting graduate student professional development and documenting these efforts in the self-study portion of the Academic Program Review.

Professional Development and Career Preparation Programming

1. Does your department include in its courses that introduce students to the discipline professional and career development components so that graduate students can actively practice important skills such as public speaking, writing and peer review, as well as panel discussions with speakers both inside and outside academia?
2. What other professional development and career preparation programming does the department offer or arrange for?
3. What processes are in place to actively encourage graduate students and postdoctoral scholars to take part in the wide array of campus professional and career development workshops offered by the [Graduate Division](#), the [Career Center](#), [Beyond Academia](#), [Science Leadership and Management](#), [D-Lab](#), and more?
4. Do you actively encourage faculty and graduate students to take part in professional development and career exploration programs offered by your professional association and other professional organizations related to your discipline?

Career Preparation

1. Does your department have a placement officer and workshops for graduate students on preparing both for academic and non-academic careers?
2. If you publicize where graduate students have been hired, do you include both academic positions and those beyond academia?

Access to Professional Development Resources for Graduate Students and Faculty

1. Do you provide links on your website to the [Graduate Professional Development](#) website and disciplinary professional and career development sites?
2. Do you encourage faculty to familiarize themselves with these professional and career development websites so that they can properly direct students to resources?
3. Does your department's GSAO forward professional and career development-related emails to your graduate students, including internship opportunities?
4. Have you informed graduate students of career-planning websites such as the

Versatile PhD and ImaginePhD (the campus has subscriptions), where they will find many resources to help them explore and prepare for a range of careers?

Alumni Information and Involvement

1. Do you systematically gather contact information from graduating Ph.D.'s before they leave campus for the purpose of creating a department-specific alumni network? Do you update this information annually?
2. Do you invite alumni back to the department to speak with graduate students and faculty about their careers in academia, non-profits, industry, government, educational administration, etc.?

Assessment

1. What procedures are in place (e.g., annual anonymous questionnaire, input from Graduate Division's Survey of Doctoral Students' Opinion) for the department to regularly assess the extent to which it is meeting the professional and career development needs of its graduate students?
2. Do assessments of faculty work include the extent to which they have addressed professional and career development in mentoring graduate students and in their annual reviews of their advisees?