

Stony Brook University Department/Program Review Process

This document provides a [timeline](#) for the Department/Program Review Process for Stony Brook University and is intended to assist academic deans and department chairs in planning for upcoming reviews. [By policy](#), the Department/Program Review Process is under the purview of the Provost and the Executive Vice President of Health Sciences. [The Office of Educational Effectiveness \(OEE\)](#) provides support for the Department/Program Review Process.

Notice to Participate in Department/Program Review Process - (April)

OEE in consultation with relevant Deans will email departments/programs identified to participate in the upcoming cycle of self-study and external review.

Orientation Meeting - (May)

OEE staff and Office of Institutional Research, Planning & Effectiveness (IRPE) staff will conduct an orientation meeting with the department/programs to discuss the process, timeline, and answer any questions. Department Chair, Assistant to the Chair, Undergraduate/Graduate Program Directors, and Undergraduate/Graduate Program Coordinators will be invited to attend.

Site Visit Date Selection - (May- September)

Begin internal discussion with faculty and staff regarding site visit dates. Final date options (2-3) should be determined by September. Typically site visits take place in April (not during spring break) and May (prior to commencement). Once a date has been selected, please communicate with OEE to get your site visit on the program review calendar.

Data Provided to Department/Program - (June)

IRPE will provide institutional data to programs to be used for completing the Department/Program self-study. OEE will provide copies of the academic assessment reports submitted by the programs within the department.

External Reviewer Selection – (September – October)

The Department/Program will compile a list of five potential external reviewers and informally reach out to them to gauge interest. ***Please communicate your site visit date options to potential reviewers.*** Reviewers must have no conflicts of interest. This means the evaluator will have no significant prior or present connections to the department/program. Reviewers should have expertise that matches the profile of the Department/Program at Stony Brook University. Please identify any potential conflicts of interest when suggesting potential evaluators. Feel free to use this [letter template](#) to reach out and engage interest from reviewers.

Once the unit has a list of five potential evaluators ***who have confirmed availability and willingness to serve as an reviewer***, an [unranked list of names including CVs and/or bio-sketches](#) should be forwarded to the Office of Educational Effectiveness (OEE) at educationaleffectiveness@stonybrook.edu.

Senior leaders in the Office of the Provost or the Office of the EVPHS and relevant academic dean will approve reviewers on the list. This process continues until the review team is set at which point OEE will notify the Department/Program via email which potential reviewers have been approved. Once a final list is approved, departments will [contact reviewers](#) in an order determined in collaboration with the Provost and/or the Executive Vice President of Health Sciences (EVPHS), as well as the relevant Dean(s), with the goal of securing two external reviewers. If additional names are needed, OEE will work with the department/program to identify additional names followed by the process outlined above.

The Office of the Provost and/or the Office of the EVPHS will provide financial support for two external reviewers for an honorarium of up to \$1,000 and for travel costs.

Planning Meeting (September - October)

Once external reviewers are chosen, a planning meeting will be scheduled by OEE with the Program Review Team members. This meeting will flush out initial details regarding the dates and logistics.

Site Visit Progress Check-in (January)

During the month of January, OEE will schedule a check-in session to address any site visit and/or self-study questions, discuss budget considerations and site visit [agenda](#).

Self-Study Document – (February)

The Department/Program is responsible for producing a self-study document in accordance with [Stony Brook Department/Program Review Guidelines](#).

Site Visit Agenda – (February - March)

The Department/Program will [create the agenda](#) for the site visit. The Department/Program will send the agenda to OEE a month prior to the site visit and copy OEE on the correspondence. Itinerary will include a 30-minute Orientation Meeting coordinated by OEE. This will be the first meeting on the first day of the visit. and include the Provost and/or EVPHS, the Vice President for Educational and Institutional Effectiveness, the academic dean, Director of Educational Effectiveness, and Accreditation and Educational Effectiveness Coordinator, and the evaluation team.

Itineraries will also include meetings with department chair, program directors, students, admissions committee (if applicable), any subcommittees, staff and faculty. Where needed, designees are allowable.

The itinerary must include protected time each day for the evaluation to meet alone. In most cases this will include a one-hour block at the end of both days. OEE will also coordinate a one-hour Exit Session on the final day of the review. The attendees of this meeting will be the

Department Chair and Program Director(s), the academic dean, the Director of Educational Effectiveness, and the evaluation team.

External Reviewer's Report – (May – June)

The external evaluator's report will be sent directly to OEE, who will share it with the department for correction of factual errors, and then the Provost or Executive Vice President of Health Sciences and their leadership teams, the academic dean, and the department chair.

Action Item Meeting - (May-August)

OEE arranges a meeting involving the Dean, Department Chair, OEE Director, and an OEE Representative who is responsible for taking notes.

Post-Meeting Summary - After the Action Items Meeting, OEE provides the Dean and Department Chair with a summary of the meeting. This summary includes items agreed upon to be the focus for the next 18 months.

Follow-up Document – (September)

The Department/Program will submit a short follow-up document with goals and action items to work towards over the next 18 months to OEE, who will share it with the Provost or Executive Vice President of Health Sciences and their leadership teams, the academic dean, and the department chair.

The OEE will then share the follow-up document, along with the reviewer's final report with:

- The Provost or the Executive Vice President for Health Sciences.
- Appropriate Dean(s).
- Department and Program Chairs.
- The Undergraduate Council and/or Graduate Council of the University Senate, as applicable.