

Stony Brook University Department/Program Review Process

This document provides a [timeline](#) for the Department/Program Review Process for the Academic year 2023-2024 at 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.

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 Evaluator Selection – (September – October)

The Department/Program will compile a list of five potential external evaluators and informally reach out to them to gauge interest. External evaluators must have no conflicts of interest. This means the evaluator will have no significant prior or present connections to the department/program. Evaluators 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.

Once the unit has a list of five potential evaluators who confirmed availability and willingness to serve as an evaluator, 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 evaluators on the list. Once a final list is approved, departments will contact evaluators 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 evaluators. If additional names are needed, OEE will work with the department/program to be reviewed to identify additional names followed by the proves outlined above. 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. 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.

Setting Dates - (October - November)

After two evaluators have been identified the Department/Program will consult the external reviewers to identify three potential dates for the review when faculty and students will be available. The Department/Program will share these dates with OEE, which will consult with academic leaders to confirm their availability. Once OEE confirms a set of dates, the Department/Program will be informed, and OEE will email invitations to the evaluators, with copies to the Department/Program.

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 Itinerary – (March - May)

The Department/Program will create the itinerary for the site visit. The Department/Program will send the itinerary to the evaluation team at least two weeks 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 Vice President for Educational and Institutional Effectiveness, Director of Educational Effectiveness, and Accreditation and Educational Effectiveness Coordinator, and the evaluation team.

Itineraries will include meetings with the Provost and/or EVPHS, the academic dean on the first day, department chair, program directors, students, admissions committee (if applicable), any subcommittees, staff and faculty. Where needed, designees are allowable.

The itinerary also will 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 Interview 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 Evaluator's Report – (May – June)

The external evaluator's report will be sent directly 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.

Follow-up Document – (September)

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.