

Stony Brook University

Department/Program Review

Policy

Introduction

Academic degree and certificate programs at Stony Brook University engage in a cycle of self-study and external review to ensure these programs are of the highest quality.¹

Policy

In accordance with SUNY's Assessment Policy and Assessment Procedures, all degree and certificate programs must prepare a self-study that includes assessment of student learning outcomes and participate in an external review every seven years or an external accreditation cycle of no more than ten years.²

The self-study and external visit may be delayed by twelve months with the approval of the Provost or the Executive Vice President for Health Sciences; in the rare instance of a delay, the next self-study and external review must be completed within a six-year period. Procedures for preparation of self-studies and external reviews shall be supported and maintained by the Office of Educational Effectiveness (OEE); the Office of Institutional Research, Planning & Effectiveness (IRPE) will provide available data.

External reviewers will prepare written reports. Self-studies and external review reports are submitted to the Provost or the Executive Vice President for Health Sciences, appropriate Dean(s), Department and Program Chairs, the Office of Educational Effectiveness, as well as the Undergraduate Council and/or Graduate Council of the University Senate, as appropriate.

Reports and reviews conducted as a part of programmatic accreditation satisfy the requirement for self-study and external review.³

Self-study

Departments may prepare a single self-study of the department that encompasses all programs in their department. Interdepartmental or shared programs may prepare a standalone self-study or be included in one of the participating departments, at the discretion of the program director. Self-studies may also include a review of research, scholarly, and creative activity, as appropriate.

Departments may use this template to prepare their self-study.

- [Self-study template](#)

External review

The Provost or Executive Vice President of Health Sciences will select at least two external reviewers. Programs shall participate in the identification of external reviewers of their programs, and external reviewers shall not have conflicts of interest that bias the review.⁴ For reviews outside of an external accreditation process, the Office of the Provost or the Executive Vice President for Health Sciences shall provide financial support for each external reviewer of an honorarium of up to \$1,000 and for travel costs. External review visits may be conducted virtually with approval of the relevant Dean.

Relevant Standards, Codes, Rules, Regulations, Statutes and Policies:

¹ [Stony Brook Mission Statement](#): “The University has a five-part mission: (1) to provide comprehensive undergraduate, graduate, and professional education of the highest quality”

² [SUNY Assessment Policy](#) (2010): “A campus's regular assessment of its registered academic programs shall include, at minimum, the assessment of student learning and external review, to the extent necessary and appropriate”; [SUNY Assessment Procedures](#) (2010), Implementation C.iii.

³ [SUNY Assessment Procedures](#) (2010), Implementation C.iv.

⁴ Based on [SUNY Assessment Procedures](#) (2010), Implementation C.v.

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