

## **ACADEMIC PROGRAM REVIEW**

### **External reviewers**

#### **Overview**

The purpose of academic program review is to assure quality through the periodic assessment of all academic and cognate programs. Information gained from the process is then used to assist in the development of strategic plans for the program/department as well as aiding the Division of Academic Affairs and the College in establishing long-range plans.

- 1) All departments are scheduled for review on a five (5) year cycle. The Academic Vice President has submitted the timing to the office of the Provost, (SUNY), after consultation with CAP. In special circumstances- departmental dysfunctionality, recent mergers etc- departments /programs may be reviewed off cycle.
- 2) Wherever possible, the review is coordinated with other review processes such as national accreditation. With respect to national accreditation, the department under review advises the Office of Academic affairs, (OAA), when an accreditation site visit is to occur so that the processes can be coordinated
- 3) Each academic unit under review is responsible for preparing a self-study using the guidelines provided by CAP.
- 4) The unit is then reviewed by an external evaluator(s), (EE), and internally by CAP. In general, EEs are senior faculty from Colleges preferably ones that are similar to SUNY Old Westbury. They are scholars with expertise in the discipline under review, and are chosen by the department in consultation with the Office of Academic Affairs. These evaluators will be paid a small honorarium for their services.
- 5) A site visit is conducted by the EEs. The site visit shall normally last one day during which time the EE will meet with administrators, faculty, staff, and students. The department chair/director or other appropriate department administrator will be responsible for coordinating the visit, with assistance from OAA. The external evaluator will also meet with CAP. On completion of the visit the EE is responsible for preparing a report on the perceived strengths and weaknesses of the department/program. The report is submitted to the program /department, the Academic Vice President, with a copy to CAP.
- 6) Once the report is submitted, CAP works with the department/program to develop a strategy for addressing the concerns that were raised during the review process. These strategies are then discussed with the Vice President for Academic Affairs. An Action Plan is then developed. This plan is in effect for the duration of the time between reviews.

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The department/program is responsible for reporting on the progress of the action Plan during the annual budget exercise and before plans are made for final department allocations by OAA.