

## Stony Brook University School of Medicine Procedure for Department Reviews

- I. Purpose: The School of Medicine has developed the system of periodic review described below to support academic and clinical excellence by assessing the degree to which departments contribute to the School's missions and responding appropriately to their needs, if any. It is designed to assess the quality of departmental performance in order to assist in planning, in setting institutional priorities, and in allocating resources.
  
- II. Types and Frequency of Review: Each Department will undergo two types of review. An **external review** which will be scheduled to take place every seven (7) years and an **internal review** which will be done approximately midway between external reviews. The established schedule for routine reviews is [available on the web](#), though the Dean may request additional reviews if needed. Routine reviews are initiated and managed by the Office of Faculty Affairs (OFA) in conjunction with the Dean. When a review is triggered, the Vice Dean for Faculty Affairs informs the Department of the planned review and, with the Dean, appoints an ad hoc Department Review Committee (DRC) to complete the actual evaluation.
  
- III. Composition of the Department Review Committee:

An **external review committee** is composed of two or three highly-qualified persons from institutions other than Stony Brook University Medical Center or its affiliates. For clinical departments, the Dean determines who is to chair the external DRC. For Basic Sciences Departments, the review processes - including selection of the Departmental Review Committee and its chair - will be coordinated with the Office of the Provost.

An **internal review committee** will include three Stony Brook faculty – one, a Department Chair; the second, a senior faculty member who is not a Department Chair; and the third, a faculty member of any rank. Committee members may not be from the department or center under review. For clinical departments, the chair of the review committee will be a Chair of another clinical department; for review of a basic sciences department, the chair of the review committee will be the Chair another Basic Science Department.

The Vice Dean will solicit nominations for a DRC from the Department to be reviewed, from the Faculty Senate, and from other Chairs and Deans. The Office of Faculty Affairs in consultation with the Dean and, when appropriate, the Provost will determine the final composition of the DRC.
  
- IV. The Charge of the Review Committee: The committee will both provide a comprehensive evaluation of the Department and make recommendations in the relevant areas described below. The results of such reviews will be transmitted to the Dean and, when appropriate, the Provost, who will discuss them with the Department Chair.
  1. Quality of the faculty in the domains of education, research, and (for clinical departments) clinical services; national stature; professionalism.
  2. Research: quality, vitality, and breadth of research efforts; need for facilities, equipment, or growth.
  3. Education: the intellectual environment; availability of faculty for teaching; effectiveness of the teaching efforts; need for additional resources.
  4. Clinical Service: availability, quality, breadth, and vitality of clinical services; need for improved or expanded personnel or clinical facilities.
  5. Mentoring: quality and availability of mentoring of professional development.

6. Department chair/center director: ability, leadership, and effectiveness, considering departmental/center and institutional goals in the education, research, and clinical domains.
7. Recommendations may include changes in size, facilities, or directions of the department/center. A specific recommendation regarding retention or replacement of the department chair/center director is also required.

#### V. Steps in the Review Process

1. In accordance with the published schedule of departmental reviews, the Office of Faculty Affairs (OFA) notifies a Department that it is to be reviewed at least 6 months before the deadline for completed review.
2. The Department submits to OFA the names of individuals believed appropriate for membership on the DRC.
3. The OFA and Dean determine the composition of the DRC.
4. Medical Informatics conducts an anonymous, on-line survey of key personnel measuring their attitudes toward the Department and its leadership
5. The Department conducts a Self Study which it submits to the OFA by the designated deadline. The OFA, in turn, forwards it the DRC.
6. The DRC reviews the Self Study document and conduct focus groups with key faculty, trainees and other individuals whom they deem appropriate.
7. DRC then completes the Departmental Review Report and submits it to the OFA and Dean.
8. The Dean shares the final report of the DRC with the Department Chair/Center Director, who can attach an addendum to the report if desired.
9. Such reports will be stored in the Dean's Office for use by subsequent reviewers and administrative personnel only.