

External Review Process

Planning for the external review

1. After a concept proposal form (SUNY Form 1A or 1B) is submitted to SUNY, the program faculty development team develops a list of 3-5 potential external reviewers

Please note: each evaluator is to be employed by a peer academic or professional institution, which is generally expected to be from outside of New York State. For programs leading to professional licensure, one evaluator should be from an in-state institution as that person may provide expertise on New York State's licensure process. If this potential evaluator is associated with a SUNY institution (as a current or former graduate/employee), then a brief description is required that indicates how this association does not pose a conflict of interest.

2. The program coordinator sends to Office of Program Development (OPD) in OAA the list of 3-5 reviewers (in rank order if preferred but not required) who have agreed to participate if eventually approved by SUNY. For each proposed reviewer, the following needs to be provided:
 - name
 - title
 - current institution
 - CV

Please note: each evaluator is expected to possess significant expertise in the discipline of the proposed program, and not have personal or professional relationships with campus personnel that are, or could be considered to be, or appear to be, a conflict of interest.

3. OPD sends the (ranked) list and CVs to SUNY. SUNY will approve / disapprove each name.
4. OPD and the program development team selects 2 evaluators from the approved names (1 must be from outside of New York).
5. The program coordinator works with the Office of Program Development to plan the external review visitation schedule and details. The selected reviewers are contacted to set and confirm the date(s) for the campus visit. OPD will handle all the travel and meeting logistics.
6. OPD sends a letter to each reviewer with the visit details, including a copy of the program proposal and a blank SUNY Form 2D (External Evaluation Report).

7. OPD will work out travel arrangements with each reviewer.
8. At the conclusion of the review process, OPD will provide a \$250 honoraria to each reviewer plus travel expenses (Jodie Williams in OPD processes these payments).

After the review

9. Each reviewer completes the SUNY Form (2D) – “External Evaluation Report” and returns it to OPD and the program design team lead.
10. The design team reviews each reviewer’s Form 2D, prepares a single institution response to all the reports combined, and as appropriate, makes changes to its program proposal.
11. Each separate SUNY Form 2D, along with the single institutional response, is included with the full proposal by OPD.
12. The ESC President and Provost both review and approve the full proposal.
13. OPD submits the proposal to SUNY for approval