



**STONY BROOK UNIVERSITY**

**DOCUMENT ROADMAP**

**SUBMITTED TO  
MIDDLE STATES COMMISSION ON HIGHER EDUCATION**

**SUBMITTED BY  
STONY BROOK UNIVERSITY  
STONY BROOK ♦ NEW YORK ♦ 11794**

**JUNE 2003**

Selected Topics Self-Study: **FORM A**

Institution name: Stony Brook University

The selected topic(s) of our self-study: The Student Experience at Stony Brook University

## DOCUMENTATION ROADMAP & SELF-STUDY OVERVIEW

<u>The Standards</u> (check <u>one</u> column for each accreditation standard)	<b>SUBSTANTIVELY ADDRESSED</b> <u>within self-study</u>	<b>PARTIALLY ADDRESSED*</b> <u>within self-study</u>	<b>NOT** ADDRESSED</b>
1: Mission, Goals and Objectives			X
2: Planning, Resource Allocation, and Institutional Renewal			X
3: Institutional Resources			X
4: Leadership and Governance			X
5: Administration			X
6: Integrity			X
7: Institutional Assessment	X		
8: Student Admissions	X		
9: Student Support Services	X		
10: Faculty	X		
11: Educational Offerings	X		
12: General Education	X		
13: Related Educational Activities	X		
14: Assessment of Student Learning	X		

\*complete Form B for these standards

\*\* complete Form C for these standards

**DOCUMENTATION ROADMAP for  
Standards PARTIALLY Addressed within the Self- Study**

<u>Standards (# and name)</u>	<u>Documents provided</u> (including identification of relevant sections/pages)	<u>Brief Annotation</u> (what each document demonstrates relative to the standard & its fundamental elements)	<u>Related Self- Study chapters</u>
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**Not Applicable**

**DOCUMENTATION ROADMAP for  
Standards NOT Addressed within the Self- Study**

<u>Standards (# and name)</u>	<u>Documents provided</u> (including identification of relevant sections/pages)	<u>Brief Annotation</u> (what each document demonstrates relative to the standard & its fundamental elements)
1: Mission, Goals and Objectives	SBU Mission Statement	Stony Brook University has a five-part mission: 1. To provide comprehensive undergraduate, graduate, and professional education of the highest quality; 2. To carry out research and intellectual endeavors of the highest international standards that advance theoretical knowledge and are of immediate and long range practical significance; 3. To provide leadership for economic growth, technology, and culture for neighboring communities and the wider geographic region; 4. To provide state-of-the-art innovative health care, while serving as a resource to a regional health care network and to the traditionally underserved; 5. To fulfill these objectives while celebrating diversity and positioning the university in the global community.
	Memorandum of Understanding	This joint agreement between SBU and SUNY Administration sets the goals, visions and overall mission and expectations for the university. Specific goals are stated for enrollments and admissions, student outcomes, faculty development and scholarship, academic programs direction, and infrastructure and technology.
	Five Year Plan (note specific vision statements on pages 1,5,7,11,15,18,21 and 25)	A Five Year Plan, currently covering the period 2000-2005, guides campus improvement. The plan articulates a vision of how the university's missions are accomplished during this period, sets goals to guide progress toward that vision, and identifies specific action objectives.
	Provost's Strategic Plan	This document is currently being developed

as a strategic plan, setting among other objectives the mission and goals for the academic sector for the next ten years. A draft of the Provost's Strategic Plan for academic governance will be available to the campus community for discussion in the fall of 2003.

Health Sciences Center  
Academic Plans

The HSC is comprised of five professional schools, each having individual strategic plans outlining the mission, goals and objectives of each school including Dental Medicine, Medicine, Nursing, Social Welfare, and Health Technology Management.

SUNY General Education  
Assessment Guidelines

This SUNY Administration mandated plan provides a template for how each unit assesses its general education offerings and meets SUNY's goals and objectives.

SBU General Education  
Assessment Plan

This document provides a detailed plan for assessment of general education at SBU to meet the goals and objectives set by SUNY Administration.

Mission Review

The report provides answers to questions on Mission Review posed by the Office of the SUNY Provost in his April 2 letter to campus Presidents, submitted to SUNY Administration on September 29, 1998. Provost Salins' letter and attached materials are included in the Appendix to the report.

New Student Orientation

Orientation materials are produced by the offices of Admissions and New Student Programs, to guide new students through the enrollment process and introduce them to the mission, goals and objectives of a Stony Brook education.

New Employee Orientation

Human Resource Services provides New Employees Orientation to all West Campus and HSC employees. This mandatory full-day session provides details of University's Mission Statement and goals and University policies and procedures. Each employee receives a checklist identifying these and must sign to acknowledge receipt.

Academic Departmental

Each department within the university is

External Reviews	subject to an extensive external review by a team of faculty members from peer universities every seven years. Documentation from these reviews must include a mission statement, departmental goals and objectives.
Administrative External Reviews	Stony Brook exercises an external review process to periodically evaluate administrative and service units to ensure they are meeting the service goals and objectives of the university.
Enrollment and Retention Management Report	Each year, the Enrollment and Retention Management (ERM) Division prepares a document that reviews the prior year's accomplishments and outlines goals for the coming year.
CEAS Departmental Websites (ABET Guidelines)	Each engineering program in the College of Engineering and Applied Sciences is accredited by the Accreditation Board for Engineering and Technology. Each program has identified mission, goals and objectives.
Health Sciences Center Accreditation Reviews:	Each program offered in our Health Sciences Center when accredited by an outside agency or organization must present mission, goals and objectives.
<ul style="list-style-type: none"> <li>▪ Commission on Dental Accreditation</li> <li>▪ Committee on Accreditation for Respiratory Care</li> <li>▪ Cytotechnology Programs Review Committee (CRPC) of the American Society of Cytopathology</li> <li>▪ National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)</li> <li>▪ The Accreditation Council for Occupational Therapy Education (ACOTE)</li> <li>▪ Commission on Accreditation in Physical Therapy Education of the</li> </ul>	

American Physical  
Therapy Association  
(CAPTE)

- Accreditation Review  
Committee on  
Education for the  
Physician Assistant,  
Inc. (ARC-PA)
- Middle States  
Commission on  
Higher Education
- Commission on  
Accreditation for  
Dietetics Education  
and the American  
Dietetic Association
- Liaison Committee on  
Medical Education  
(LCME)

NCATE Report

SBU's Teacher Education Programs are accredited by NCATE and must state educational mission and goals.

2: Planning, Resource Allocation,  
and Institutional Renewal

Memorandum of  
Understanding

This document sets forth the operational guidelines the university must follow within the SUNY system, including planning, allocation and renewal.

Five Year Plan

Implementation of the Five Year Plan is a broad-based improvement process. The Plan was developed by the campus community, and its accomplishments are reported annually to the entire campus community through print distribution and web publication.

Provost's Strategic Plan

Materials include Developing a Strategic Plan, Strategic Plan Questionnaire to Departmental Chairs and Strategic Plan Task Forces which address planning and utilization of resources.

University Operating  
Budgets  
2002-2003  
2001-2002  
2000-2001

These documents illustrate SBU's ongoing resource allocation to meet the vision and goals of the university.

Health Sciences Center  
Academic Plans

Each strategic plan illustrates the planning and use of resources for its respective school.

Enrollment and Retention Management Report	The ERM Management Report explains how the Admissions and Transfer Offices plan to achieve enrollment targets through marketing and recruitment initiatives to enhance inquiries, applications, deposits, and enrollments. The report also outlines accomplishments, goals, and planned activities for Financial Aid, Academic Merit Scholarships, the Parents Office, the Registrar's Office, Summer Sessions, Health Sciences Center Student Services (which supports admissions, financial aid, and registration/records functions in the Health Sciences Center), New Student Programs, Academic Advising, and Student Data Systems.
Library Strategic Plan	The Library began strategic planning in August 2001. A Steering Committee comprised of representatives from faculty, professional, and civil service staff is responsible for designing the planning process and for setting a schedule to implement change within the library system in response to user need and new technology and research media.
Campus Capital Plan	Stony Brook University, working with the architectural firm Beyer Blinder Bell and the State University Construction Fund, has recently completed a comprehensive Campus Capital Plan. Included is a condition report on every building on campus, a priority list of projects and issues, as well as information on space and space utilization, and a plan for capital construction. Construction projects will include both critical maintenance and program adaptation.
Framework Plan Study	The campus has just completed a Framework Plan Study for the campus. This is a complement to the Campus Capital Plan. The study identifies sites for immediate and future development, contains land use recommendations, and campus circulation alterations.
Emergency Management Plan	The President created the President's Emergency Task Force to revise campus emergency response documents after the events of September 11, 2001.



President's State of the University Publications	The President gives a State of the University address every fall that is subsequently published on the web and in print. The address highlights plans, institutional improvement efforts and accomplishments.
Five Year Plan Accomplishments	Five Year Plan Accomplishments Reports are published annually on the web and in print. They document how each objective scheduled for completion in the year has been accomplished and provide feedback on resource allocation and institutional renewal.
Academic Department External Reviews	Each department must include in their review report strategic planning and resource distribution.
Administrative Department Reviews	Each department must include in their review report strategic planning and resource distribution.
Brookhaven National Laboratory Reviews	Stony Brook University and Battelle Memorial Institute partnered in 1998 to form Brookhaven Science Associates (BSA), the management team for the Brookhaven National Laboratory. Periodic assessment of BSA is conducted by the Department of Energy and results in the renewal of the BSA's contract to manage the BNL.
Cold Spring Harbor Annual Report	Links between SBU and Cold Spring Harbor Laboratory are periodically reviewed and published in the laboratory's annual report which includes plans and projections for future collaboration between the two institutions.
Economic Engine Periodic Reviews	There are several centers that comprise Stony Brook's economic engine and each is subject to a periodic review similar to those conducted in the external departmental reviews and contain plans for future operation of these centers. Centers within the economic engine are listed at left.
<ul style="list-style-type: none"> <li>▪ Small Business Development Center</li> </ul>	One of twenty campus-based regional Small Business Development Centers within New York State, the Center brings together the resources of the University, the private sector and government at all levels to assist

entrepreneurs, business and industry.

- Long Island High Technology Incubator Provides access to the University's specialized research facilities for emerging technology ventures.
- The Center of Excellence in the Wireless Internet and Information Technology The center mobilizes and coordinates efforts of Long Island and New York's information technology research and development infrastructure. Major Long Island companies have committed resources towards developing the center.
- Center for Advanced Technology in Emerging Electronics, Materials and Photonic Technologies for Diagnostic Tools and Sensor Systems (Sensor CAT) This center promotes and facilitates growth of New York State sensor-related industry and involves over 200 companies in sensor manufacturing, and research and development. It serves as a vital source of technical and business assistance to a wide range of sensor related industries.
- STAR Center in Biomolecular Diagnostics and Therapeutics The STAR Center creates a regional center of discovery-based research and technology development in leading-edge scientific growth areas, including functional genomics instrumentation, gene discovery, drug design and delivery, and smart micro- and nano-based biomaterials and biosensors.
- The Center for Biotechnology This center fosters enterprise development through new company formation and technology transfer and provides half-time staff support for the Long Island Life Sciences Initiative, created to address issues of strategic importance to the growth and success of the pharmaceutical, biotechnology, medical device, and life systems technology sectors on Long Island.

Health Sciences Center Accreditation Reviews

Each of the partnered programs offered through our Health Sciences Center is subject to the accreditation and review of their respective peer agencies and must illustrate the planning and utilization of resources within each program.

President's Annual Address Convocation Slides

At SBU's annual convocation a series of slides are given with the President's address illustrating the continuous improvement efforts undertaken by the campus.

	Residence Hall Improvements	In December 2000, Stony Brook University completed a very comprehensive renovation of a residence hall system. Accompanying charts and graphs reflect the pace of completion, cost impact and expenditures for each phase.
3: Institutional Resources	Budget Development Process Documentation	The Budget Development Process begins in January with the issuance of a set of guidelines and assumptions for the current year as well as a call for budget presentations. In late spring the President makes budget allocation decisions based on input from Vice Presidents. Mid-year Condition Reports summarize each vice president's fiscal condition and projections through year-end. The fiscal year concludes with closing out of fiscal records managed by the Lapsing Funds Committee.
	University Operating Budgets 2002-2003 2001-2002 2000-2001	These documents illustrate SBU's use of financial resources in meeting the mission and outcomes expectations of the university;
	Campus Capital Plan	The Campus Capital Plan includes a priority list of projects that utilize resources in campus improvements and future construction.
	Provost's Strategic Plan	The Provost's plan outlines a means for optimizing the use of resources to encourage new and improve upon existing academic initiatives.
	New York State Governmental Accountability, Audit and Internal Control Act of 1987	The New York State Governmental Accountability, Audit and Internal Control Act of 1987 (Internal Control Act) sets forth the guidelines for adequate institutional controls to address financial, administration and auxiliary operations.
	Campus Internal Control Program Manual	Stony Brook University has established adequate systems of internal control to manage financial, administrative and auxiliary operations within the frameworks and guidelines provided by the SUNY Board of Trustees, System Administration and appropriate State agencies.

Internal Audit Charter	Stony Brook is included in the system-wide annual financial statement audit of the State University of New York (SUNY) and the annual financial statement and federal compliance audits that confirm financial responsibility.
Office of Advancement Internal Reports	The Office of University Advancement provides internal reports on fundraising and private sector grant activity, which provide comprehensive and detailed figures on sources and designations of all gifts and grants from private sources. (Note - Public-sector grants are received and administered by the SUNY Research Foundation).
Stony Brook Foundation Internal Reports	The Stony Brook Foundation provides audited financial statements, which address endowment fund management and performance, and documentation addressing endowment investment and disbursement policies, and our annual budget addressing all Foundation-related revenue and expense information.
Center of Excellence for Wireless Internet and Information Technology	This new center is the latest evidence of Stony Brook's commitment to enhance institutional support.
Center for Advanced Technology Reports	This center attracts outside support to the university through various collaborations with businesses and industries in New York State.
Strategic Partnership for Industrial Resurgence Reports	The Center for Advanced Technical Assistance is sponsored by New York State Strategic Partnership for Industrial Resurgence (SPIR) to use the extensive engineering resources of the SUNY system to help industry in the State to compete more effectively.
Cancer Center Reports	The recently established Stony Brook University Hospital and Medical Center's Cancer Care and Research Program has further enhanced institutional funding. It gained support and recognition from the National Cancer Institute (NCI) as a comprehensive cancer center.
Assessing the Performance of Public Research	Stony Brook was recently rated highly in an analysis of efficiency in using institutional

Universities. AIR  
Professional File 83.  
Zheng, H.Y. (2002)

resources in public research universities.

#### 4: Leadership and Governance

Policies of the Board of Trustees

As part of the SUNY system, Stony Brook is governed by the State University of New York Board of Trustees. The Policies of the Board of Trustees establish the responsibilities of the faculty, campus administrators, and the university council.

University Senate Constitution

The Constitution of the University Senate guides local governance. Schools and colleges also have governance bodies. For example, the College of Arts and Sciences Senate governs academic functions in that college.

Stony Brook Council Bylaws

Governance of the President's Office is documented by the Stony Brook Council by-laws, article VIII of the SUNY Board of Trustees Policies, and section 356 of the Education Law of New York State, all of which outline the governance duties and responsibilities, and composition of the Stony Brook Council.

Collective Bargaining Agreements

Contracts with the governing unions for SBU's employees list the responsibilities of the employer and employees in their specific positions and classifications.

President's Student Leaders Roundtable

The President meets with student leaders to discuss issues of importance to students on campus.

Student Affairs Office Information

The Office of Student Affairs provides opportunities for students to offer input in university affairs.

University Senate

The University Senate also offers a forum for faculty, students and staff to express concern over issues or new ideas for the university.

Graduate School Policy Manual  
(Graduate Council)

The Graduate Council is a committee of faculty and students open to discussing individual graduate student's concerns.

Student Polity Association and Graduate Student

Student government organizations poll student opinion through referenda and meet

Organization	regularly with administration.
Conflict of Interest Committee Reports	As required by both State and Federal statute and regulation, Stony Brook has a policy in place to identify and address apparent and potential conflicts of interest for the university's governing body.
Stony Brook Foundation Documentation	The Stony Brook Foundation works with the President, Provost and Vice President for Advancement to address areas of fundraising to generate resources to improve the university.
Stony Brook Council Orientation	SBU's President provides the Stony Brook Council with reports on various aspects of Stony Brook University's management, including budget updates, student conduct code briefings, academic program and standards reports, admissions, recruitment briefings and affirmative action briefings on an ongoing basis, both via the regularly scheduled Council meetings, and mailings in between meetings. SUNY Administration also holds an annual meeting in Albany for the Council members from all its campuses.
Five Year Plan Accomplishments	These annual publications assess the effectiveness of Stony Brook's leadership in accomplishing the goals and objectives of the Five Year Plan.
Mission Review	The document assesses the leadership of Stony Brook's governing body in meeting the requirements for proper operation set forth by SUNY Administration.
President's Evaluation	An external evaluation of the President's effectiveness and leadership with relation to the university's mission is periodically conducted and reported.
Office of Management Analysis and Audit Reports	Documented by the master schedule and introductory material from the Office of Management Analysis and Audit, showing the cycle and approach utilized to assess the effectiveness of administrative departments.
Boyer Commission Report	Illustrates the President's leadership in improving the quality of undergraduate education in a research university.

## 5: Administration

Policies of the Board of Trustees	The policies of the SUNY Board of Trustees give guidelines for the role of the campus president in leading the institution.
President's Resume/CV	President Shirley Strum Kenny's resume/cv including academic background and professional experience prove her qualifications to be appropriate to the mission of the university.
Position Descriptions and Performance Programs	All positions are described in Position Descriptions, which drives the search and selection process during recruitment, and form the basis for performance programs. Position Descriptions, which are held on file in human resources, outline the required/preferred education qualifications, skills and experience for each position. These requirements must be met by applicants. Search and selection procedures are monitored by the Affirmative Action/Equal Employment Opportunity review process.
Cabinet Reports	The President's Cabinet reviews staffing patterns annually.
Administrative External Reviews	This process uses self-study, benchmarking, "best practices" research and input from highly qualified external reviewers to generate new ideas for increased efficiency, service quality and management effectiveness.
State of the University Publications	The President articulates her vision for the university in her annual address.
Annual Review	The policy of the Board of Trustees and collective bargaining contracts address the evaluation process and require evaluations to be completed on an annual basis. Human Resource Services generate quarterly reports to advise divisions on compliance.
President's Decision Making Process	The President holds weekly Cabinet and Kitchen Cabinet meetings with her Vice Presidents and other key administrators to discuss and determine university-wide issues and solutions. In addition, the university's Five Year Plan (2000-2005) contains a description of the decision-making process

and authority under which the plan was devised.

Provost's Decision Making Process	The Provost holds biweekly staff meetings with senior staff members in the Provostial area as well as biweekly advisory meetings with the Deans and Directors to discuss and determine issues within the academic sector.
Deans/Directors Decision Making Processes	Each dean of the colleges and libraries holds regular meetings with associate and assistant deans, department chairs, and faculty to discuss and determine issues and solutions within the college.
Human Resources Training Series	Human Resource Services offers several series of ongoing training courses for employees, including but not limited to computer training, sexual harassment training, and discrimination identification training. In addition to disseminating general policies and procedures at Orientation, HRS also registers new employees for Sexual Harassment Recognition and Prevention classes.
Center for Excellence in Learning and Teaching, Documentation	CELT offers many options for improving teaching and learning as well as for teaching assistant training. In addition, CELT offers to new and adjunct faculty a welcome and orientation to Stony Brook, including a brief introduction to all of the services on campus; Bookstore, Human Resources, Academic Dishonesty, Disabled Student Services, Library, CELT, Academic Advising, and hands on training in Solar, Blackboard (online classroom) and Library Databases, and discussion to give insight on what to expect.
Faculty Addenda	All faculty members are required to submit an annual addendum describing their work both in and out of the classroom over the previous year. Merit increases are based on these addenda.
Performance Programs	Each non-faculty employee of SBU is given a performance program annually, describing the duties of his/her position and expected accomplishments. Biannual reviews and merit increases are based on the performance program.



	PeopleSoft Implementation Information	The University's Department of Information Technology periodically assesses the need for new and/or updated technology and proposes to the President a means for implementing, most recently illustrated in the implementation process of PeopleSoft. Stony Brook is in the final stages of implementing a PeopleSoft information system to support financial, personnel, and student administration. Decision support is provided by the Budget Office, Accounting, Institutional Research and other units.
	University Organization Charts	University organizational charts illustrate reporting responsibility for the Vice Presidential areas of campus.
6: Integrity	Omsbud Office	The University Ombuds Office provides alternative conflict resolution services to the entire University community: students, faculty, staff and administrators
	Student Handbook (Student Judiciary and Student Conduct Code)	The student conduct code is outlined in the student handbook distributed to all incoming students to orient them with the rules and regulations of SBU's campus.
	Academic Policies and Regulations	These policies are distributed to students and available on the web regarding academics, advising, majors, honors, academic dishonesty, judiciary codes, and grievance processes.
	Graduate School Policy Manual	The Graduate Council procedures that address academic dishonesty and grievances are outlined in the Graduate School Policy Manual.
	University's Scholarly Misconduct Policy	The Office of the Vice President for Research provides the university's policies concerning scholarly misconduct.
	Lawful and Unlawful Employment Inquires	The employment inquiry guidelines are provided to all hiring managers and search committees.
	Stony Brook University Policy of Non-discrimination	This annual memo is disseminated by the President's office to all university personnel each November.
	Equal Employment	The documentation is published by the EEOC

Opportunity Documentation	and distributed by the Office of Diversity and Affirmative Action to be posted by all departments and units. It explains laws covering non-discrimination.
How to Conduct a Search from an EEO Perspective	This is a guide for following fair and compliant practices in employee selection.
Policies prohibiting discrimination, Policy on equal opportunity/affirmative action (P105)	These policies are available in the Faculty/Staff Digest, Policy Manual, hard copy in Office of Diversity and Affirmative Action.
Office of Diversity and Affirmative Action	Publications detail the roles and responsibilities of the office in these areas of diversity and affirmative action compliance and are disseminated to the campus and during all training programs offered by the office.
Human Resources Training Series	The Office of Human Resources offers several series of ongoing training courses for employees, including sexual harassment training, and discrimination identification training.
NYS Ethics Commission Publications	Every officer and employee in State service is bound by the provisions of the State ethics laws, which establish specific standards of conduct, restrict certain business and professional activities (both while in State service and after leaving government) and require financial disclosure of policymakers and other higher level officials.
Policy on the use of human subjects in research	These policies address the guidelines for research on humans that must be followed by all university faculty, staff and students using university facilities, the facilities of another institution, or any other off-campus site. The policy also applies to visitors and users of the campus or off-campus university facilities.
Policy on the use of animal subjects in research	These policies address the guidelines for research on animals that must be followed by all university faculty, staff and students using university facilities, the facilities of another institution, or any other off-campus site. The policy also applies to visitors and users of the campus or off-campus university facilities.

Research Foundation Compliance Policy (Investigator Disclosure Policy)	Research Foundation guidelines provide campus administrators and principal investigators with information on various research compliance issues.
Freedom of Information Policies	These policies guide the university community in releasing information classified under the Freedom of Information Act.
Environmental and Occupational Safety	This policy is achieved through the development and implementation of an Environmental, Health and Safety Management System (EHSMS) that provides resources, integrates procedures and training, and enhances an awareness that promotes environmental stewardship in all facets of the university's mission.
Americans with Disabilities Act	Compliance with the ADA for faculty, staff and students is monitored by the Office of Disability Support Services, a division of Student Affairs.
Health Information Privacy and Accountability Act	SBU has hired health care management consultants Beacon Partners to assess the readiness of the campus to meet the compliance deadlines for HIPAA. Beacon Partners provide a gap analysis summary that is used to guide the preparation of policies, procedures and training.
Policies of the Board of Trustees	The Policies of the Board of Trustees address the issues of equitable employment and review as well as governance and management.
Collective Bargaining Agreements	The United University Professions Contract addresses the issues of equitable employment and review as well as governance and management.
SUNY Policy Manual: Section 042 Public Assembly Policy	The policies of the SUNY Board of Directors include a number of provisions dealing with academic and intellectual freedom. Among these are section 042 of the SUNY Policy manual, which deals with Unrestricted Disclosure of Research Activities.
SUNY Patent Policy Copyright Policy	The SUNY Patent Policy, Copyright Policy and Computer Software Policy, which also

Computer Software Policy	govern Research Foundation activities, address intellectual property rights and their protection.
Campus policy on duplication of material protected by copyright	Policies guide faculty, administrators, students and staff in copyright protection and duplication laws.
Campus policy on responsible use of information technology	Policies guide faculty, administrators, students and staff in proper use of information technology on and off campus.
Diversity Fellows Training	Faculty, staff and students are trained to facilitate discussion following campus events and lecture on issues of cultural, religious and other diversity.
University Communications Reports	University Communications insures that the facts and information in publications are up-to-date and accurate; information is fact-checked via the appropriate administrator. The university's online Policy Manual contains policies that pertain to all communications: P109R Web Policy; P512 Copyright Policy; P510 Use of Name or Logo; P104 Stationery; P 612 Sign Standards; P102R Affirmative Action/Equal Opportunity.
Map of SINC Sites	Student computer sites are available throughout campus with direct access to the Stony Brook University web pages containing information on catalogs, bulletins and other student services.
Provost's Office Website	The Office of the Provost's Website offers periodically updated reports to the entire SBU community on accreditation activity as well as internal task forces and reports.
New York State Governmental Accountability, Audit and Internal Control Act of 1987	The New York State Governmental Accountability, Audit and Internal Control Act of 1987 (Internal Control Act") formally established the internal control responsibilities for New York State agencies, including the State University of New York. It requires agencies to establish and maintain systems of internal control, communicate them to employees, to assign responsibility for internal control and to review and evaluate internal control systems periodically.

Campus Internal Control Program Manual	Stony Brook University has established adequate systems of internal control to manage financial, administrative and auxiliary operations within the frameworks and guidelines provided by the SUNY Board of Trustees, System Administration and appropriate State agencies.
Internal Audit Charter	Stony Brook is included in the system-wide annual financial statement audit of the State University of New York and the annual financial statement and federal compliance audits (for Title IV Student Financial Assistance Programs) for the State of New York.
Conflict of Interest Policy and Committee Reports	Stony Brook has a policy in place to identify and address apparent and potential conflicts of interest. The policy incorporates both the policies of both SUNY Administration and the Research Foundation.
Alcohol Policy Task Force Rules Revision Committee	The campus policies on the use of alcohol and the student conduct code are reviewed and revised every three years.
Faculty and Staff Digest	The university maintains an online Faculty and Staff Digest to bring updated campus information to all employees and is designed to orient faculty and staff to their position at SBU and provide them with guidelines for teaching, research, and service as well as acclimate new employees to life in around SBU.