

**GENERAL GUIDING PROCEDURES AND PROTOCOL OF THE
COUNCIL ON ACADEMIC ASSESSMENT (CAA)**

Adopted by CAA, September 20, 2007

In the spirit of promoting improvement and progress toward program and University goals, these general procedures and protocol are intended to:

1. Promote honest, critical, and constructive self-reflection on the part of the faculty/staff, programs, and departments as they develop their internal evaluations or assessments,
2. Assure external reviewers/evaluators that their observations, comments, recommendations, and suggestions as related to evaluations and assessments will be contained in the context in which they were commissioned, and, hopefully
3. Result in focused and comprehensive reviews whose findings are considered through appropriate University review mechanisms.

CAA general procedures and protocol: In order to achieve the desired results noted above:

1. Those persons on or commissioned by the Council or its committees agree not to share, distribute, or make available program self-studies, internal and external evaluation/assessment reports, and other materials (reports or data) outside the Council or its committees. These reports, to be distributed to members by the director of program review and assessment (DPRA), should be returned to the DPRA when members have concluded their business with them.
2. Members of the CAA or its committees shall recuse themselves from participating in the construction of evaluations of assessments by the Council or its committees as they concern units or programs that they have a professional relationship with, or to which they have supervisory authority over. They may participate in discourse but should abstain from votes regarding the acceptance of final reports concerning these units by the full Council.
3. All written and electronic materials pertaining to self-studies and reviews (both internally generated and those authored by external reviewers) shall be permanently stored in the Office of Institutional Research, Planning, and Effectiveness, under the responsibility of the Director of Program Review and Assessment.
 - a. All University at Albany faculty and administrators shall have on-site access to these documents.
 - b. Other persons may secure access by filing a request that specifies the documents to be examined with the Director of Program Review and Assessment. These requests will be considered jointly by the Chair of the Council on Academic Assessment, the Assistant Vice President for Institutional Research, Planning, and Effectiveness, and the affected department chair and dean. Requests for electronic or photocopies of these documents shall also be directed to the Director of Program Review and Assessment.
 - c. Requests will be considered on a case-by-case basis, and university counsel will be consulted, as necessary, to protect the goals of the evaluation/assessment process.

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