



Category:  
Academic Affairs

Responsible Office:  
[Academic Affairs](#)

**Procedure Title:**  
Mission Review Procedure

Document Number:  
1650

Effective Date:  
February 11, 2004

This procedure item applies to:  
Community Colleges  
State-Operated Campuses  
Statutory Colleges

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## Summary

Each State University of New York (University) campus will work with University system administration to create a campus specific Mission Review Memorandum of Understanding, which will be used for the planning and evaluation of campus academic programs and institutional effectiveness.

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## Process

### I. Phase I – Guidance Document and Mission Summary

#### A. Guidance Document

The substantive component of Mission Review begins with the Mission Review Guidance Document (Appendix D) — a series of questions about mission and projected position. The guidance questions are intended to help campuses update their distinctive role within the system and plans for strengthening academic quality. The State University of New York Sector Taxonomy (Appendix B ) reflects the common missions of member campuses.

Presidents are encouraged to consult widely with faculty, administrative leaders, students and other constituencies in framing their response to the Guidance Document. Each campus makes decisions about how best to capture campus views on mission-related questions. However, campus leaders should keep the University provost's office informed about the process it uses in developing the Mission Review summary document, including review by faculty, local faculty governance and Boards of Trustees/College Councils. The provost's office will inform the chancellor and the University Board of Trustees as the Mission Review proceeds.

#### B. Mission Summary

Each campus shall respond in writing to the questions raised in the Guidance Document. This Mission Summary is prepared in electronic and hard copy form and submitted to the University provost.

## **II. Phase II – Drafting of Memorandum of Understanding (MOU)**

The provost's office shall draft an updated Memorandum of Understanding (MOU) based extensively on the campus's Mission Summary, analysis of supporting materials and system data, and in the context of the overall direction of the University. The provost's office prepares a list of questions (tailored specifically to that campus) that will focus a dialogue session during a campus visit by University system administration. At least three weeks in advance of the campus visit, this list of questions — expanded to include new topics raised by the completed Mission Summary document and addressing gaps in the initial MOU — shall be provided to the campus leadership. Campuses shall provide written responses.

## **III. Phase III – Campus Visits**

The provost's office will send a small group of interlocutors representing University offices to campuses for substantive dialogue with a limited number of designated campus interlocutors (including the president, chief academic officer, and a representative of the elected faculty leadership) about the current status and future scope of the institution's mission. In addition to the provost, no more than three interlocutors from the provost's office who are familiar with the campus shall be part of the formal discussion group. Where appropriate, there will also be representation from the offices of the vice chancellor for community colleges; Construction Fund; Research Foundation; chief financial officer; and university life and enrollment management.

The on-campus meetings (anticipated to last one full day) take place between fall (state-ops and community colleges) and spring (community colleges only).

Following the on-campus meeting of interlocutors, the provost's office prepares a revised draft Memorandum of Understanding, which will be shared with the chancellor, campus president, and the other interlocutors. The campus, acting through its interlocutors, has extensive opportunity to comment upon, respond to, edit, and improve this draft document.

Sector and regional issues are addressed either in specific regional and sector meetings or at regularly scheduled meetings with presidents, chief academic officers, business officers and other campus representatives.

## **IV. Phase IV – Memorandum of Understanding Execution**

The Mission Review Memorandum of Understanding will be signed by the campus president and, following review by the University Board of Trustees, the chancellor. This document will then serve as a benchmark for the planning and evaluation of campus academic programs and institutional effectiveness, and for setting a future course for the institution and the University as a whole.

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### **Forms**

There are no forms relevant to this procedure.

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### **Related Procedures**

There are no related procedures relevant to this procedure.

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### **Other Related Information**

There is no other information relevant to this procedure.

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### **Authority**

The following link to FindLaw's [New York State Laws](#) is provided for users' convenience; it is not the official site for the State of New York laws.

[8 NYCRR §354](#) (Powers and duties of state university trustees-planning functions.)

In case of questions, readers are advised to refer to the New York State Legislature site for the menu of [New York State Consolidated](#).

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## History

Memorandum to presidents from the office of the vice chancellor for academic policy dated April 4, 1977 regarding preparation of community college mission statements.

Memorandum to presidents from the office of the vice chancellor for academic policy dated March 17, 1977 regarding guidelines for the development of campus mission statements.

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## Appendices

[Appendix A](#) - A Template for Rethinking the State University of New York

[Appendix B](#) - The State University of New York Sector Taxonomy

[Appendix C](#) - A New Vision in Teacher Education: Agenda for Change in SUNY's Teacher Preparation Programs

[Appendix D](#) - Mission Review Guidance Document