

Periodic Administrative Unit Assessment Feedback

Unit Reviewed:

Year:

Element addressed			Element	Additional comments
Yes	No	Some		

Executive Summary

Yes	No	Some	Element	Additional comments
			A comprehensive unit overview that clearly identifies and summarizes the main issues. Briefly describes strengths, weaknesses, opportunities, threats; identifies potential needs or resources; includes improvements since last review; is future-oriented.	

Unit Mission & Goals

Yes	No	Some	Element	Additional comments
			<p>The Unit has multiple statements that reflect the long-term goals and purpose of the unit.</p> <ul style="list-style-type: none"> • They focus on general components (efficiency, effectiveness, communication, support systems, and fiscal health) to drive decision-making. • They are broadly stated, meaningful, and achievable and provide framework for identifying related activities, measures, and criteria. 	

Supporting Outcomes

Yes	No	Some	Element	Additional comments
			<p>A set of activities designed to move the unit in the direction of fulfillment of its goals.</p> <ul style="list-style-type: none"> • Each goal has supporting outcomes. • Outcomes describe what the unit will accomplish to achieve unit goal. 	

Measures (Performance Criteria)

Yes	No	Some	Element	Additional comments
			<p>The unit as developed and clearly articulated measures of progress/metrics for each supporting outcome that are:</p> <ul style="list-style-type: none"> • Specific, Measurable, Attainable, Realistic, and Time-bound 	

Element addressed			Element	Additional comments
Yes	No	Some		

Results & Interpretation

			<p>Results are documented and identified for each objective being assessed.</p> <p>Interpretation of the results is comprehensively documented and summarizes the strengths and weaknesses found in the results.</p>	
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Action & Follow-up

			<p>Assessment results inform decisions about the unit. Based on results, members suggest and implement actions to improve the unit. Rationale for actions is documented in detail for objectives being assessed.</p> <p>A follow-up plan details how actions have been or will be implemented. The impact of actions over time is clearly described, if applicable.</p>	
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Sustainable Assessment

			<p>Unit will sustain a manageable assessment that informs decision-making. Objectives are assessed over a five-year cycle.</p> <p>All unit members participate in the assessment process and are provided an opportunity to recommend improvements to the unit's assessment processes.</p> <ul style="list-style-type: none"> • Assessment processes are a regular part of the unit's functioning and inform decision-making. • Results have been shared and discussed by all members in unit. 	
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