

	A Model for Others	Acceptable	Needs Modification	Missing
Mission & Goals	<ul style="list-style-type: none"> *All goals are clearly aligned with the mission and division goals *Compatible with other departments *Includes initiatives that resulted from previous assessments *Responsive to new information or changing environment 	<ul style="list-style-type: none"> *Goals are explicit and support the unit's purpose(s) *Clearly linked to the department's mission statement *Clearly linked to University Mission 	<ul style="list-style-type: none"> *Goals are identified *Unit mission is stated *Reference to University Mission but no description of connection between unit and University Mission 	None
Objectives/ Outcomes	<ul style="list-style-type: none"> *At least one outcome is assessed for each goal *Outcomes are identified 	<ul style="list-style-type: none"> *Clearly measurable 	<ul style="list-style-type: none"> *Not aligned with mission or *Not measurable 	None
Measures/ Tools	<ul style="list-style-type: none"> *Designed to promote improvement *Clearly articulated rationale described *Each outcome is measured *Most of the measures are direct measures *Criteria for success are clearly specified 	<ul style="list-style-type: none"> *Content to be assessed fits objectives and *Data collection process is briefly described and *Measures address issues with efficiency and/or effectiveness 	<ul style="list-style-type: none"> *Does not fit the objective or *Does not describe data collection process 	None
Analysis/ Results	<ul style="list-style-type: none"> *Multiple periods of data are available * Trends or patterns over time are discussed *Dissemination of results to appropriate stakeholders has been completed 	<ul style="list-style-type: none"> *Results entered for each measure and *Status of result indicated and clearly described and *Appropriate evidence is presented *Results are analyzed and interpreted appropriately 	<ul style="list-style-type: none"> *Not aligned with measure *Result status not indicated *Description (results) missing 	None
Recommendations/ Improvements	<ul style="list-style-type: none"> *Responsibilities for actions are assigned *Target implementation date for action(s) is stated *Implemented and planned changes are described and are linked to assessment data, or if no changes are reported, an explanation is provided *The unit decides what and how the changes will be implemented as well as how the changes will impact the mission of the division 	<ul style="list-style-type: none"> *Action plan is developed from findings and aligned with objective and *Clearly describes intended improvements *Unit decides what changes will be made and how changes will be implemented 	<ul style="list-style-type: none"> *Does not align with objective *Does not describe intended improvements *Unit decides what changes will be made 	None

* Efficiency refers to how well an activity or operation is performed (e.g., timelines, promptness, cost, etc.) while effectiveness relates to issues of quality and the achievement of desired outcomes.

*Ideally Recommendations/Improvements feed into next year's objectives.