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| **Non-Academic Unit Assessment Rubric**  **Unit Reviewed:**  **Project / Academic Year:**  **Date Reviewed:**  **Reviewer:** | | | | | |
| **Overall, this plan is:** | **Developing** | **Compliant** | **Approaching Best Practice** |  |
| **Mission Statement** | **Developing** | **Compliant** | **Approaching Best Practice** | **Notes** |
| * No Mission Statement provided; **OR** * Mission Statement does not clearly describe who the unit serves * Mission Statement does not align with the Institute’s Mission | * Mission Statement is provided * Mission Statement generally identifies who the unit serves and its primary functions * Mission Statement provides some alignment with the Institute’s Mission | * Detailed Mission Statement is provided; **AND** * Mission Statement clearly identifies who the unit serves and its primary functions with clarity and detail * Mission Statement is clearly aligned with the Institute’s Mission |  |
| **Unit Alignment with Institute Strategic Plan** | **Developing** | **Compliant** | **Approaching Best Practice** | **Notes** |
| * Unit alignment to the Institute’s Strategic Plan, through its Goals and/or Outcomes, cannot be identified | * At least one Goal and/or Outcome generally aligns with the Institute’s Strategic Plan | * Most Goals and/or Outcomes (if more than one is provided) clearly align with the Institute’s Strategic Plan |  |
| **Outcomes** | **Developing** | **Compliant** | **Approaching Best Practice** | **Notes** |
| * Outcomes are missing; **OR** * Outcomes are so vague or incomplete that is unclear what the Outcome(s) intends to accomplish * Outcomes are not measurable | * At least one Outcome is provided * At least one Outcome sufficiently articulates what is to be accomplished * At least one Outcome is measurable | * Multiple Outcomes are provided * Most Outcomes sufficiently articulate what is to be accomplished * Most Outcomes are measurable * Supporting documents provided, when appropriate |  |
| **Measures** | **Developing** | **Compliant** | **Approaching Best Practice** | **Notes** |
| * Measures are missing; **OR** * Measures are so vague or incomplete that it is unclear what the instrument/process for assessment is being used * Measures do not describe an adequate data collection process for assessing their related Outcome(s) | * At least one Measure is linked to each Outcome * At least one Measure includes enough information to describe the instrument/method for assessment * At least one Measure describes an adequate process or method for data collection that could be used to evaluate attainment of the Outcome | * Multiple Measures are linked to most Outcomes * Measures include enough information to describe the instrument/method for assessment * Measures describe an adequate method for data collection that could be used to evaluate attainment of their respective Outcomes * At least one direct Measure is used for each Outcome * Supporting documents provided, when appropriate |  |
| **Targets/Expected Results** | **Developing** | **Compliant** | **Approaching Best Practice** | **Notes** |
| * Targets/expected results are missing; **OR** * Targets/Expected Results are so vague or incomplete that the specific result, target, benchmark, or value being used to determine the attainment of the Outcome is unclear * Targets/Expected Results seem inappropriate for the linked Measures and/or Outcomes | * Targets/Expected Results are provided for all Measures * At least one Target/Expected Result is provided with sufficient detail to identify the specific result, target, benchmark, or value being used to determine attainment of the Outcome * At least one Target/Expected Result includes enough contextual information to explain why it was selected and is appropriate for the Outcome | * Targets/Expected Results are provided for all Measures and are aligned, specific, and measurable * Targets/Expected Results provide sufficient detail to identify the specific result, target, benchmark, or value being used to determine attainment of the Outcome * Targets/Expected Results include contextual information to explain why it was selected and are appropriate for each Outcome * Supporting documents provided, when appropriate |  |
| **Actual Results/Analysis** | **Developing** | **Compliant** | **Approaching Best Practice** | **Notes** |
| * Results/Analysis are missing; **OR** * Results/Analysis are so vague or incomplete that it’s unclear what was learned from the measurement of the Outcomes * Results/Analysis do not align with the Outcomes and/or Measures * Results/Analysis do not articulate whether the Targets/Expected Results were met * Results/Analysis do no provide actionable data for improvement | * Results/Analysis are provided for the Outcomes * Results/Analysis align with the Outcomes and/or Measures * Result/Analysis articulates whether the Targets/Expected Results were met for the Outcomes * Results/Analysis provides actionable data for improvement for at least one Outcome | * Results/Analysis are provided for all Outcomes * Results/Analysis align with each of their connected Outcomes and/or Measures * Results/Analysis articulate whether the Targets/Expected Results were met for each Outcome * Results/Analysis provide actionable data for improvement * Supporting documents provided, when appropriate |  |
| **Seeking Improvement** | **Developing** | **Compliant** | **Approaching Best Practice** | **Notes** |
| * Evidence for Seeking Improvement is not provided; **OR** * Evidence for Seeking Improvement is so vague or incomplete that the specific actions or steps taken for improvement in response to the Results/Analysis are unclear * Evidence for Seeking Improvement does not connect or align with the Results/Analysis * Evidence for Seeking Improvement focuses exclusively on “continuing” current procedures without providing any specific actions or steps for improvement of the outcome | * Evidence for Seeking Improvement is provided for at least one Outcome * The Evidence for Seeking Improvement for at least one Outcome includes enough information to determine the specific actions or steps taken for improvement in response to the Results/Analysis * The Evidence for Seeking Improvement for at least one Outcome clearly connects or aligns with the Results/Analysis | * Evidence for Seeking Improvement is clearly provided for most Outcomes * Evidence for Seeking Improvement for most Outcomes includes enough information to determine the specific actions or steps taken for improvement in response to the Results/Analysis * Evidence for Seeking Improvement for most Outcomes clearly connect or align with the Results/Analysis * Evidence for Seeking Improvement for most Outcomes identifies specific and detailed actions or steps taken for improvement of the Outcome * Outcomes that are no longer supported indicate they are ending or discontinued at this time. * Supporting documents provided, when appropriate |  |