

Support Unit Assessment Review Rubric

Unit Reviewed _____

Report Year _____

Reviewer's Name _____

Rate each item below using the scale E=Excellent, A=Acceptable, R=Revise.	E = Excellent A = Acceptable R = Revise	Comments and Notes
GOALS		
Goals are concise, clearly worded, detailed, and limited in scope (goals are not bundled together).	E A R	
Goals are stated in terms of observable, measurable outcomes (i.e., represent a quality improvement rather than a task).	E A R	
Goals align with the department/unit mission.	E A R	
Goals are linked to and aligned with the college/division and/or university strategic priorities and goals.	E A R	
Goals are linked to and aligned with appropriate marketable skills.	E A R	
ASSESSMENT METHODS		
Provide specifics about how results are obtained (i.e., what is assessed, who administers, who is assessed, description of measure, when administered, where assessed).	E A R	
Assessment types selected align with descriptions of assessment methods.	E A R	
Methods are clearly aligned and matched with goals.	E A R	
Standards of success are clearly aligned with goals and assessment methods.	E A R	
Clear and reasonable targets and desired levels of achievement are specified for each assessment method.	E A R	
RESULTS		
Results are dated during the reporting year.	E A R	
Results are aligned with goals, assessment methods, and standards of success.	E A R	
Provide sample/population size (number assessed).	E A R	
Provide descriptive data (e.g., headcount, percentage, average, median, mode, etc.).	E A R	

Discussions of results are clear, concise, objective, and substantive.	E A R	
Results conclusions identified (e.g., Standard of Success Met, Standard of Success Not Met, Inconclusive) are aligned with results provided.	E A R	
Essential, relevant documents utilized to support the results discussion and analysis are attached, as applicable (e.g., charts, tables, rubrics, meeting minutes, etc.)	E A R	
ACTIONS/USE OF RESULTS		
Action plans are presented when standards of success are not met, there are inconclusive results, or when standards are met but data indicate changes are needed in operations or services.	E A R	
Actions are clearly based on assessment results, and assessment results are cited in the action.	E A R	
Actions are aligned with the goals.	E A R	
Action plans are specific and clear (i.e., who is responsible, what is to be done, when implemented, where implemented, and how implemented).	E A R	
The report clearly demonstrates "closing the loop."	E A R	