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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
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| **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
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| **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
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| **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
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| **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
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| **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
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| **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
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