

Administrative Assessment Plan Evaluation Rubric

Unit Name:

Reviewer Name:

Assessment Year:

Date:

I. Mission		
Meets Requirements <input type="checkbox"/>	Does Not Meet Requirements <input type="checkbox"/>	Not Evident <input type="checkbox"/>
<ul style="list-style-type: none"> Clear and concise statement of unit's purpose Identifies stakeholders Encompasses the core functions of the unit 	<ul style="list-style-type: none"> Statement of the unit's purpose is overly general Doesn't identify any stakeholders Does not encompass the core functions of the unit 	
Comments:		

II. Goals		
Meets Requirements <input type="checkbox"/>	Does Not Meet Requirements <input type="checkbox"/>	Not Evident <input type="checkbox"/>
<ul style="list-style-type: none"> All goals are grounded in the mission of the unit Broad and general Reflect aspirations for long-term positive change Focus on strengthening and improving critical functions 	<ul style="list-style-type: none"> One or more goals are not related to the mission of the unit Goals are overly specific Do not reflect aspirations for long-term positive change Lack focus on strengthening and improving critical functions 	
Comments:		

III. Goals Describe link between goals and institutional priority area(s) selected.		
Meets Requirements <input type="checkbox"/>	Does Not Meet Requirements <input type="checkbox"/>	Not Evident <input type="checkbox"/>
<ul style="list-style-type: none"> Clear and reasonable link between goals and the institutional priority areas selected. 	<ul style="list-style-type: none"> Vague or inconsistent link between goals and the institutional priority areas selected 	
Comments:		

IV. Goals - Desired Outcomes and Objectives		
Meets Requirements <input type="checkbox"/>	Does Not Meet Requirements <input type="checkbox"/>	Not Evident <input type="checkbox"/>
<ul style="list-style-type: none"> Objectives should be SMART (Specific, Measurable, Achievable, Realistic, Timely) Each desired outcome or objective is clear and concise. At least two outcomes are listed for each goal when possible A mix of operational and strategic objectives, when possible Each outcome or objective is directly related to the mission, goals, or core functions of the unit 	<ul style="list-style-type: none"> Objectives do not follow SMART (Specific, Measurable, Achievable, Realistic, Timely) principles. Not all outcomes and objectives are clear and concise. Multiple outcomes or objectives are not listed for each goal where possible. A mix of operational and strategic objectives is not used when possible Each outcome or objective is not directly related to the mission, goals, or core functions of the unit 	
Comments:		

V. Goals - Assessment Measures and Targets		
Meets Requirements <input type="checkbox"/>	Does Not Meet Requirements <input type="checkbox"/>	Not Evident <input type="checkbox"/>
<ul style="list-style-type: none"> At least two measures for each outcome when possible or appropriate A mix of direct and indirect measures are used to assess each outcome when possible Assessment tools and methodology are described and are relevant to the outcome Targets are clearly defined for each measure and are sufficiently challenging 	<ul style="list-style-type: none"> Not all outcomes have at least two measures when possible or appropriate Few direct measures used Assessment tools and methodology are vague or not defined Targets not defined for each measure and/or are not sufficiently challenging 	
Comments:		

Feedback to Unit & Supervisor:

- ☐ Plan Meets Requirements
- ☐ Plan Does Not Meet Requirements