

### Rubric for Evaluating Unit Assessment Reports

Unit \_\_\_\_\_

Note: This rubric does not assess the appropriateness of the chosen goals. The receiving, supervising administrator judges the appropriateness of the unit's defined goals. This is an assessment of the process used.

Report Elements	Exemplary	Acceptable	Developing	Not yet applicable
<p><b>Goals (outcomes)- staff expectations of their unit</b>  <i>Overarching goals for the unit or department.</i>                      Goals should be tied to the university's goals and strategic planning as well as the unit's mission</p>	<ul style="list-style-type: none"> <li>• Three to five goals (outcomes), all consistently stated in terms of measurable data</li> <li>• Goals are clearly stated and should provide meaningful evidence.</li> <li>• These goals are tied to the overall goals of the university, the educational program and strategic planning.</li> </ul>	<ul style="list-style-type: none"> <li>• Three to five goals (outcomes), most of them stated in terms of measurable data.</li> <li>• Clarity of goals could be improved</li> <li>• These goals are loosely tied to the university goals.</li> </ul>	<ul style="list-style-type: none"> <li>• Fewer than three goals (outcomes) or; not stated in terms of measurable data.</li> <li>• These goals are not tied to the university goals</li> </ul>	
<p><b>Comments</b></p>				
<p><b>Assessment methods – how evidence is collected to determine how well the unit has meet or will meet their goals.</b></p>	<ul style="list-style-type: none"> <li>• Two or more direct or indirect measures with appropriate methodology were identified and implemented to assess the goals (outcomes)</li> <li>• multiple measures create converging evidence about the quality of the unit's functions</li> </ul>	<ul style="list-style-type: none"> <li>• One direct or indirect measure identified and implemented to assess the outcomes.</li> <li>• The identified method may not be a good fit with the outcome.</li> <li>• They do not create converging evidence about the quality of the unit</li> </ul>	<p>Measures were not identified and or not implemented</p>	
<p><b>Comments</b></p>				

Report Elements	Exemplary	Acceptable	Developing	Not yet applicable
<p><b>Performance Objective (Criteria for success)- should be SMART:</b>            Specific            Measurable            Achievable            Relevant            "Trackable" over time. –            . the level of performance that meets the units standards (e.g., 80% of the giving goals were met)</p>	<ul style="list-style-type: none"> <li>Specified the desired level of achievement using performance indicators.</li> <li>The specified level is realistic.</li> </ul>	Desired level of achievement was not clearly described for all performance indicators or the specified level is realistic.	Criteria for success in reaching a goal or benchmark were not included or inappropriate	
<b>Comments</b>				
<p><b>Findings- the degree to which the standards were achieved</b></p>	<ul style="list-style-type: none"> <li>Reported and analyzed findings to indicate patterns of strengths and weaknesses.</li> <li>Reflects on changes in performance from year to year</li> </ul>	<ul style="list-style-type: none"> <li>Provided evidence of some analysis of how met goals beyond overall findings.</li> <li>Tie to past performance are missing</li> </ul>	Reported findings in an overly general, vague fashion (e.g. unit met goals) or omitted the findings	
<b>Comments</b>				
<p><b>Dissemination and discussion of findings with the appropriate stakeholders</b></p>	<ul style="list-style-type: none"> <li>All appropriate stakeholders are listed, and findings were disseminated and discussed with these stakeholders.</li> <li>The discussion process is described.</li> </ul>	Findings were disseminated and discussed with some appropriate stakeholders, but not with all stakeholders	Findings were disseminated, but not discussed or were discussed with insufficient number of stakeholders or were not disseminated	
<b>Comments</b>				

Report Elements	Exemplary	Acceptable	Developing	Not yet applicable
<p><b>Use of assessment data for decision making</b></p>	<p>Developed an appropriate and realistic action plan</p> <ul style="list-style-type: none"> <li>• If had a previously developed action plan, continued using it or refined it</li> </ul>	<ul style="list-style-type: none"> <li>• Developed plan for next steps, but they may not be defined in actionable terms or</li> <li>• In the process of developing an action plan</li> </ul>	<ul style="list-style-type: none"> <li>• Program did not develop action plans</li> <li>• Did not follow up from previous action plans</li> </ul>	
<p><b>Comments</b></p>				
<p><b>Actions taken- closing the assessment loop the changes made to address issues identified in the findings and the efficacy of the changes.</b></p> <p><i>Actions identify any resources or steps that are needed implement the changes that are expected to result in systematic improvement.</i></p>	<ul style="list-style-type: none"> <li>• Appropriate actions taken based on the findings- what is appropriate relies on judgment and is based on the findings from every assessed criteria and available resources.</li> <li>• Assessment loop is closed or Identifies appropriate ways to close the assessment loop in the future</li> <li>• Provides justification for why additional resources are needed</li> <li>• Report documents systematic attempts to implement actions for continuous improvement</li> </ul>	<p>Some appropriate actions taken based on the findings based on some assessed criteria and available resources</p> <ul style="list-style-type: none"> <li>• Reported limited efficacy of actions, or limited resource alignment.</li> <li>• Made an action plan, but it was not implemented</li> <li>• Identified Limited ways to close the loop in the present or the future</li> </ul>	<ul style="list-style-type: none"> <li>• Use of results was missing, future oriented, or incorrectly indicated that no changes were needed</li> <li>• Efficacy and resource alignment was missing.</li> <li>• Continues to ask for more resources even when told no resources will be allocated</li> </ul>	
<p><b>Comments</b></p>				

Report Elements	Exemplary	Acceptable	Developing	Not yet applicable
Plans for continued assessment	Plan for assessment demonstrates continuity and deliberate periodicity that is sustainable	Plan for assessment demonstrates continuity, but not sustainable or not deliberate periodicity	Plan for assessment is episodic or no plan for continued assessment	
Comments				

Adapted from Baylor University: [www.baylor.edu/content/services/document.php/81140.doc]

**Overall Assessment Recommendations**

Strengths identified in this program's assessment report

Suggestions to improve future assessment efforts and assessment reports