OPTIONAL EXAMPLE DRAFT: Report of Review Team Name of Unit

Date of Submission DRAFT

Review Team Membership Name, Title, Department

Name, Title, Department

Name, Title, Department

Review Timetable

2004-05-27 Meeting of Review Team with Unit Leadership; Unit Self-

Study distributed to Review Team

2004-06-15 Survey distributed to Unit employees

2004-07-02 Employee survey results received

2004-07-09 Client/customer email questionnaire distributed

2004-07-11 Draft report submitted

Review Procedures F

FOR EXAMPLE

Unit Self-Study was reviewed in detail

Brief survey was distributed to all Unit employees (x/y responded)

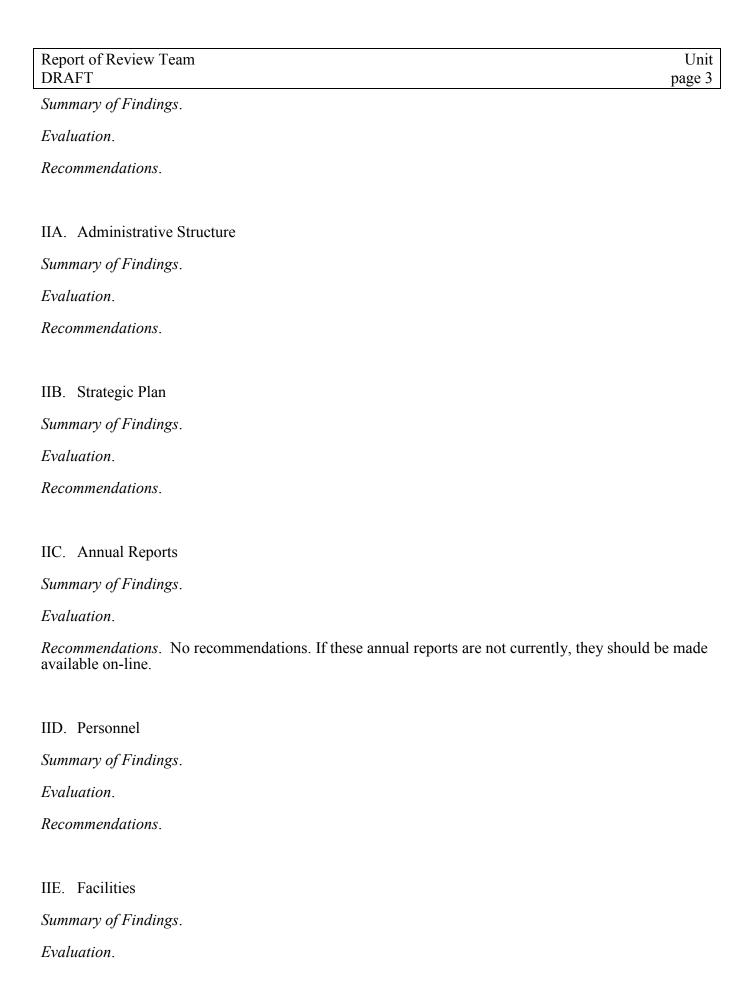
Email to ca 900-person "customer" listserve solicited input about relationship

with Unit (# responses received)

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DK	AFT page	
IA.	Clearly state the missions/goals of the Unit with reference as appropriate to the Unit's strategic plan	
Sum	mary of Findings. Unit has a clear Mission Statement that emphasizes	
Eva	luation.	
Rec	ommendations.	
ID		
IB.	Describe the relation of the Unit's mission to the University's mission and strategic goals	
Sum	mary of Findings.	
Eva	luation.	
Rec	ommendations. No further recommendation.	
IC.	Evaluate the Unit's success in carrying out its stated mission	
Sum	mary of Findings.	
Eva	luation.	
Rec	ommendations. Our recommendations	
ID.	Note significant achievements of the Unit, its personnel, and/or programs in the last seven years	
Sum	mary of Findings.	
Eva	luation.	
Rec	ommendations.	
IE.	Identify any key issues the Unit thinks should be addressed in the review	
Sum	mary of Findings.	
Eva	luation.	
Rec	ommendations.	

Describe new initiatives in the last seven years and plans for improvement

IF.



Report of Review Team	Unit
DRAFT	page 4

Recommendations.

IIF. Awards/Commendations

Summary of Findings.

Evaluation.

Recommendations. Keep up the good work

IIG. Programs/Activities

Summary of Findings.

Evaluation.

Recommendations.

Summary of Evaluation and Recommendations

Evaluations

- Xxxxxxxxxxx
- Xxxxxxxxxxxxx

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Recommendations

- Xxxxxxxxxxxxxx

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