

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 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)

IA. Clearly state the missions/goals of the Unit with reference as appropriate to the Unit's strategic plan

Summary of Findings. Unit has a clear Mission Statement that emphasizes . . .

Evaluation.

Recommendations.

IB. Describe the relation of the Unit's mission to the University's mission and strategic goals

Summary of Findings.

Evaluation.

Recommendations. No further recommendation.

IC. Evaluate the Unit's success in carrying out its stated mission

Summary of Findings.

Evaluation.

Recommendations. Our recommendations . . .

ID. Note significant achievements of the Unit, its personnel, and/or programs in the last seven years

Summary of Findings.

Evaluation.

Recommendations.

IE. Identify any key issues the Unit thinks should be addressed in the review

Summary of Findings.

Evaluation.

Recommendations.

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

Summary of Findings.

Evaluation.

Recommendations.

IIA. Administrative Structure

Summary of Findings.

Evaluation.

Recommendations.

IIB. Strategic Plan

Summary of Findings.

Evaluation.

Recommendations.

IIC. Annual Reports

Summary of Findings.

Evaluation.

Recommendations. No recommendations. If these annual reports are not currently, they should be made available on-line.

IID. Personnel

Summary of Findings.

Evaluation.

Recommendations.

IIE. Facilities

Summary of Findings.

Evaluation.

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

- XXXXXXXXXXXXX
- XXXXXXXXXXXXX
-

Recommendations

- XXXXXXXXXXXXXXXXX
- XXXXXXXXXXXXXXXXXXXXX
-