**University of North Alabama**

**Five-Year Educational Support/Administrative Department Review Rubric**

**(Based on the UNA Educational Support/Administrative Department Review Outline)**

Most requirements will be rated **A** (Adequately Meets Requirement), **P** (Partially Meets Requirement), **N** (Did Not Meet Requirement), or **N/A** (The requirement is not applicable to the department). If the Institutional Effectiveness Committee assesses a requirement with either an **P** or **N**, it must provide, within the Comments section, recommendations or suggestions as to how the department may complete/meet the requirement in question. You will notice that some requirements only have two ratings: **Y** (Met Requirement) or **N** (Did Not Meet Requirement).

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| **Criteria** | **Assessment** | **Comments** |
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| * 1. The department/area gave a brief overview of itself
 |  **A P N****N/A** |  |
| * 1. The department/area has a mission statement
 | **Y N** |  |
| * 1. The department/area has adequately articulated its goals and objectives
 |  **A P N****N/A** |  |
| * 1. The department/area has outlined its governance structure
 |  **A P N****N/A** |  |
| * 1. The department/area has given a brief description of the national status of the department/area
 |  **A P N****N/A** |  |
| **2.1** The department/area has described its means of assessing its goals |  **A P N****N/A** |  |
| **2.2** The department/area has given a summary of the assessments for each goal |  **A P N****N/A** |  |
| **2.3** The department/area adequately identified recent improvements based upon the results of assessment |  **A P N****N/A** |  |

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| **2.4** Appropriate documentation was used to support the assessments and improvements made |  **A P N****N/A** |  |
| **2.5** The department gave a brief analysis of those areas in need of improvement and an action plan for improvement in these areas |  **A P N****N/A** |  |
| **3.1** The department/area assessed itself as it relates to facilities and resources - Equipment |  **A P N****N/A** |  |
| **3.2** The department/area assessed itself as it relates to facilities and resources - Space |  **A P N****N/A** |  |
| **3.3** The department/area assessed itself as it relates to facilities and resources – Staff |  **A P N****N/A** |  |
| **3.4** The department/area assessed itself as it relates to facilities and resources – Other |  **A P N****N/A** |  |
| **4.0** The department/area adequately indicated its notable achievements |  **A P N****N/A** |  |
| **5.0** The department/area adequately responded to previous five-year review recommendations |  **A P N****N/A** |  |
| **6.0** The department/area adequately articulated its vision and plans for the future |  **A P N****N/A** |  |
| **7.1** The department/area indicated recommendations for changes, which are within the control of the department/area |  **A P N****N/A** |  |
| **7.2** The department/area indicated recommendations for changes that require action at the Vice President or higher levels |  **A P N****N/A** |  |