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**Date of Report**

**Educational Support and Administrative Review**

[*Name of Department*]

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Director

1. Overview of Department
2. Brief overview of department/area
3. Mission statement for the department/area
4. Goals and objectives of the department/area
5. Governance structure of the department/area
6. Brief description of the national status of the department/area (including emerging issues and trends.)
7. Department/Area Evaluation
8. Description of the means of assessment of department/area goals. [Means of assessing outcomes should be based on typical and/or accepted assessment measures within the department/area]
9. Summary of the results of the assessment/s
10. Recent improvements based on the results of the assessments
11. Appropriate documentation to support the assessment of departmental/area goals
12. Brief analysis of those areas in need of improvement and an action plan for improvement in these areas
13. Facilities and Resources that address the adequacy of resources and support services to support the goals and objectives of the department/area
14. Equipment
15. Space
16. Staff
17. Other
18. Achievements
19. Responses to Previous Review Recommendations
20. Vision and Plans for the Future of the area
21. Unit Recommendations
22. Recommendations for changes, which are within the control of the department/area, if appropriate
23. Recommendations for changes that require action at the Vice President, Provost, or higher levels.