





## This presentation will cover:

- ¾ The multi-year schedule for review of units
- ¾ The timeline (including due dates) for the process
- ¾ The reference period for assessment data referenced
  - ¾ Reference last fully-completed fiscal year  
(June 1<sup>st</sup>– May 31<sup>st</sup>)
- ¾ The role that Unit heads/directors play in the process
- ¾ The role that Vice Presidents play in the process
- ¾ How to complete the form

## The multi-year schedule

- ¾ Each administrative unit will complete a Full Review (FR) every 3<sup>rd</sup> year.
- ¾ For the years in between, an Annual Update (AU) is completed.
- ¾ This year (FY24 reporting) is the \_\_\_\_\_ year we are referencing the multi-year schedule
  - ¾ However, it is only the \_\_\_\_\_ year using the June to October reporting schedule.

# Timeline/Due Dates for Reviews

$\frac{3}{4}$  Full Review:

- $\frac{3}{4}$  Form due in from Unit Head/Director to Vice President (VP) by Friday, \_\_\_\_\_.
- $\frac{3}{4}$  Form due in from VP to Institutional Research (IR) by Friday October 4

# Roles for the Process

## $\frac{3}{4}$ Unit Heads/Directors

$\frac{3}{4}$  Coordinate participation for the unit in the program review. This involves:

$\frac{3}{4}$  Completion of the program review form

$\frac{3}{4}$  Engaging staff in the review process

$\frac{3}{4}$  Sending completed review to the VP by the due date

## $\frac{3}{4}$ Vice Presidents:

$\frac{3}{4}$  Collect completed reviews

$\frac{3}{4}$  Review with Directors (time permitting)

$\frac{3}{4}$  Send completed review to IR by the due date

$\frac{3}{4}$  When have Assessment Committee's feedback, encouraged to meet with directors to review to inform budgetary needs and ongoing improvement planning for the unit.

## Types of review: The Full Review

$\frac{3}{4}$  A Full Review has the following main components:

$\frac{3}{4}$  Unit Objectives

$\frac{3}{4}$  Unit Assessment Process

$\frac{3}{4}$

## Full Review: Unit Objectives

- 3/4 Each unit should have a few core objectives that help to define, in measurable terms, how it contributes to the mission of the university.



## Full Review: Unit Objectives (continued)

- ¾ In the 'Unit Objectives' tab of the unit review form, you are asked to do the following:
  - ¾ Type in your unit objectives where designated
  - ¾ Align each objective with the appropriate strategic plan theme to which it contributes
  - ¾ Briefly describe how the objectives are connected to the individual performance management plans for staff
  - ¾ Briefly describe who is served by your unit (key stakeholders)

## Full Review: Unit Objectives (continued)

$\frac{3}{4}$  If your unit uses co-curricular outcomes (learning outside of

## Full Review: Unit Assessment Process

- ¾ For each unit objective (indicated in previous section):
  - ¾ Does the unit track achievement of the objectives?
  - ¾ If yes, how often? (what is the assessment cycle?)



## Full Review: Unit Performance (continued)

- ¾ Performance related to service/satisfaction of stakeholders
  - ¾ Please reference either the data profile provided from Institutional Research (if available), or another source of data accessible to your unit collected from those served. The focus should ideally be on their level of satisfaction with the unit's services.
  - ¾ Respond to the following questions:
    - ¾ What is the level of satisfaction?
    - ¾ What actions will continue, or will be taken to improve performance?
    - ¾ Will resources be needed (and what kind?) to support the plan for improvement?

## Full Review: Staff Accomplishments

PLEASE NOTE Completion of this section is encouraged, but not mandatory. It may provide an opportunity to identify & share “kudos -worthy” accomplishments for those in your unit .

- $\frac{3}{4}$  Please briefly identify any recent, notable accomplishments of staff within the unit.
- $\frac{3}{4}$  Be sure to also identify whether – and how - the accomplishment is related to the individual’s function at the University.

## Full Review: Strategic Plan

- $\frac{3}{4}$  Please list the contributions of the unit to each strategic plan theme/goal (where applicable).
  - $\frac{3}{4}$  It is not anticipated that any one unit will necessarily contribute to all themes/goals
- $\frac{3}{4}$  Next to the contribution, please indicate whether the contribution is:
  - $\frac{3}{4}$  1 = A recent contribution (once, completed),
  - $\frac{3}{4}$  2 = A current, or ongoing contribution, or
  - $\frac{3}{4}$  3 = A planned contribution

# Full Review: Staff Engagement

- ¾ Please identify strategies used to engage staff from the unit in the review process.
  - ¾ It is important that staff be involved in the process, where appropriate, to ensure what is submitted is the best representation of the unit.



# Questions?

Please contact [Brian Bogert](#) (Co-Chair,