**Division of Administrative Affairs**

**Annual Assessment Rubric Definitions**

|  | **A Model for Others** | **Acceptable** | **Needs Modification** | **Missing** |
| --- | --- | --- | --- | --- |
| **Goals** | * All goals are clearly aligned with the mission and division goals. * Compatible with other departments * Includes initiatives that resulted from previous assessments * Responsive to new information or changing environment | * Goals are explicit and support the unit’s purpose(s). * Clearly linked to the department’s mission statement | Goals are identified | None |
| **Objectives / Outcomes** | * At least one outcome is assessed for each goal * Outcomes are identified | * Clearly measurable | * Not aligned with mission or * Not measureable | None |
| **Measures / Tools** | * Designed to promote improvement * Clearly articulated rational described * Each outcome is measured * Most of the measures are direct measures * Criteria for success are clearly specified | * Content to be assessed fits objectives and * Data collection process is briefly described and * Measures address issues with efficiency and/or effectiveness | * Does not fit the objective or * Does not describe data collection process | None |
| **Analysis / Results** | * Multiple periods of data are available * Trends or patterns over time are discussed * Dissemination of results to appropriate stakeholders has been completed | * Results entered for each measure and * Status of result indicated and clearly described and * Appropriate evidence is presented * Results are analyzed and interpreted appropriately | * Not aligned with measure * Result status not indicated * Description (results) missing | None |
| **Recommendations / Improvements** | * Responsibilities for actions are assigned * Target implementation date for action(s) is stated * Implemented and planned changes are described and are linked to assessment data, or if no changes are reported, an explanation is provided * The unit decides what *and* how the changes will be implemented *as well as* how the changes will impact the mission of the division. | * Action plan is developed from findings and aligned with objective and * Clearly describes intended improvements * Unit decides what changes will be made *and* how changes will be implemented | * Does not align with objective * Does not describe intended improvements * Unit decides what changes will be made | None |

* Efficiency refers to how well an activity or operation is performed (e.g., timelines, promptness, cost, etc.) while effectiveness relates to issues of quality and the achievement of desired outcomes.
* Ideally Recommendations/Improvements feed into next year’s objectives.