|  |  |  |  |
| --- | --- | --- | --- |
| **Unit** | <Unit – Department Name> | **Fiscal Year** | <20XX-20YY> |
|  |  |  |  |
| **Reviewer Name** | <First Last Names> | **Review Date** | <MM/DD/YY> |

*Refer to the Administrative Affairs Annual Assessment Rubric Definitions.docx*

|  | **A Model for Others** | **Acceptable** | **Needs Modification** | **Missing** | **Comments** |
| --- | --- | --- | --- | --- | --- |
| **Goals** |  |  |  |  |  |
| **Tasks** |  |  |  |  |  |
| **Measures/Tools** |  |  |  |  |  |
| **Analysis/Results** |  |  |  |  |  |
| **Recommendations/Improvements** |  |  |  |  |  |

**Additional Comments:**