**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.