

Administrative Assessment Evaluation Rubric¹

INDIVIDUAL UNIT REPORTS

Unit Name:

Division:

Reviewers:

I. Mission			
Exemplary ○	Acceptable ○	Developing ○	No Evidence ○
<ul style="list-style-type: none"> • Clear and concise • Reflects mission of the university and/or division • Describes purpose that is distinctive from other units • Identifies stakeholders 	<ul style="list-style-type: none"> • Clear statement of unit's purpose • Consistent with mission of the university and division • Identifies stakeholders 	<ul style="list-style-type: none"> • General statement of the work of the unit • Doesn't identify stakeholders • Fails to demonstrate alignment with university and/or division mission. • Does not encompass the entire work of the unit. 	
<p>Comments:</p>			

II. Implemented Improvements from Previous Year			
Exemplary ○	Acceptable ○	Developing ○	No Evidence ○
<ul style="list-style-type: none"> • Provides concrete evidence of how improvements from previous assessment activity were implemented • Appropriate action taken on all issues 	<ul style="list-style-type: none"> • Provides concrete evidence of how improvements from previous assessment activity were implemented • Gives explanation for not implementing planned improvements 	<ul style="list-style-type: none"> • Evidence insufficient or not provided • Not all issues were addressed, without explanation of the delay • Actions taken were not relevant to the issue. 	
<p>Comments:</p>			

III. Outcomes			
Exemplary ○	Acceptable ○	Developing ○	No Evidence ○
<ul style="list-style-type: none"> • At least two outcomes are listed. • Each outcome is observable and measurable • Each outcome is directly related to mission • Each outcome uses action verbs • Each outcome is directly related to mission • Each outcome describes end result of activities (operational), future expected results (strategic) and/or student learning • Each outcome reflects key results of unit and are tied to strategic goals 	<ul style="list-style-type: none"> • At least two outcomes are listed. • Each outcome is observable and measurable • Each is directly related to mission • Each is tied to strategic goals • Language in at least one of the outcomes may be vague or need revision 	<ul style="list-style-type: none"> • Only one outcome listed • Not clear how outcome could be measured • Fails to demonstrate alignment with university or division mission and/or strategic goals • Does not address key results or functional responsibilities. • Not worded so that a single method can measure the entire outcome statement • Not worded as operational, strategic, or learning outcomes, or language needs substantial revision. 	
<p>Comments (Please comment on each outcome.):</p>			

IV. Assessment Measures and Targets			
Exemplary ○	Acceptable ○	Developing ○	No Evidence ○
<ul style="list-style-type: none"> • Multiple measures for all outcomes • Direct and indirect measures used, with at least one direct measure for each outcome 	<ul style="list-style-type: none"> • At least two measures for each outcome • Direct and indirect measures are used to assess each outcome. 	<ul style="list-style-type: none"> • Not all outcomes have at least two measures. • Few direct measures used 	

¹ "Assessment Report Evaluation Rubric." *Assessment Report Evaluation Rubric*. Web. 15 Dec. 2014. <[http://www.oirpe.emory.edu/Assessment/2013-14 Assessment Report Evaluation Rubric.pdf](http://www.oirpe.emory.edu/Assessment/2013-14%20Assessment%20Report%20Evaluation%20Rubric.pdf)>.

IV. Assessment Measures and Targets			
<ul style="list-style-type: none"> Assessment tools clearly described (and attached, as appropriate) and are appropriately designed Targets are clearly defined for each measure and are sufficiently challenging. 	<ul style="list-style-type: none"> Assessment tools and methodology are described and are relevant to the outcome Targets are defined for each measure. 	<ul style="list-style-type: none"> Assessment tools vague or not defined Targets not defined for each measure 	
Comments (Please comment on each outcome.):			

V. Analysis of Results and Implications			
Exemplary <input type="radio"/>	Acceptable <input type="radio"/>	Developing <input type="radio"/>	No Evidence <input type="radio"/>
<ul style="list-style-type: none"> Clear, complete, and well-organized discussion of results for all outcomes Clear and substantial evidence that targets were met, partially met, or not met for all measures Discussion of implications for unit of the results of all assessment measures Compares results to findings from previous years, if available Includes supporting documentation (tables, charts, surveys, rubrics, etc.) 	<ul style="list-style-type: none"> For each outcome, effectively uses tables, graphs, and/or charts to summarize results, if applicable. Clear and well-organized discussion of results for all outcomes; some data might be incomplete or not yet available. Clear and substantial evidence that targets were met, partially met, or not met for all measures Includes supporting documentation 	<ul style="list-style-type: none"> Does not discuss results of each assessment measure Details not given in the analysis Results are too general to prove whether or not targets were met. Supporting documentation not included 	
Comments (Please comment on each outcome.):			

VI. Use of Assessment to Improve Effectiveness			
Exemplary <input type="radio"/>	Acceptable <input type="radio"/>	Developing <input type="radio"/>	No Evidence <input type="radio"/>
<ul style="list-style-type: none"> Reflects on the assessment process and any needed changes Demonstrates strong understanding of results, and implications are directly supported by results Identifies key areas that need attention and defines next steps, including for those outcomes with targets that were fully met. Improvements reflect what was learned during the assessment process 	<ul style="list-style-type: none"> Demonstrates understanding of results, and implications are directly supported by results Identifies key areas that need attention and defines next steps, including for those outcomes with targets that were fully met. 	<ul style="list-style-type: none"> Does not describe what was learned during the assessment process Does not identify key areas for improvement or describe next steps. 	
Comments:			

Other comments:

Feedback to Division:

- Report Meets or Exceeds Requirements
- Report Meets or Exceeds Requirements but Needs Minor Revisions
- Report Does Not Meet Requirements

Recommendations for Next Year's Assessment Process: