Elements of a Support Unit Assessment Plan

- Support Unit Overview
  - Unit Mission Statement with explanation of alignment with the Mission of the University
  - Detailed description of unit responsibilities, functions, and activities
  - Identification of key constituencies (with explanation, if needed)

- Unit Goals or Objectives
  - Each goal or objective set out in sufficient detail to understand how the unit supports and furthers the Mission of the University

- Assessment Process
  - Plan for assessment of unit goals or objectives and satisfaction of key constituencies
    - Instruments used
    - Schedule of administration
    - Guidelines for analysis (including targets or benchmarks, if appropriate)
    - Other informative details
  - Conduct assessment in such a way that results may be disaggregated by campus and online (if applicable)