

Assessment Report Evaluation Rubric

Department/Unit Name _____ Year _____

Findings and Analysis Findings state assessment results relative to the established targets. Analysis explains what the findings mean and how the findings were determined/calculated. Target status is set ("Met", "Not Met", etc.) based on findings.		
<input type="checkbox"/> Exemplary	<input type="checkbox"/> Compliant	<input type="checkbox"/> Incomplete
<ul style="list-style-type: none"> Findings are clearly stated and are related to their respective targets Findings are understandable to stakeholders and those outside the unit Analysis explains how findings were derived from collected data Analysis explains what the findings mean in relation to the objective Target status set appropriately for stated findings 	<ul style="list-style-type: none"> Findings are clearly stated and are related to their respective target Findings contain field-specific jargon and/or may not be clear to those outside the unit Analysis explains how findings were derived from collected data Target status set appropriately for stated findings 	<ul style="list-style-type: none"> Findings are missing, unclear, or unrelated to targets Analysis missing Target status not set or set inappropriately based on findings
Notes:		

Action Plans Action plans are required for targets that are 'Not Met' or 'Partially Met', but should also be created for any finding that the unit wants to improve. Action plans should provide as much detail as possible as to how the unit plans to improve achievement of the target.		
<input type="checkbox"/> Exemplary	<input type="checkbox"/> Compliant	Incomplete
<ul style="list-style-type: none"> All 'Met' and 'Partially Met' Targets have a corresponding action plan Action plans are specific and actionable with a detailed timeline All action plans include proposed changes to improve the achievement of the objectives All previous action plans are updated as they progress and/or are completed 	<ul style="list-style-type: none"> All 'Met' and 'Partially Met' targets have a corresponding action plan Action plans are specific and actionable but lack a concrete timeline Action plans include some proposed changes to improve achievement of the objectives All previous action plans are updated as they progress and/or are completed 	<ul style="list-style-type: none"> 'Met' and 'Partially Met' targets do not have a corresponding action plan Action plans are vague without actionable items Some or all previous action plans are not updated
Notes:		

Annual Analysis Questions

Questions holistically addressing the unit assessment by examining past progress and future plans.

<input type="checkbox"/> Exemplary	<input type="checkbox"/> Compliant	<input type="checkbox"/> Incomplete
<ul style="list-style-type: none"> • All questions are answered • The status of the unit is described using robust data evidence from the unit's current-cycle assessment • Recent changes to the unit are described with clear connections to recent assessment findings • Answers to the first two questions are directly tied to proposed changes to improve the achievement of the unit's objectives 	<ul style="list-style-type: none"> • All questions are answered • The status of the unit is described but evidence from the assessment plan is minimal • Recent changes to the unit are described but few connections are drawn to assessment results • Changes are proposed but with little connection to previous answers 	<ul style="list-style-type: none"> • Some or no questions are answered • The status of the unit is described with no evidence from assessment findings • No changes to the unit occurred or are described • No changes or changes with no connection to assessment evidence are proposed

Notes:

General Comments: