

Administrative Support Unit Assessment Plan Rubric – Initial Plan Development

Support Unit: _____

Assessment Plan Elements	Very Good 4 (A Model for Others)	Acceptable 3	Developing 2 (Needs some modification)	Undeveloped 1 (Not Acceptable)	Score
Mission Statement	<ul style="list-style-type: none"> • Clear and specific to the unit • Supports the MSU mission statement. 	<ul style="list-style-type: none"> • The mission statement is clear and specific to the unit. 	<ul style="list-style-type: none"> • The unit has a mission statement but it is not specific to the unit. 	<ul style="list-style-type: none"> • A mission statement does not exist or is inappropriate. 	
Outcomes	<ul style="list-style-type: none"> • 4-5 outcomes clearly stated • Outcomes are measurable/ clearly connected to the unit goals • Associations are made to other MSU plans, etc. 	<ul style="list-style-type: none"> • At least 3 outcomes are clearly stated • Outcomes are measurable • Associated to unit/MSU goals 	<ul style="list-style-type: none"> • Less than 3 outcomes stated and/or are unclear • Some outcomes are measurable • Some are associated to unit/MSU goals 	<ul style="list-style-type: none"> • Outcomes are not stated in an acceptable format. • Associations are not made to unit/MSU goals. 	
Assessment Measures	<ul style="list-style-type: none"> • Min. of 2 appropriate measures are identified for each outcome. • Clearly describe who, when, and identified criteria • Multiple (3) measures identified (at least 1 direct and 1 indirect) 	<ul style="list-style-type: none"> • At least 1 direct measure is identified for each outcome. • Clearly describe who, when, and identified criteria 	<ul style="list-style-type: none"> • Measures are identified for some outcomes. • 1 or more outcomes are not measured directly • Measure does not clearly describe who, when, and identified criteria 	<ul style="list-style-type: none"> • Measures are not identified or adequately described. • No direct measures used. 	
Assessment measure targets	<ul style="list-style-type: none"> • Numerical targets are identified for each measure. 	<ul style="list-style-type: none"> • Measurable targets are identified for each measure. 	<ul style="list-style-type: none"> • Targets are either not measurable or not identified for some measures. 	<ul style="list-style-type: none"> • Targets are not identified or not measurable for all measures. 	

Reviewed by: _____

Date: _____