

Self-Assessment Rubric for Completing Unit Effectiveness Plans and Reports

	Assessment Elements	Beginning 1	Developing 2	Acceptable 3	Exemplary 4
P l a n	Unit Objectives	Unit objectives are not laid out.	Unit objectives are partially completed and are not specific enough.	Unit objectives are completed; the objectives are measurable and relevant to the unit's mission and the institution's mission.	Unit objectives are clearly laid out, using action verbs; the objectives are specific, measurable, realistic, and relevant to the unit's mission and the institution's mission.
	Expected Outcomes	No target is set.	General statements rather than specific description of the target are presented.	Specific target or benchmark standards are set; expected outcomes logically follow the unit objectives.	Specific target or benchmark standards are set based on faculty input and researched information; expected outcomes logically follow the unit objectives.
	Action Steps	No action steps are laid out.	Action steps are laid out but some are not relevant to the accomplishment of the Unit Objectives.	Action steps are laid out and are relevant to the accomplishment of the Unit Objectives.	Action steps are laid out with owners and timeline clearly identified; they are also relevant to the accomplishment of the Unit Objectives.
	Assessment Methods	Methods for data collection and data analysis are not identified	Methods for data collection and data analysis are identified but are not relevant to the measurement of the expected outcomes.	One method for data collection and data analysis is clearly laid out and is relevant to the expected outcomes	Mixed methods for data collection and data analyses are identified and clearly laid out to adequately gauge the fulfillment of the expected outcomes.
I m p l e m e n t	Progress	No progress is reported in either the CA textbox or the dropdown menu in the status field.	Progress is reported in CA dropdown menu in the status field, but not in the textbox.	Progress is reported in both CA textbox and dropdown menu in the status field, and activities reported are specific.	Progress is reported in both CA textbox and dropdown, and activities reported are specific. Additionally, process assessment results (outputs) are also reported with recommendations for further action if output targets are not met.
E v a l u a t e	Results	Data are not reported, analyzed, or interpreted.	Data are reported but not analyzed or interpreted.	Data are reported, analyzed, but interpretation is not so insightful.	Data are reported, analyzed, and interpretation is insightful.
	Recommendations: Use of Results	No recommendation is made.	The recommendation is too general to be acted upon.	The recommendation is specific, realistic, and based on the interpretation of the data.	The recommendation is specific, realistic, and based on the interpretation of the data. The linkage between the recommendation and the next year's objective is also specified.