**Annual Institutional Effectiveness Report**

**Administrative Units**

**General Instructions:** Use this template to organize your annual effectiveness report. This end-of-the-year report should flow from the Unit Performance Standards and Assessment Targets that have guided the work of your unit or program this year. Your Performance Standards and Assessment Targets are directly related to the major functions of your unit. In addition to summarizing this year’s assessment work and reflecting on what has been learned, use this report to submit the Unit Performance Standards and Assessment Targets that you expect to focus on next year.

Completed Annual IE Reports are due June 30, 2014 to [Betty Rider](mailto:riderea@etown.edu) (electronic copies please).

**Program/Unit: Enter your unit/program name here.**

**Academic Year: 2013-14**

**Mission of the Unit:** Please visit the [Institutional Effectiveness webpage](http://www.etown.edu/offices/institutional-research/institutional-effectiveness.aspx) to review your mission statement. If desired, you may update the statement here. You do **not** need to enter anything here if your mission statement has not changed this year.

*You may revise your mission statement here. If no changes, leave blank.*

**Functions of the Unit:** Please visit the [*Institutional Effectiveness webpage*](http://www.etown.edu/offices/institutional-research/institutional-effectiveness.aspx)to review your functions. If desired, you may update these functions here. Most units will identify 4-6 major functions. **You do not need to restate your functions here if they have not changed this year.**

*You may revise your functions here. If no changes, leave blank*.

**Unit Performance Standards (UPS) and Assessment Targets:** List those Unit Performance Standards (UPS) that were assessed in your unit this year (i.e., not all UPS, but those assessed during this year).

**Unit Performance Standard 1**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Unit Performance Standard (UPS) | Click here to enter text. | | | |
| Indicate whether UPS contributes to a strategic goal or ongoing operational effectiveness | National Recognition | Real World Learning | Stewardship of Resources | Ongoing Operational Effectiveness |
| Assessment Target for this UPS this year | Click here to enter text. | | | |
| Performance/Results of the assessment | Click here to enter text. | | | |
| Use of these results for unit improvement | Click here to enter text. | | | |

**Unit Performance Standard 2**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Unit Performance Standard (UPS) | Click here to enter text. | | | |
| Indicate whether UPS contributes to a strategic goal or ongoing operational effectiveness | National Recognition | Real World Learning | Stewardship of Resources | Ongoing Operational Effectiveness |
| Assessment Target for this UPS this year | Click here to enter text. | | | |
| Performance/Results of the assessment | Click here to enter text. | | | |
| Use of these results for unit improvement | Click here to enter text. | | | |

**Unit Performance Standard 3**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Unit Performance Standard (UPS) | Click here to enter text. | | | |
| Indicate whether UPS contributes to a strategic goal or ongoing operational effectiveness | National Recognition | Real World Learning | Stewardship of Resources | Ongoing Operational Effectiveness |
| Assessment Target for this UPS this year | Click here to enter text. | | | |
| Performance/Results of the assessment | Click here to enter text. | | | |
| Use of these results for unit improvement | Click here to enter text. | | | |

**Unit Performance Standard 4**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Unit Performance Standard (UPS) | Click here to enter text. | | | |
| Indicate whether UPS contributes to a strategic goal or ongoing operational effectiveness | National Recognition | Real World Learning | Stewardship of Resources | Ongoing Operational Effectiveness |
| Assessment Target for this UPS this year | Click here to enter text. | | | |
| Performance/Results of the assessment | Click here to enter text. | | | |
| Use of these results for unit improvement | Click here to enter text. | | | |

**Unit Performance Standard 5**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Unit Performance Standard (UPS) | Click here to enter text. | | | |
| Indicate whether UPS contributes to a strategic goal or ongoing operational effectiveness | National Recognition | Real World Learning | Stewardship of Resources | Ongoing Operational Effectiveness |
| Assessment Target for this UPS this year | Click here to enter text. | | | |
| Performance/Results of the assessment | Click here to enter text. | | | |
| Use of these results for unit improvement | Click here to enter text. | | | |

**Unit Performance Standard 6**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Unit Performance Standard (UPS) | Click here to enter text. | | | |
| Indicate whether UPS contributes to a strategic goal or ongoing operational effectiveness | National Recognition | Real World Learning | Stewardship of Resources | Ongoing Operational Effectiveness |
| Assessment Target for this UPS this year | Click here to enter text. | | | |
| Performance/Results of the assessment | Click here to enter text. | | | |
| Use of these results for unit improvement | Click here to enter text. | | | |

**Next Year Performance Standards (UPS) and Assessment Targets:** Provide the performance standards and assessment targets that you anticipate addressing in the next year. These should directly relate to your mission and major functions. Keep in mind that not all aspects of a program need to be evaluated every year. A program may have some ongoing measures that are collected each year, but then have select measures that are collected every 2-3 years or only as needed.

|  |  |  |
| --- | --- | --- |
|  | **Unit Performance Standard** | **Assessment Target for this UPS** |
| 1. | Click here to enter text. | Click here to enter text. |
| 2. | Click here to enter text. | Click here to enter text. |
| 3. | Click here to enter text. | Click here to enter text. |
| 4. | Click here to enter text. | Click here to enter text. |
| 5. | Click here to enter text. | Click here to enter text. |
| 6. | Click here to enter text. | Click here to enter text. |
| 7. | Click here to enter text. | Click here to enter text. |
| 8. | Click here to enter text. | Click here to enter text. |