

Saint Mary's College Administrative Unit Evaluation Process

In an effort to more fully understand Saint Mary's progress toward the Strategic Plan initiatives in *Boldly Forward: A Strategic Plan for Saint Mary's College*, the College has implemented an annual comprehensive and systematic unit evaluation plan for its administrative units. The Unit Evaluation Process is a continual process in which administrative units are aware of, and documenting progress toward established unit/office goals. This process ensures administrative units are continually striving to meet their goals and to be aware of how their goals ultimately connect with the College's Strategic Plan. All units will submit their evaluation plans for the academic year just completed in order to "close the loop" sharing not only their goals but results learned and changes proposed from their evaluation plans from the past year. These will include:

- Unit Goals for the academic year just completed
- Expected Performance Outcomes under each Unit Goal
- A mapping of each Unit Goal to the Strategic Plan
- Specific methods of measurement/assessment/evaluation for each performance outcome.
- Recommendations for improvements in the following academic year based on evaluation results (include attachments when/where necessary).

The Office of Institutional Research is available as a resource to units as they develop goals and expected outcomes and can assist with development of evaluation strategies and results analysis. The relevant forms and documents can be found on the website of the Office of Institutional Research.

The following serves as a general timeline for final submission:

- **Late spring/early summer:** Each unit/office meets with their Vice President to review their goals and results for the just completed academic year.
- **Summer:** Approved and completed forms are sent electronically to the Office of Institutional Research.
- **Summer/Early Fall:** The Office of Institutional Research will produce a list of offices that have completed the Unit Evaluation Process. The forms will then be reviewed to assess the broader picture of how Strategic Plan goals are being addressed by the campus community.
- **Early Fall:** A database is created by IR to allow easy access to the diverse ways Strategic Plan goals are being addressed by the Saint Mary's campus.

Vice-Presidents may choose to meet with their unit heads to review and establish goals for the upcoming academic year as well during the summer months. It is very important established goals are kept in mind during the course of the academic year as they should inform the work we do.