

	Beginning	Developing	Mature	Exemplary
	Mission and Outcomes			
<i>Mission Description</i>	The unit's mission is not mentioned or described.	The unit's mission is included but is vague and does not detail the unit's function or populations served.	The unit's mission is included and details either the unit's functions or populations served but not both.	The unit's mission is described including the purpose of the unit, its principal functions, areas of responsibility, and populations served.
<i>Relation to Institute Mission and/or Strategic Plan</i>	No mention of the Institute's mission or strategic plan.	Mentions Institute's mission or strategic plan but does not provide specific ways in which the unit's functions relate to this plan.	Provides at least one specific way in which the unit's functions relate to the Institute's mission or strategic plan.	Describe clearly the specific mission of the unit and how it maps to the Institute mission or Strategic Plan.
<i>Number of Outcomes</i>	No outcomes are included in the report.	1 reasonably robust outcome is listed or an excessive	2 reasonably outcomes are listed or an unsustainable number of outcomes are listed.	3-5 reasonably robust outcomes statements are included.
<i>Specificity of Statements</i>	No outcomes statements are provided or they are worded in ways which are not specific and measurable.	Some outcomes are specific and measurable.	Most outcomes are specific and measurable.	All outcomes are specific and measurable.
	Methodology			
<i>Outcome Measure Alignment</i>	No measures are described or there is an absence of outcome and measure alignment.	Some outcomes have at least one appropriate measure aligned.	All outcomes have one appropriate measure aligned.	All outcomes have one appropriate measure aligned and some have multiple.

Data Collection	No information on data collection is provided.	Some information on data collection is provided but not enough to evaluate the methodology.	Information on how data collection is provided but some methodological flaws are present.	Information is provided on how data was collected and appears methodologically sound.
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Results and Interpretation

Reporting Results	Results are not reported for each assessment measure or are anecdotal in nature.	Results are reported; however, it is unclear how they relate to the outcomes statements.	Results are reported, and they are clearly aligned with the outcomes statements.	Detailed results are reported and clearly aligned with the outcomes statements.
Interpreting results	No interpretation of results is provided.	Interpretation is provided but it is unclear how the interpretation relates to the outcomes statements.	Interpretation is provided and clearly tied to the outcomes statements.	Interpretation is provided and clearly tied to the outcomes statements and historical data (when possible).

Communication, Planning, and Action

Communicating Results	No information is provided regarding how results are or will be communicated.	Information is provided about how results will be shared with others in the future.	Results appear to have been communicated to some program staff or faculty.	Result appear to have been discussed with all program staff or faculty.
Action Plan	No evidence is provided regarding dialog about use of results for continuous improvement.	Evidence is provided regarding dialog about the use of results for continuous improvement, but no targets or improvement plan have been identified or formulated.	Targets for improvement are identified and a plan for continuous improvement is included.	Targets for improvement are identified, a plan is included and is being implemented for at least one outcome.