

## Rubric for Evaluating Unit Goals

Start by checking your goals against this rubric. How well do your goals achieve each of the following?:

	Not Present (0)	Emerging (1)	Developing (2)	Highly Developed (3)
Consistency with Mission Statement	It is not clear how the goals connect to the Unit's mission statement	Some goals may have a tentative connection with the mission statement but others do not or the connection is hard to see.	Some goals are clearly aligned with the mission but one or two may be less clear.	There is a clear connection between the mission statement and each goal ( )
	The functions performed by the unit are not given.	Some goals may be achievable to a certain extent but others do not appear to be achievable.	Some goals are achievable within the timeframe given but others may not be.	Each goal is achievable within the timeframe given.
Assessability	The goals are not assessable.	It may be possible to assess some of the goals but others do not have clear measurable outcomes.	At least some of the goals can clearly be assessed but others may be less tangible.	Each goal will lead to an outcome that is easily assessed.

If your goals score at least a 7 out of 9, and you give yourself at least a 2 on each criterion, your mission statement contains all the necessary information.

Then, consider the following:

1. Are they written in such a way that people outside the unit can understand what the goals of your unit are?
2. Do the goals reflect the key functions of or services provided by your unit?
3. Is it feasible to develop a plan where your unit assesses every goal on a regular basis (e.g., at least once every 4 years)?

If the answer to any of these questions is no, you may want to consider revising your goals.