**Guidelines for Final Review Report --ADAC committee**

*Here are the basic things that you want to be looking for as you review the summary assessment templates from the other units. If these things aren’t apparent as you review the other’s assessment summaries, do them a favor and kindly let them know that this wasn’t apparent. This is how we get better at assessing.*

*Following these prompts below,* ***fill this template out for \*each unit/division\* summary assessment template that you review (you should have 6 of these as you won’t review your own summary report but keep in mind that Admin & Finance folder will have 3 groups’ reports there– Budget, HR and IT****).*

*Label your file as follows: ADAC\_Final Review Report\_For[unit/division name]\_Reviewer[your initials]\_FY \_\_ and upload in Sharepoint in the folder titled Final Review Document.*

*NAME OF DIVISION/UNIT REVIEWED \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*REVIEWER’S NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(DATE)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

1. Is there evidence that ample and effective assessment was done within the unit? That is, does the information on the template speak to goals and/or objectives measured by KPIs or other benchmarks/target? Does the quality of the assessment the units did seem adequate (i.e. KPIs addressed, reasonable conjecture of success or not with the goal)? If not, what do you suggest to help them improve their assessment process (e.g. some training in assessment, other) [This addresses bullet 2 of the charge for this committee]
2. In the “action steps” address to problems/issues section on the template, do the actions seem reasonable, doable? Why or why not? What suggestions/commentary can you give? [This addresses bullets 2 and 3 of the ADAC charge]
3. Regarding the outcomes that were achieved this past year, what successes are notable and what challenges stand out as needing continued attention. What advice if any can you provide to the unit regarding their outcomes particularly in relation to their action plan going forward (i.e., could you recommend some actions that your unit has taken in the past to address a challenge that may be similar)

1. Looking at the resources they have identified as needing, do these seem appropriate to the successes and challenges they have identified? To the mission of our university? Why or why not? What else could you suggest?
2. **\*\*Based on your analysis, state in your view the two most pressing resource needs for this unit**, per the university mission and goals and per their KPIs, and why [This addresses bullet 3 of our charge]

**#1**

**#2**