**UIW Institutional Effectiveness Template for Administrative (AD), Academic (AC), and Student Support (ST) Units**

1. **Unit identifies expected outcomes (AD, AC, ST)**
2. **Assesses the extent to which the unit has achieve the outcomes (AD, AC, ST)**
3. **Provides evidence of seeking improvement based on the analysis of the results (AC & ST).**

**Instructions:**

1. In the first month of the fiscal year (June 1 – May 31), complete sections labeled **A**. Goals tend to be foundational to unit mission and objectives are specific to measures for achieving certain aspects of the goal. Many objectives may be continuations of the previous year’s objectives. They may be part of the unit’s plan for improvement.
2. At the end of the fiscal year, close out the annual plan and complete sections labeled **B**, based on the unit’s assessment. Identified objectives should be listed as **Met**, **Not Met**, **Partially Met** with specific data and brief description. **Objective Status** indicates the timeframe for the objective (e.g. Year 2 of 4; Ongoing, Current Year Only).
3. For units that are co-curricular or that are considered academic / student support units, complete the Plan for Improvement based on the unit assessment.
4. Complete and attach the Unit Summary Page at the end of the process.

**GLOSSARY**

1. **Department / Reporting Unit**: the level at which goals are set, evaluated, and reported for assessment purposes.
2. **Goal:** a very broad statement of what a department hopes to achieve and can be foundational to the unit’s mission. Goals do not necessarily change from year to year.
3. **Objective:** Specific measurable statement that guides the assessment target for one aspect of the goal. Align to institutional strategic priorities.
4. **Target/KPI/Benchmark:** Serves as an indicator for the expected result or level of accomplishment.
5. **Assessment:** the results of the performance toward the objective and measure of achievement.
6. **Improvement Plan:** based on assessment, identify how unit will improve performance based on analysis of the results (**AC** & **ST**)

**Department / Reporting Unit Summary Page**

**Department/Reporting Unit**

**Division:**

**Reporting Unit Mission Statement:**

**Goals with the alignment to UIW Strategic Plan:**

**Brief Summary of Assessment Activities:**

**Brief Summary of Plan for Improvement (AC & ST):**

**File names for support documentation:**

**DEPARTMENT/REPORTING UNIT: \_\_\_\_\_\_\_\_\_\_\_\_**

**Date (Part A): \_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **UNIVERSITY OF THE INCARNATE WORD (Fiscal Year) ANNUAL UNIT PLAN** | | | | |
| **Goal 1: (Part A)** | | | | |
| **SMART (Specific, Measurable, Actionable, Realistic, Time Frame) Objectives (Part A)** | **Key Performance Indicator (s) (Part A)** | **Assessment and Improvement Plan (Part B – End of Fiscal Year)** | **Objective Status (Part A)** | **Aligned UIW Strategic Priority (Part A)** |
| **Objective 1.1**: | **1.1a:**  **1.1b:**  **1.1c:** | **1.1a:**  **1.1b:**  **1.1c:** |  |  |
| **Objective 1.2:** | **1.2a:**  **1.2b:** | **1.2a:**  **1.2b:** |  |  |
| **Improvement Plan Goal 1: (AC & ST Part B)** | | | | |
| **Goal 2: (Part A)** | | | | |
| **SMART (Specific, Measurable, Actionable, Realistic, Time Frame) Objectives (Part A)** | **Key Performance Indicator(s) (Part A)** | **Assessment and Improvement Plan (Part B – End of Fiscal Year)** | **Objective Status**  **(Part A)** | **Aligned UIW Strategic Priority (Part A)** |
| **Objective 2.1:** | **2.1a:**  **2.1b:**  **2.1c:** | **2.1a:**  **2.1b:**  **2.1c:** |  |  |
| **Objective 2.2:** | **2.2a:**  **2.2b:** | **2.2a:**  **2.2b:** |  |  |
| **Improvement Plan Goal 2: (AC & ST Part B)** | | | | |
| **Goal 3: (Part A)** | | | | |
| **SMART (Specific, Measurable, Actionable, Realistic, Time Frame) Objectives (Part A)** | **Key Performance Indicator(s) (Part A)** | **Assessment and Improvement Plan (Part B – End of Fiscal Year)** | **Objective Status**  **(Part A)** | **Aligned UIW Strategic Priority (Part A)** |
| **Objective 3.1:** | **3.1a:**  **3.1b:**  **3.1c:** | **3.1a:**  **3.1b:**  **3.1c:** |  |  |
| **Objective 3.2:** | **3.2a:**  **3.2b:** | **3.2a:**  **3.2b** |  |  |
| **Improvement Plan Goal 3: (AC & ST Part B)** | | | | |
| |  | | --- | | \* **STRATEGIC PRIORITIES** | | 1. Double the endowment over the next 10 years to better support students through graduation.  2. Increase support to students and faculty for proven, high-value student experiences that improve graduation rates, such as study abroad, summer research, internships, and mentoring.  3. Brand and promote programs in ways that strengthen us as One Word, improving our reputational standing.  4. Make UIW a premiere provider of educational service to men and women of the military and veterans.  5. Unite UIW programs with pathways that begin in our Brainpower Connection schools and continue through graduate and professional degrees, adding value for our students and their families.  6. Create opportunities with other CCVI sponsored ministries that will strengthen personal and professional bonds among our fellow ministries.  7. Improve UIW’s infrastructure of facilities, staffing levels, and business processes.  8. Strengthen our Catholic identity as expressed in the spiritual heritage of the Sisters of Charity of the Incarnate Word, embodied in programs and priorities that promote human dignity and integrate intellectual and spiritual growth. | | | | | |