	Green	Yellow	Red
Goals	The goals of a department/unit should be broad statements of intention. Reflective of the unit's purpose and mission; Aligned to College/Division and University goals and plans; and Growth-oriented. Goals may be binary (yes/no) and may reflective of external requirements.	Goals do not appear to be fully reflective of the unit's purpose and mission and/or do not appear to be fully linked to college/division/university goals	Goals are just statements of the core functions of a department/unit
Action Priorities/Plans	Action priorities/plans could be SMART: Specific, Measurable, Attainable, Relevant, and Time-Bound. Action priorities are linked to unit goals. Action priorities are reasonable in number and reflect an intent for growth. Action priorities are related to college and university level action priorities when possible.	An attempt has been made to begin the process of identifying action priorities or plans which align with the stated goals. At this point, the action priorities/plans need to be more clearly articulated including measurable actions which are relevant and timely. An attempt has been made to align the action priorities/plans to the unit goals, but this alignment is not clearly stated.	Action priorities are broad, long-term goals. Action priorities do not include action verbs which are measurable or attainable. Action priorities/plans are not aligned to unit goals.
Measures/Metrics	All measures/metrics for all areas of the goals have been identified. There may be minor enhancements needed.	Some measures/metrics are missing or should be clarified or enhanced.	Significant areas of measures/metrics are missing.
Assessment	It is evident that an assessment cycle is in place that is ongoing and includes collaborative analysis of the identified metrics and outcomes of action priorities. Evidence exists that there is consensual agreement by the department in determining their progress in meeting the strategic goals to close the assessment loop.	It is evident that an assessment process exists that reviews the outcomes of the action priorities without clearly defining the metrics used to assess the department's progress in meeting the strategic goals or closing the assessment loop. The process does not appear to be collaborative to reach consensus.	There is an unclear assessment process that lacks clear outcomes/metrics and collaboration to determine the department's progress in meeting goals and/or action priorities.
Results	A clearly articulated results statement for each defined metric. Supporting evidence and data are collected, stored, and reported for each statement.	A results statement for each defined metric; however, some supporting evidence or data is missing.	Results statements are missing, or statements are not supported by evidence or collected data.
Impact	Action items/goals ALL have a clear impact. Impact to the department, college, university, and/or community is described. Changes to the action priority/goal are described if necessary. Decisions have been made and are driven by evaluations and assessment results. Results have informed decision making and resource allocation. Reflects upon completion or progress of action priorities (if possible).	Some action items/goals have a clear impact. Impact is noted, but not described. There is information about what decisions have been made and actions that are taken, but they are not clearly tied to specific action items. Results may have informed decision making, but resource allocation is unclear.	Few, if any, goals have a clear impact. Decisions/changes are not noted. Results have not informed decision making and resource allocation. No changes or reallocation were made.

	Green	Yellow	Red
Communication	The entire process, not just results and impact, is communicated regularly within unit meetings and within college and/or division as appropriate. Employees are able to provide feedback. Communication is two-way.	Results are communicated to the supervisor/VP	Assessment results and impact have been shared, and discussed with, unit staff, supervisors, appropriate stakeholders and constituents
Overall	A majority of the areas are rated as GREEN. The report is well-written, complete, and clear. It demonstrates how the assessment process is utilized to close the loop and make improvements in the unit.	Overall, the report is completed; but there are some incomplete, poorly written, or unclear aspects of the report. There is some lack of information on how assessment is used to make improvements. Overall, the department is doing assessment and trying to close the loop.	The report was not done or only partially done. It is of poor quality and lacks information on how assessment is done and how it is used to close the loop. A majority of areas are rated as RED.