

**EMORY UNIVERSITY**  
**2017-2019 Assessment Report for Administrative and Educational Support Units**  
**Assessment Period Covered: September 1, 2017-August 31, 2019**

<b>Unit:</b>	<b>Date Submitted:</b>
<b>Contact Person:</b>	<b>Email address:</b>

**I. MISSION STATEMENT**

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**II. OUTCOMES**

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### III. ASSESSMENT SUMMARY

<b>OUTCOME #1:</b>
<b>Supports School/Division Strategic Goals:</b>
<b>Supports University Strategic Goals:</b>

#### FIRST METHOD OF ASSESSMENT FOR OUTCOME #1:

<b>Method of Assessment:</b>
<b>Achievement Target:</b>
<b>Summary of Assessment Results:</b>
<b>Use of Assessment Results to Improve Unit Services:</b>

#### SECOND METHOD OF ASSESSMENT FOR OUTCOME #1:

<b>Method of Assessment:</b>
<b>Achievement Target:</b>
<b>Summary of Assessment Results:</b>
<b>Use of Assessment Results to Improve Unit Services:</b>

<b>OUTCOME #2:</b>
<b>Supports School/Division Strategic Goals:</b>
<b>Supports University Strategic Goals:</b>

**FIRST METHOD OF ASSESSMENT FOR OUTCOME #2:**

<b>Method of Assessment:</b>
<b>Achievement Target:</b>
<b>Summary of Assessment Results:</b>
<b>Use of Assessment Results to Improve Unit Services:</b>

**SECOND METHOD OF ASSESSMENT FOR OUTCOME #2:**

<b>Method of Assessment:</b>
<b>Achievement Target:</b>
<b>Summary of Assessment Results:</b>
<b>Use of Assessment Results to Improve Unit Services:</b>

<b>OUTCOME #3:</b>
<b>Supports School/Division Strategic Goals:</b>
<b>Supports University Strategic Goals:</b>

**FIRST METHOD OF ASSESSMENT FOR OUTCOME #3:**

<b>Method of Assessment:</b>
<b>Achievement Target:</b>
<b>Summary of Assessment Results:</b>
<b>Use of Assessment Results to Improve Unit Services:</b>

**SECOND METHOD OF ASSESSMENT FOR OUTCOME #3:**

<b>Method of Assessment:</b>
<b>Achievement Target:</b>
<b>Summary of Assessment Results:</b>
<b>Use of Assessment Results to Improve Unit Services:</b>

**IV. What outcomes will your unit assess next year?**

<b>Outcome:</b>	
<b>Method:</b>	<b>Achievement Target:</b>
<b>Method:</b>	<b>Achievement Target:</b>

<b>Outcome:</b>	
<b>Method:</b>	<b>Achievement Target:</b>
<b>Method:</b>	<b>Achievement Target:</b>

<b>Outcome:</b>	
<b>Method:</b>	<b>Achievement Target:</b>
<b>Method:</b>	<b>Achievement Target:</b>

**V. SUPPORTING DOCUMENTATION**

Please remember to attach supporting documentation such as surveys, questionnaires, charts, tables, spreadsheets, and detailed descriptions of assessment findings. If you have questions about what should or should not be included with the report, please contact the Office of Planning and Budgeting.

**VI. REVIEW PROCESS**

Please forward your 2017-2019 assessment report to the head of your administrative unit for review and signature. This review will ensure that the information included in this report is accurate and that your unit is engaged in a systematic process of continuous improvement.

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

**VII. SUBMISSION OF REPORTS**

Please email reports and supporting documents to David Jordan, Assistant Vice Provost for Academic Programs and Planning ([david.m.jordan@emory.edu](mailto:david.m.jordan@emory.edu)) by Tuesday, October 1, 2019.