



Virginia State University
Annual Assessment Plan – Non-Academic Units

Academic Year: _____

Department/Unit: _____

Mission Statement: *Who you are? What you Do? For Whom?*

Vision Statement: *Futuristic Depiction of Your Unit.*

Goals: *Broad Overarching Change – What? Where? Who?*

Virginia State University
Annual Assessment Plan – Non-Academic Units

Objective: Describe in **Specific & Measurable** terms what you intend to accomplish this year.

IMPLEMENTATION STRATEGY, BUDGET, AND TIMETABLE

SPECIFIC TASKS TO BE COMPLETED	PRIMARY PARTICIPANTS	TANGIBLE RESULTS	ASSOCIATED COST	TIME FRAME	
				FROM	TO

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Assessment Measures:

Assessment Tool: *The instrument that will be used in your assessment process (e.g. Internal Reports, Surveys, Audits, Inventory Report, etc.)*

Assessment Method: *How will you evaluate your objective to determine its successful completion?*

Criterion/Benchmark: *What will be the specific indicators of success?*

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