



**WILKES UNIVERSITY**  
Administrative Unit  
Annual Update (AU)

# Administrative Unit Review

**ANNUAL UPDATE**

**FY25 REPORTING**

UNIVERSITY ASSESSMENT  
COMMITTEE (UAC)



# Why Unit Review?

- Ensures ongoing tracking of performance related to objectives/goals
  - This is particularly important as it relates to the strategic plan.
- Meets institutional accreditation requirements for documentation of evidence of improvement processes
  - Sustained assessment process
  - Processes result in information useful to the unit
  - Improvement based on results



# This presentation will cover:

- The multi-year schedule for unit review
- The timeline (including due dates) for the process
- The reference period for assessment data:
  - Most recent fully-completed fiscal year (June 1<sup>st</sup>– May 31<sup>st</sup>)
- The role that Unit heads/directors play in the process
- The role that Vice Presidents play in the process
- How to complete the form



## The multi-year schedule

- Each administrative unit will complete a Full Review (FR) every 3<sup>rd</sup> year.
- For the years in between, an Annual Update (AU) is completed.
- This year (FY25 reporting) is the **11<sup>th</sup>** year we are referencing the multi-year schedule
  - However, it is the **4<sup>th</sup>** year using the June to October reporting schedule.



# Timeline/Due Dates for Reviews

- Annual Update:
  - Form due in from Unit Head to Vice President (VP) by Friday, **October 3<sup>rd</sup>**.
  - Form due in from VP to Institutional Research by Friday, **October 24<sup>th</sup>**.
- Assessment Committee goal is to get feedback to VPs and Unit Heads by or before **April 1<sup>st</sup>**.
- VPs are encouraged to meet with Unit Heads to discuss results prior to the end of May.



# Roles for the Process

- Unit Heads/Directors
  - Coordinate participation for the unit in review.  
This involves:
    - Completion of the unit review form
    - Engaging staff in the review process
    - Sending completed review to the VP by the due date
- Vice Presidents:
  - Collect completed reviews
  - Review with Unit Heads/Directors prior to submitting to IR.
  - Send completed review to IR by the due date
  - When have Assessment Committee's feedback, encouraged to meet with directors to review, to inform budgetary needs and ongoing improvement planning for the unit.





# Types of review: The Annual Update

- An Annual Update (AU) has 5 components:
  1. Provide a performance update on all unit objectives. An update should be provided *regardless* of whether the goal/benchmark was reached for the objective in the last Full Review (FR).
    - a. This includes documenting any improvements made and/or planned - undertaken to improve performance (or to maintain if meeting goals).
  2. Provide an overview of any changes or adjustments (a) implemented and/or (b) planned that have resulted from assessment results described.



# Types of review: The Annual Update

- An Annual Update (AU) has 5 components *(continued)*:

3. Provide information regarding any resources needed based on previous and current assessment results:

## Previous

- a. Were resource needs identified in the last review/last year?
- b. Were those resources received?
- c. Are resources still needed to address the issue?
- d. What type of resources? *(dropdown menu)*

## Current

- a. Are resources needed to address any new issues?
- b. What type of resources? *(dropdown menu)*
- c. Briefly provide clarification/context for what specific resources are needed





## Types of review: The Annual Update

4. Document any new or ongoing initiatives or activities focused on improvement that involve your unit's staff or resources; and
5. Document strategies used to engage the unit's staff in the review process.



# Questions?

Please contact [Brian Bogert](#) (Co-Chair,  
Assessment Committee)

...Or your Assessment Committee  
Representative (Click [Assessment  
Committee Website](#)).

Thank you!