

Jackson State University Rubric for Non-Academic Assessment Plans/Reports

Department Name: _____ Fiscal Year _____

Descriptor	3 (Exemplary)	2 (Acceptable)	1(Unacceptable)	Rating	Suggestions
Department Name/Mission	The program/unit mission statement is clear and concise-and aligned with the mission of the University.	The program/unit mission statement is provided but may lack clarity in one or more areas.	There is no program/unit mission statement.		
Department Goals/Objectives	3 to 5 goals with at least 2 accompanying objectives are included. Measureable goals clearly align to the program mission.	At least 3 goals with 2 accompanying objectives per goal. Measureable goals aligned to the program mission.	Fewer than 3 goals are listed. There may be two or less/more objectives listed for the goals. Goals are not aligned to the mission of the program unit. Goals are not measureable.		
Means of Assessment	Two or more means of assessment (MOA) are listed for each objective. At least one MOA directly measures services using rubrics, counts, percentages, or other appropriate measures.	Two means of assessment are listed for each objective. MOA uses only indirect measures.	No means of assessment is proposed. MOA are very limited yielding only "yes/no" or "true/false" results.		
Criteria for Success	Specific criteria for success are proposed for each goal. Repeating goals criteria for success clearly reflects increases in program unit performance and productivity.	Criteria for success are proposed for each goal but are somewhat vague. Repeating goals criteria for success clearly reflects increases in program unit performance and productivity.	Criteria for success are missing for one or more goals.		

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Assessment Results	Sufficient data is reported in adequate detail for each goal. Data results are clearly linked to the criteria for success and indentify whether or not the criteria was met, unmet, or exceeded expectation.	Data is reported but more data and/or detail would increase confidence in the results. Data results are linked to the criteria for success and indentify whether or not the criteria was met, unmet, or exceeded expectation.	Inadequate data were collected to assess the goal. Data is not linked to the criteria for success and does not indentify whether or not the criteria was met, unmet, or exceeded expectation.		
Use of Results to Improve Services	Specific program unit improvements that clearly stem from results of assessment are identified. Needed areas of improvement have been identified and will likely add to the quality of service and products provided to the clients.	Improvements are identified relative to assessment results. Needed areas of improvement have been identified	No unit improvements are identified relative to assessment results. Needed areas of improvement have not been identified		
Major Difficulties	Major difficulties, if any, encountered are clearly recorded for each goal.	Major difficulties, not clear for each goal	No Major difficulties		
Summary Conclusions	Specific summary of how the "Three Pillars of Success" relate to the department.	Limited summary of how the "Three Pillars of Success" relate to the department.	No Summary Conclusion		
Goals & Objectives for Next Year	Specific, measureable goals are included for the upcoming fiscal/academic year.	Measureable goals are included for the upcoming year but may lack clarity in one area or dimension.	Goals are not included for the upcoming year.		