

## Administrative Unit Review Required Elements

### Administrative Units

<b>Introduction</b>	Unit overview, highlights since last unit review, innovations in the unit, collaborations with other units. This is the place to tell the story of the unit.
<b>Recommendations Update</b>	Status update on recommendations from previous unit review
<b>Mission Statement</b>	Aligns with the College Mission and, if appropriate, the EMP
<b>Unit Outcomes</b>	
<b>Organizational Chart</b>	

### Category I. Function

<b>Component A: Services Provided</b>	<ul style="list-style-type: none"> <li>To be collaboratively developed with the IEC and unit review authors</li> </ul>
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### Category II. Institutional Support

<b>Component A: Budget</b>	<ul style="list-style-type: none"> <li>Number of full-time and part-time staff meets unit needs</li> <li>College resources are effectively allocated to meet unit needs (equipment, technology, supplies, etc.)</li> <li>Full-time and part-time staff pursue necessary professional development and growth</li> </ul>
<b>Component B: Space Allocation</b>	<ul style="list-style-type: none"> <li>The space needs of the unit are met</li> </ul>

### Category III. Accountability

<b>Component A: Internal Accountability</b>	<ul style="list-style-type: none"> <li>Internal constituent satisfaction is measured and the results are used for improvement</li> </ul>
<b>Component B: External Accountability</b>	<ul style="list-style-type: none"> <li>To be collaboratively developed with the IEC and unit review authors</li> </ul>