Examples for Assessment Plans for Schools & Colleges – Office of the Dean  
Including Student Support, Service & Research

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| College/School | College of Humanities and Social Sciences – Office of the Dean |
| Description of Faculty/Staff Involvement | Faculty and staff provide feedback that address outcomes. Members of the Administrative Leadership Council review assessment results in order to assist in improvement processes. They make recommendations to the dean and department chairs for improvement. |
| Mission Statement  or School Description | Undergraduate and graduate programs in the unit are conceptualized to prepare candidates who can positively impact students to be productive and caring citizens who are problem solvers, users of technology, advocates for diverse learners, effective communicators, and life-long learners. |

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| Outcome Names | Outcomes (Service or Student Learning) | Means of Assessment (what will be assessed, by whom, when, and how) | Criteria for Success (standard of excellence) |
| 1. Service | The Office of the Dean for the College of Humanities and Social Sciences effectively supports its faculty, staff and students’ efforts to devote knowledge, expertise, and abilities to serve the community, state, and the world. | At least once per assessment cycle, the Dean’s office surveys (or interviews) department chairs about the work of the Deans office. This will include open ended questions about the ways to improve support of service to the community, state, and world. | For each item related to service support, the majority of department chairs will agree that the support meets or exceeds expectation. Answers to open ended questions will be analyzed for common themes and concerns to identify opportunities for improvement. |
| Annually, department chairs will provide the Dean's office a list of service/outreach projects, such as, training opportunities, tutoring, working in classrooms, in which faculty, staff, and students participated. Faculty, staff, and students involved in those projects will be given the opportunity to describe the types and numbers of contacts made within the community and state. | For each department/service unit, at least 5 community contacts will occur via such projects. |
| 2. Research | The Office of the Dean for the College of Humanities and Social Sciences effectively supports its faculty, staff and students’ efforts to create, evaluate, and share knowledge. | At least once per assessment cycle, the Dean’s office surveys (or interviews) department chairs and research unit directors about the work of the Deans office. This will include open ended questions about the ways the Dean’s office supports research could be improved. | For each item related to research support, the majority of chairs/directors will agree that the support meets or exceeds expectation. Answers to open ended questions will be analyzed for common themes and concerns to identify opportunities for improvement. |
| Using the Faculty Activity Report, the School will identify the number of publications and presentations involving faculty or staff. For each department these data will be compared to the number of full-time tenured or tenured track faculty. | Each department will have at least a ratio of 1 publication to 1 full time tenured or tenured track faculty per year.  Each department will have at least a ratio of 2 presentations to 1 full time tenured or tenured track faculty per year.  Each center with research faculty will have at least a ratio of 2 publications to two full-time faculty per year. |
| 3. Faculty Support – Recruitment & Retention | The Office of the Dean for the College of Humanities and Social Sciences effectively supports faculty retention and recruitment efforts. | At least once per assessment cycle, the Dean’s office surveys (or interviews) department chairs about the work of the Dean’s office. This will include open ended questions about the ways the Dean’s office supports faculty recruitment and retention. | For each item related to retention & recruitment, the majority of chairs will agree that the support meets or exceeds expectation. Answers to open ended questions will be analyzed for common themes and concerns to identify opportunities for improvement. |
| The number of faculty and staff applying for and receiving support through the Full-Time Faculty and Staff Research Funds account will be reviewed annually.  This support provided through the Dean's Office is a positive asset faculty and staff noted as promoting recruitment and retention. | At least 10% of full-time faculty and staff will successfully apply and receive support for research through this fund. |
| 4. Student Support – Degree Processing | The Office of the Dean for the College of Humanities and Social Sciences effectively processes degree applications. | The Dean’s office will keep a log of degree applications sent back to the school for clarification or rejected as inadequate. The rationale for review will also be noted. | Less than 1% of degree applications will be returned to the school.  For each rationale, any category accounting for 10% or more of the returned degree applications will be examined for ways to reduce need for review. |
| At least once per assessment cycle, the Dean’s office surveys (or interviews) department chairs about the work of the Deans office. This will include open ended questions about degree processing. | For each item related to degree processing, the majority of chairs will agree that the support meets or exceeds expectation. Answers to open ended questions will be analyzed for common themes and concerns to identify opportunities for improvement. |