

Office of Institutional Assessment  
Unit Review -Support Services  
Self-Study Guidance Document

The self-study consists of a brief, yet comprehensive, response to each Standard's principles.

Please include an executive summary at the beginning of the document (maximum length – 2 pages).

The narrative section, including explanations for each bolded Standard, usually ends up totaling ~15 pages.

All relevant supporting documentation should appear as appendices at the end of the document.

*Format and Structure of Report*

For each bolded Standard below, please address the related principles in the self-study report and include the designated supporting documentation.

**Standard 1 History and Description of Unit:**

- a. State the primary purpose and key functions of the unit, include the unit's mission statement.
- b.

Standard 2 Alignment with WCU Mission, Vision, and Values:

- a. How does the unit's mission align with the University's mission and strategic plan?  
How does it align with the division's mission and strategic plan?
- b. How has the unit

Standard 6 Opportunity Analysis:

- a. How can the unit's programs and services be enhanced? Examples might include automation of processes, collaboration with other campus units, outsourcing to an independent contractor, etc.
- b. How do the activities of other units advance or hinder the effectiveness of the unit? Focus should be on those units that were identified in 3c.



Revenues (if applicable)