PEEQ ADMINISTRATIVE AND SUPPORT SERVICE SELF-STUDY AND EVALUATION CRITERIA

Respond to the following criteria in no more than 13 pages, 12-pt font, single space, using the “PEEQ self-study” Microsoft Word template available on the PEEQ website:

[http://www.uwm.edu/acadaff/PEEQ/PEEQarchive/PEEQarchive.htm]

I. MISSION CENTRALITY: Provide data, evidence, and commentary to address the following:

1. The purpose, (mission) goals, and outcomes of the unit and its services are clearly defined and support the mission of UW-Eau Claire in general and/or one or more of the goals of the strategic plan.

2. Identify the extent to which functions within your unit/program are required by statute, government regulation (federal or state), UW-System, or other internal or external mandates. Indicate any policies that you think should or could be re-examined to improve unit effectiveness.

3. The program/unit meets identifiable regional and/or state needs.

4. The demand and or need for this unit and its services are clear; that is, there would be consequences if the function no longer existed. (In providing support for this question, please indicate who the key users of the unit/program are and how this has changed or will change).

II. QUALITY: Provide data, evidence, and commentary to address the following:

1. The program has quality/innovative programming and services that support students and staff in ways that are in keeping with the strategic plan. List what you consider the major accomplishments of this program over the last several years.

2. The program assessment process is well developed, adequately documented with measurable outcomes, and used to improve the program and its services.

3. The unit/program demonstrates and promotes equity, diversity, and inclusivity in its hiring, retention, programming, activities and services.

4. This unit/program compares well against available quality benchmarks of peer institutions in the UW-System and/or nationally.

5. The unit/program collaborates with other units and/or departments on campus on a regular basis in a way that supports the purpose and goals of the university.

6. The individuals within this unit have the necessary qualifications and experience and engage in professional development.

7. The unit/program is not vulnerable to personnel changes, and there is sufficient staffing to provide program/unit continuity and stability.

III. COST: Provide data, evidence, and commentary to address the following:

1. The unit provides services that are unique within the university or, if performed elsewhere on campus, do not duplicate the service(s).

2. Compared to similar universities or national benchmarks, the program is cost effective (be sure to reference your budget summary, as posted on the PEEQ website).
3. The unit/program serves UW-Eau Claire students. Specifically address the ratio of full-time equivalent staff (FTE) to total number of students served annually.

4. The program has made efforts within the last five years to cut costs or operate more efficiently and has examined ways to improve efficiency in the future.

5. Unit/program costs are within control of the unit and are not expected to change significantly in the near term. If significant change is expected, describe the impacted functions and scope of the change.

IV. OPPORTUNITY ANALYSIS: Strategic Plan Fulfillment

Respond to the following questions in no more than 3 pages, 12-pt font, single space, using the “PEEQ opportunity analysis” Microsoft Word template available on the PEEQ website: [http://www.uwec.edu/acadah/PEEQ/PEEQArchive/PEEQArchive.htm]

1. Discuss opportunities within your unit/program to align with and contribute to the goals of the UW-Eau Claire Centennial Plan, if resources (positions, new facilities, administrative support, etc.) could be allocated to these opportunities via:
   a. purely internal reallocation of program resources – through consolidation, elimination, outsourcing or the novel use of technology;
   b. additional resources provided through campus reallocation;
   c. new external revenue streams generated by the program.

2. If you could start fresh and totally restructure the program (and/or your unit), how would you do it?

APPENDIX:

A. Attach an organizational chart, including general responsibilities for each person (either within the chart or attached to it). To create the org chart, use the instructions provided on the PEEQ website.