**Support Unit Review Strategic Implementation Agreement-v3-20180406**

The primary goal of the Support Unit Review (SUR) process is to provide a mechanism to ensure improvement of support units on a continuous basis. This form has been designed to support the primary goal of the SUR process by containing a set of recommendations that were developed by the VP of the division in which the unit being reviewed resides. The recommendations need to take into account the results of the support unit review and input from both the head of the unit reviewed and the VP to which the unit head reports. The expectation is that the Recommendations, Proposed Actions and Expected Results will reflect a detailed discussion of the review in a meeting between the VP, the head of the unit reviewed and other appropriate parties.

The form is to be completed by the Vice President of the division in which the unit reviewed resides or the vice president’s designee.

A copy of the implementation agreement should be held in the vice president’s office and in the original file containing documentation of the review. Implementation documentation should be in a form that can be reviewed prior to the next support unit review.

**Date and time of the review discussion meeting:**

**Review discussion meeting attendees:**

**Recommendations, Proposed Actions and Expected Results:**

|  |  |  |
| --- | --- | --- |
| Recommendations | Proposed Actions | Expected Results |
| 1. |  |  |
| 2. |  |  |
| Etc. |  |  |

The following individuals have reviewed the recommendation, proposed actions and expected results.

 Signature Date

Unit Head/Director \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Division Vice President \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_