**1) Introduction**

**a. Mission Statement**

**b. Organization of Unit and Sub-Units**

**c. Services or Functions Performed by Unit**

**2) Role within the University**

**a. Interrelationships**

**b. Possible Function Overlap or Service Duplication**

**3) Plans and Processes**

**a. Unit Goals and Achievement Strategies**

**b. Centrality to the University Mission**

**4) Assessment Processes and Effectiveness of the Unit**

**a. Assess Unit’s Quality**

**b. Contributions to a Learning-Centered University**

**c. Implementation**

**5) Resource Allocation and Use**

**a. Resource Allocation**

**b. Adequacy of Resources**

**6) Evaluation of Operations**

**a. Management**

**b. Climate and Management**

**c. Efficiency Analysis**

**7) Special Issues**

**a. Student Learning Objectives**

**b. Assessment Methods**

**c. Changes Made as a Result of Assessment Data**

**8) Self Study**

**9) Appendices**