Support Unit Review Strategic Implementation Agreement-v2-20170823

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 developing a summary of the results of the review process with the focus on the recommendations from the University’s Support Unit Review team. This form should embody the clarified and agreed-upon recommendations put forth by the University’s Support Unit Review team after the recommendations have been thoroughly discussed in the meeting described below and have taken into account input from the unit head/director, the unit head/director’s supervisor and vice President for the division within which the unit resides. It is expected that this form will be completed by the Vice President of the division in which the unit reviewed resides or the Vice President’s selected 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. The unit will be responsible for maintaining documentation as it relates to meeting the recommendations in the agreement and should be in a form that can be reviewed prior to the next support unit review.

Before completing the implementation agreement, a meeting including individuals listed below will occur so that the recommendations put forth by the University’s SUR team are clearly understood and correctly factually grounded. It is expected the unit will have significant input into developing proposed actions and identifying expected results. Participants in the review meeting should include: the head/director of the reviewed unit, VP for the division in which the reviewed unit resides, a representative from the SUR team, a representative from SPEMI and other individuals whose presence are needed and requested.

Date and time of the review meeting:

Review 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Immediate Supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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