**Administrative Effectiveness Evaluation (7.3) Template**

**Department/Unit**:

**Expectation**

**Expectation Name –** Efficient & Effective Operations Leading to Stakeholder Satisfaction: The unit establishes and maintains efficient and effective operations, optimizing processes and resources (budgetary, human, technological, physical) to achieve targets.

**Expectation Description –** Please describe the following: 1) What is your unit/department trying to accomplish? 2) one measurable aspect/outcome relating to this expectation that is appropriate for your unit to evaluate this year; 3) why this aspect/outcome is important to evaluate; and 4) how this aspect/outcome relates to W&M's strategic plan, Vision 2026.

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| 1) What exactly would you like to evaluate?  2) Measurable aspect/outcome relating to this expectation that is appropriate for your unit to evaluate this year:  3) Why this aspect/outcome is important to evaluate:  4) How this aspect/outcome relates to W&M's strategic plan, Vision 2026: |

**Expectation Evaluation Plan**

**Participants –** Describe who is involved in collecting, reviewing, and analyzing your data/information.

**Data Sources, Collection, & Review Process –** Describe the data/information sources, collection, and review process: 1) what data/information you will collect and from what sources; 2) how/what methods and when you will collect the data/information; 3) when you will review the data/information and report the results.

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| 1) Data/information you will collect and the source of the data/information (e.g. students, faculty, database, external constituents, etc.):    2) How (methods) and when you will collect the data/information:    3) When you will review the data/information and report the results (NOTE: Results are due **on or before 3/31/2025**): |

**Expectation Achievement Target –** How will you know that you have met this expectation? Describe the intended qualitative and/or quantitative performance level(s)/outcome(s) of this evaluation (e.g., “We will know we have met our target if our department is able to review all faculty/staff complaint forms by 02/14/2025.”)

We will know we have met our target if:

**Responsible Person(s) –** Enter the information for up to four individual(s) responsible for aspects of this evaluation process.

**Primary Responsible Person Name**

**Primary Responsible Person Title**

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**Primary Responsible Person Email**

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**Additional Responsible Person Name 1**

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**Additional Responsible Person Email 1**

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**Additional Responsible Person Name 2**

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**Additional Responsible Person Email 2**

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**Additional Responsible Person Name 3**

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**Additional Responsible Person Email 3**

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**Evaluation Results and Target Achievement**

**Summary and Analysis of Evaluation Results –** Summarize in this field the results of your evaluation for this expectation as outlined in your plan above. Include a description of what you evaluated. You may attach full results in Planning.

**Achievement Target Status –** Did you meet this expectation? Select “Met,” “Partially Met,” or “Not Met” from the dropdown list.

Choose an item.

**Action Plan –** *(IF THE ACHIEVEMENT TARGET STATUS IS PARTIALLY OR NOT MET)* Describe actions – improvements, updates, and changes – you plan to implement to meet this expectation's achievement target. If you have already started to implement actions, state what you have done and what remains to be done.