

—Institutional Effectiveness Summary for Administrative Units—

"The institution must demonstrate planning and evaluation in its administrative and educational support services ... Each unit, in its planning and evaluation processes, should consider internal and external factors and develop evaluation methods which will yield information useful to the planning processes of that unit." SACS 1998

Date Submitted: June 28, 2000

Division Name: Administration & Finance

Unit Name: Vice President & Associate Vice President

Unit Head: William F. Merck, II, Vice President for Admin. & Finance

Participating Staff: Ms. Bonta, Dr. Clampitt, Mr. Newman, Mr. Paradise, Mr. Roberts, Mr. Smith, Mr. Stallworth, Mr. Turkiewicz, Mr. Uhrir, and Mr. Winstead

Approved by UAC
 Date _____ Initials _____

Approved by UAC
 Date _____ Initials _____

Approved by UAC
 Date _____ Initials _____

Approved by UAC
 Date _____ Initials _____

Approved by UAC
 Date _____ Initials _____

Unit Mission:	Performance Indicators	Performance Measurements	Measurement Results	Use of Results
To provide leadership and executive management for the Division of Administration and Finance.	<ol style="list-style-type: none"> Vice President's office will assist units within A&F in achieving at least 80% of their performance goals. Enhance effective communication between executive management and the A&F departmental units. Promoting continuous innovation in the division to improve operational efficiency. 	<ol style="list-style-type: none"> The V. P. will complete an annual review of each unit's accomplishments compared to the unit's stated goals. <ol style="list-style-type: none"> All units will be surveyed to determine if they received support, leadership, and training from the Vice President's office. An annual survey of department heads will be completed to evaluate communications effectiveness to determine if at least 90% of the units report a satisfactory rating. Achieve published recognition for at least ten innovations in A&F departments during the measurement year. 	<ol style="list-style-type: none"> A review of each unit's accomplishments showed that 7% of the units stated goals were met. <ol style="list-style-type: none"> All units were surveyed. 100% of those responding indicated they "strongly agree" or "agree" they receive support, leadership and training from the Vice President's office. Department heads were surveyed. 100% of those responding reported a rating of "strongly agree" or "agree" that communications between executive management and the A&F departmental units were effective. Innovations and accomplishments of A&F departments were recognized in at least ten publications or printed copy during the measurement year. 	<ol style="list-style-type: none"> The Vice President's office will continue to work toward assisting units to achieve at least 80% of their performance measure goals in 2000-01. The Vice President's office will work toward sustaining or increasing effective communication between executive management and departmental units. Another survey will be conducted in 2000-01. The Vice President's office will continue to promote innovation in the division and to achieve published recognition for at least ten accomplishments in 2000-01.