

—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 6, 2000
 Division Name: President's
 Unit Name: ~~Administrative and Educational Support Services~~
 Unit Head: Janet Park Balanoff
 Participating Staff:

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
1. Proactive programs to prevent discrimination in employment, enrollment, and campus services	1. Offer training programs and technical assistance to faculty and staff at a level that reasonably forecasts a minimum number of discrimination grievances and external complaints with a finding of "cause." 2. Conduct pre-hire review by office representative of faculty and A&P appointments to determine compliance with EO statutes. 3. Minimize valid salary equity claims by pre-approval review of A&P and selected USPS out-of-cycle salary increases.	1.a. Brief faculty and A&P search committees at a rate exceeding 80% of those whose representatives request one. 1.b. Offer training programs at least twice a year on at least three topics related to prevention of discrimination. 1.c. Meet with students (in classes, groups, clubs, or individual interviews) at least twice per semester on at least two topics related to prevention of discrimination. 2.a. Review proposed new hires at a rate of 90% within two business days of receipt. 2.b. Decline non-compliant hires with complete explanation and technical assistance at the rate of 90% within three business days. 3.a. Review salary change requests at a rate of 90% within one business week. 3.b. Ensure that legally-defensible rationale for each increase is documented by department, HR, EO, or other source.	1.a. [Click here and type] 1.b. [Click here and type] 1.c. [Click here and type] 1.d. [Click here and type] 2.a. [Click here and type] 2.b. [Click here and type] 2.c. [Click here and type] 2.d. [Click here and type] 3.a. [Click here and type] 3.b. [Click here and type]	1.a. [Click here and type] 1.b. [Click here and type] 1.c. [Click here and type] 1.d. [Click here and type] 2.a. [Click here and type] 2.b. [Click here and type] 2.c. [Click here and type] 2.d. [Click here and type] 3.a. [Click here and type] 3.b. [Click here and type]

Unit Mission:	Performance Indicators	Performance Measurements	Measurement Results	Use of Results
<p>2. Proactive programs (affirmative actions) improving the mix of protected-class applicants for employment and promotion, enrollment and progression, and for participation in campus programs</p>	<p>4. Convey the message of inclusiveness (campus goal #4) through presentations to campus/community groups.</p>	<p>4.a. Evaluations or other feedback mechanisms from presentations confirm that the message was conveyed in at least 90% of presentations made..</p> <p>4.b. Attendance records of the EO Director at appropriate types of meetings with confirmation of a communications role in at least 90% of events.</p>	<p>3.c. [Click here and type]</p> <p>4.a. [Click here and type]</p> <p>4.b. [Click here and type]</p>	<p>3.c. [Click here and type]</p> <p>4.a. [Click here and type]</p> <p>4.b. [Click here and type]</p>
	<p>5. [Click here and type]</p>	<p>5.a. [Click here and type]</p> <p>5.b. [Click here and type]</p> <p>5.c. [Click here and type]</p> <p>5.d. [Click here and type]</p>	<p>4.c. [Click here and type]</p> <p>4.d. [Click here and type]</p> <p>5.a. [Click here and type]</p> <p>5.b. [Click here and type]</p> <p>5.c. [Click here and type]</p> <p>5.d. [Click here and type]</p>	<p>4.c. [Click here and type]</p> <p>4.d. [Click here and type]</p> <p>5.a. [Click here and type]</p> <p>5.b. [Click here and type]</p> <p>5.c. [Click here and type]</p> <p>5.d. [Click here and type]</p>
	<p>6. [Click here and type]</p>	<p>6.a. [Click here and type]</p> <p>6.b. [Click here and type]</p> <p>6.c. [Click here and type]</p> <p>6.d. [Click here and type]</p>	<p>6.a. [Click here and type]</p> <p>6.b. [Click here and type]</p> <p>6.c. [Click here and type]</p> <p>6.d. [Click here and type]</p>	<p>6.a. [Click here and type]</p> <p>6.b. [Click here and type]</p> <p>6.c. [Click here and type]</p> <p>6.d. [Click here and type]</p>