**Administrative, Educational, and Student Support (AES) Unit Review Template**

Unit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Offices: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

AES Year of Review: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

AES Year of Implementation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Staff Members Participating (*please indicate chair, if applicable*):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Year One: AES Review***

1. Unit Mission, Goals, and Outcomes
   * List unit mission
   * List 2-3 unit goals
   * For each goal statement, list 2-3 measurable, specific outcomes

# Results of outcomes

* + Discuss results of outcomes including description of the data you reviewed
  + As appropriate, discuss adequacy of resources in areas such as operating budget, facilities, equipment, and personnel
  + Discuss key findings

# Conclusion and Recommendations

* + Discussion of unit strengths and weaknesses
  + Discussion of recommendations
  + Areas for improvement and a plan for the future based on evidence gathered
  + Request for additional resources/support necessary to meet future goals

***Year Two: Presentation to SPH Community and Implementation***

1. Stakeholders and SPH Leadership Presentations

* Include various bodies APR document shared and presented to, and dates (if applicable)

*Example:*

*Governance Council, 1/5/2023*

*Dean’s Cabinet, 1/7/2023*

1. Recommendations and Action Taken

* Each recommendation must be identified individually with rationale/data
* Identify process for successful implementation, including key person(s) and group(s) and timeline, as relevant

|  |  |  |
| --- | --- | --- |
| **Recommendation** | **Specific Needs and Next Steps to Implement** | **Outcome** |
| *Increase staff by one headcount* | *Financial support for hiring* | *Hired new headcount in February 2023* |
| *Track outcomes of students on probation* | *Create workflow to track students* | *Workflow created; students on probation decreased by 15% between March 2022 and March 2023* |
|  |  |  |