**Self-Study Worksheet**

1. Identify desired unit outcomes and the current situation for each University Priority. While we want each unit to examine its current performance related to each University Priority, *we do not expect units to undertake initiatives in each priority*. Instead, each unit should implement 2-3 well-developed and focused initiatives that will substantially improve performance related to one or more of the priority areas.

Desired **Outcomes** may be shorter or longer term. Consider need such as changes in behavior, knowledge; sense of belonging; changes in policies and procedures; improved recruitment and retention of faculty, staff, and students; improved promotion and graduation rates.

Describe the **Situation** you are trying to improve. This should be a statement of a problem that can be addressed through the unit’s Inclusive Excellence planning.

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| --- | --- | --- |
|  | **Outcomes** | **Situation** |
| Student Success |  |  |
| Faculty Recruitment |  |  |
| Education & Scholarship |  |  |

1. Review **Unit Goals** related to each campus priority and make updates if needed. Goals should be Specific, Measurable, Attainable, Relevant, and Time Bound.

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| **University Priority** | **Unit Goal**  (should be SMART worksheet) | **D. Current Initiatives**  (Please use one line per initiative) | **E. Effort Level**  1= Declarative  2= Stand-Alone  3= Sustained  4= Transformative | **Evaluation**  (describe specific metrics used to measure success) |
| Student Success |  |  |  |  |
| Faculty Recruitment |  |  |  |  |
| Education & Scholarship |  |  |  |  |
| Not an AY20-21 Priority |  |  |  |  |

1. Identify Gap Areas i.e. differences between the unit’s current state and the unit goals.
2. Sum up the total number of initiatives and the number of initiatives in Inclusion Effort Level 3 or 4.
3. Identify the Unit Capacity Level and provide a brief explanation for your assessment.