**Center/Office Periodic Review Template**

**Recommended length: 20 pages**

**PURPOSE:** The periodic review process offers the chance to evaluate the quality and effectiveness of centers/offices, to reflect on past center/office activity and assessment, particularly since the last periodic review, and offers the opportunity to outline forthcoming activities, all in alignment with Stockton University’s mission, vision, values, and strategic plan. Periodic reviews guide continuous improvement efforts and demonstrate accountability. The report is intended for both internal and external stakeholders, including an external consultant.

**REPORT OUTLINE:**

**CENTER/OFFICE PURPOSE AND GOALS**

1. CENTER/OFFICE MISSION AND GOALS:

* Include the center/office mission and its alignment with the University mission and strategic priorities.
* List the center/office goals that were set during the goal-setting meeting following the last periodic review. Report on progress toward these goals (see Annual Reports).

1. BRIEF CENTER/OFFICE HISTORY: This information provides important context about the evolution of a center/office, which is especially valuable for external consultants. Directors should focus on changes that have occurred since the last periodic review and share plans for the continual development of the center/office.

**CENTER/OFFICE QUALITY AND EFFECTIVENESS**

1. DATA ANALYSIS: Report on trends since the last periodic review.

* Explore the use of data to inform center/office goal development.
* Assess how this data aligns with university strategic priorities.
* Detail the center/office’s strategies for addressing institutional equity gaps and fostering success for all students.
* Evaluate the center/office’s financial impact on the university.

**FUTURE DIRECTIONS**

1. NEW CENTER/OFFICE GOALS: List proposed center/office goal(s) for consultant review. Include a SWOT (strengths, weaknesses, opportunities, threats) analysis and steps for addressing weakness and threats, as well as plans to maintain strengths and realize opportunities for the future
2. CENTER/OFFICE RESOURCES: Describe proposed resources needed to meet center/office goals, all in alignment with the data. Be sure to address anticipated initiatives, resource needs, campus locations, unique budget items for the years ahead, and, if applicable, longer-term plans beyond the upcoming year.
3. CONCLUSIONS: Summarize periodic review findings.