**Non-Academic Department Review Template**

**Date:**

**Department:**

1. CNU Mission:

*To Advance the science and art of healthcare through education, scholarship, service, personnel wellness, and social accountability*

How does the work of your department support the CNU mission?

1. Who are the customers/clientele served by the department?
2. Describe the purpose and goals of this department.
3. Describe the progress toward the department goals.
4. What is the organizational structure of the department?
5. Describe any significant institutional changes that have affected the department over the past 5 years.
6. Describe any significant changes to the department over the past five years.
7. What are the technological resources that support the department?
8. Provide evidence of customer/client satisfaction with the services provided by the office.
9. What are the strengths of the department?

Summary/Conclusion

1. Summarize conclusions resulting from the self-study.
2. Analysis and reflection on challenges and areas for improvement.
3. Describe action steps the department could take to make these improvements
4. Describe future departmental goals and outline a plan to achieve them.
5. Describe ways the department can advance the university’s mission and goals.
6. List the services/functions of the department.