Administrative Support Unit Review (ASUR)
Committee Report

<UNIT NAME>
A Sub-Unit of the <>Division
Within <>

Prepared by:
<Name>, Review Subcommittee Chair and <committee> member
<Name>, <Committee> member
<Name>, <Committee> member

Approved by the ASUR Committee on <date>
Introduction – The report you are about to compose will serve as an executive summary for senior reviewers within Georgia State University. Your responses to the questions in section I below should quote actual data and statements, such as the unit’s mission, contained in the unit’s self study. Interpretation of the self study information, when answering questions in sections II, III and IV below, is appropriate. Since this report is a summary of the self study it should be short, an average of 5 pages is recommended. Each specific action recommendation should be supported by a key observation. Arranging the action recommendations of section IV in the same sequence as the key observations of section III will assist other reviewers as they read through your report. Institutional effectiveness information is available for review on the university web site at www.gsu.edu/~wwwotc. Completed ASUR reports are available for review at http://www2.gsu.edu/~ww apa/asu amainpage.html. The user name is sacs and the password is redbud for both sites.

I. Unit Profile
   A. Mission
   B. Number of Employees
   C. Customer Base
   D. Budget Summary
   E. Outcomes and Effectiveness Indicators

II. Evaluation of Self-Study
Have the questions posed in the template for the Administrative Support Unit Review Self-Study been addressed adequately? Have any been omitted? Do any warrant reconsideration?

III. Key Observations
What issues related to mission and functional responsibilities, goals and objectives, services provided to the community, structure/organization, and resources are critical to the effective functioning of the unit? Observations should include areas of effectiveness and areas which need improvement.

IV. Action Recommendations
Does ASUR agree with the recommendations of unit for changes in the unit’s mission, goals and objectives, in the measurement of the unit’s achievements, in the services/products provided to the unit’s clients, in the organizational structure, climate, and processes, and in the unit’s resources? What is a reasonable time frame for making appropriate changes?