Assessment Coordinator Transition Checklist

The intent of this process is to seamlessly transition the responsibilities for a degree program and or unit assessment by establishing a deliberate and pragmatic approach whereby distinct requirements are established and met without adverse impact to/on the overarching University process.

Notification:

☐ (Internal) Notify coordinator or Dean/VP minimum of 30 x days prior to departure – relinquishment of duties
☐ (External) Notify if appropriate (DIE)

Replacement:

☐ Work with appropriate office to identify a suitable replacement
☐ Introduce replacement at UAC meeting if possible

Data Management:

☐ Finalize any remaining products
☐ Collect and organize digital files

Continuity of Operations:

☐ Develop a plan of action to transition responsibility
☐ Coordinate face-to-face meeting with coordinators and data providers (who does and provides what, when, in what format)
☐ Identify upcoming requirements and to whom they are to respond along with the format
☐ Hand over all data management files and explain the rationale of the organization of files
☐ Conduct transition training activities based on assessment knowledge – knows what an SLO / Measures / Target / Evidence is

Out Brief:

☐ Meet with Dean/VP with replacement and provide a final out-brief on the status of the transition: what was completed and what remains to be done.
☐ Review Replacement’s assessment of the transition process.

Outgoing: ____________________________________________ Date: ____________
Incoming: ____________________________________________ Date: ____________
Coordinator, Dean or VP: ____________________________ Date: ____________

Prepared by: Frank R. Hall, Director of Institutional Effectiveness (DIE)