**Center/Office Periodic Review Template**

**Recommended length: 20-30 pages including data**

**PURPOSE:** The periodic review process offers the chance to reflect on past center/office activity and assessment, particularly since the last periodic review, and offers the opportunity to outline forthcoming activities. The report is intended for both internal and external stakeholders, including an external consultant.

When planning the writing process, consider the following:

* An assessment plan including progress toward goals should be included.
* Programs can also append additional artifacts and sections as desired.

**REPORT OUTLINE:**

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 occurred since the last periodic review.
2. PROGRAM GOALS: List all program goals and report on progress since the last periodic review (see Annual Reports). Be sure to take into consideration goals set during the goal-setting meeting of the last periodic review.
3. USE OF DATA: Incorporating data provided by the Office of Institutional Research, report on trends since the last periodic review (see Annual Reports). Consider how this data relates to or reflects center/office goals in your analysis. Directors are also asked to consider how this data addresses priorities articulated in the [University’s Strategic Plan](https://stockton.edu/strategic-plan/).
4. DIVERSITY, INCLUSION AND ANTI-RACISM: Stockton has identified diversity, inclusion, and anti-racism as institutional priorities. This section should detail the following:
5. How center/office goals address diversity, inclusiveness, and antiracism.
6. How the center/office will address diversity, inclusiveness, and antiracism in future initiatives (see <https://stockton.edu/about-stockton/values.html> for additional information).
7. PROGRAM GOALS: List any new or updated program goal(s). \*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.
8. CENTER/OFFICE RESOURCES: Describe proposed resources needed to meet center/office goals. 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.
9. \*CONCLUSIONS