

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: _____