

APPENDIX D

Review Committee Report Guidelines

The Review Committee is to assess the quality of the service provided by the Unit; its contribution to the institution as a whole; the overall balance and excellence of employees, facilities, programs and services and to acknowledge excellence and provide recommendations for improvement as appropriate. In writing its Report, the Review Committee may be guided but not necessarily restricted by the following headings.

1. Strategic importance of the Unit in relation to the strategic priorities of the University.
2. Comparisons of services at the University of Manitoba and elsewhere.
3. Quality of services provided.
4. Expertise of staff and breadth of experience.
5. Adequacy of facilities, space, technology and other resources.
6. Strengths and weaknesses of the unit.
7. Summary of extent to which service expectations are met.
8. Suggestions and recommendations for improvement of services and recommendations for improved efficiency and cost effectiveness.