

*Overview
of the
Unit Quality Improvement Plan
(Periodic Reviews of Administrative and Educational Support Units)*

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Unit Quality Improvement Plan
(UQIP)
Administrative and Educational Support Units*

The Unit Quality Improvement Plan (UQIP) is the third component in the periodic review process for administrative and educational support (AES) units. The Comprehensive Description/Self-Study and the review by the Internal Review Team (IRT) or External Evaluator are the first and second respectively. The UQIP results from the findings and recommendations contained in (1) the Comprehensive Description/Self-Study Report and (2) the Internal Review Team's or External Evaluator's Report. These two sets of findings and recommendations are used to develop a plan for improving the services and operations of the administrative or educational support unit that underwent review. Thus, the UQIP addresses the findings and recommendations of the two reports. The recommendations made in these two reports become planning priorities for the four years following the periodic review. The Comprehensive Description/Self-Study Report and the Internal Review Team's or External Evaluator's Report should be available to the unit's staff who should be fully engaged in the development of UQIP.

The UQIP should include the following elements:

- An overview that summarizes the two sets of findings and recommendations
- A delineation of annual planning priorities for improvement (derived from the Comprehensive Description/Self-Study Report, and the IRT or External Evaluator's Report)
- Four (4) annual implementation plans, each of which consists of a plan of action that includes the following content topics:
 - ~Objectives
 - ~Actions/Activities
 - ~Resource requirements
 - ~Expected results-improvements/enhancements

Either of the sample formats ([Format 1](#) or [Format 2](#)) may be used to organize the content of the UQIP. However, units may use other formats for the UQIP with the caveat that the content covers the topics delineated above. The objectives of the UQIP will be accomplished over a four-year time span; therefore, they should reflect what can reasonably be accomplished annually to improve the unit's services and operations.

[Figure 1](#) depicts the components of the AES Periodic review process. [Figure 2](#) depicts the steps in the development of the UQIP. The form for reporting UQIP planning priorities is shown at [Appendix A](#).