

Developing a Unit Mission Statement

A mission statement provides a description of the core values and guiding principles that direct the work of the unit. It should help coordinate the work of the unit to ensure that everyone is working towards a common purpose aligned with the College's overarching mission.

Components of a Unit Mission Statement:

1. **Name:** The recognizable name for the department/unit (ex: Financial Aid)
2. **Purpose:** The primary reason the department/unit exists. Consider the most important functions, operations, outcomes, and/or offerings of the program or office/department.
3. **Stakeholders:** The groups or individuals that participate in the program or office/department and those that will benefit from the program or office/department

Example:

The mission of the **Institutional Research and Effectiveness Department** is to ensure institutional data integrity, consistency, and accuracy and to promote institutional effectiveness through ongoing, systematic planning and evaluation efforts in order to support programs, faculty and staff in achieving the institutional mission.

Name → Purpose
Stakeholders →

Complete the Template:

Name:	
Purpose:	
Stakeholders:	

Put it together:

**Credit: This guide was developed leveraging resources established by Texas Tech University Health Sciences Center El Paso's Office of Institutional Research and Effectiveness*