

University Services Template Instructions

1. Please answer the following questions to the best of your ability in paragraph or bullet point form. If you choose not to answer a particular section, type 'N/A' so that the task force knows that you have intentionally skipped it, and to advance to the next section.
2. Please answer so that people unfamiliar with your work can understand your responses; avoid the use of field/discipline/specialty jargon and acronyms that are not defined.
3. Please reference the important guiding elements and the glossary as you complete the template. These will be available on all sections of the template as a link.
4. While the Strategic Resource Allocation Template questionnaires are being distributed to unit heads for the sake of efficiency and accountability, respondents are strongly encouraged to seek the input of their departments. WordPress is the platform that will be used for the final submission. However, the way in which WordPress operates is not conducive to collaborative work. Therefore, we recommend that each unit make a shared document available in OneDrive, Google Drive, or similar platform so that collaboration within the unit may occur. Once complete, the information can be copied and pasted to the WordPress form for final submission.
5. The WordPress form saves automatically as you are in the form. The form has a time limit of 1 hour so if you need to save your progress to come back at a later time you will need to click 'Save & Exit' which will provide you a link to re-access your saved progress.
6. Each section has a word count displayed which is distributed across questions related to each criteria. Some units may not have detailed responses or applicable information to all questions. Please do not attempt to answer a question that is not applicable to your unit, instead use the available word count on answers that best represent your department. The task force will take into account that different units have different levels of internal and external demand.
7. All university provided data to be used to address quantitative criteria is available in a shared Google Folder. A link to your service's data set is provided with the invitation to complete your template. If you no longer have this link or have questions regarding your data please email sra@ewu.edu.
8. The university provided data is for the Fiscal Year 2022. Unit provided data has no limitations on the time frame used, but the most recent set(s) of data should be used whenever possible.