**FOR UNIT LEADERS: VICE PROVOSTS/VICE PRESIDENTS**

August 1st TAP Survey Response to the Provost

Please respond to the following questions by August 1, 2017. Ideally, as you prepare your unit’s response, you will involve your service ambassador or other key point people who will be responsible for carrying out improvement efforts.

Find this template online at: <http://tap.uw.edu/>

# unit

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| --- | --- |
| Unit Name | Unit Leader Name |
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| What areas of strength were identified in your unit’s survey results? | |
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| How will you maintain these strengths in the coming academic year? | |
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# OPPORTUNITIES

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| What opportunities for improvement were identified in your unit’s survey results? |
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| Which two or three opportunities will you work to improve in the coming academic year? |
| * Opportunity 1 * Opportunity 2 * Opportunity 3 |
| What are your plans to address these opportunities? Feel free to use the optional Planning Template provided. |
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# PLANNING

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| In what areas, if any, do you feel you need more information – beyond what is provided in the survey results? |
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| What is your plan to gather this information? (For example: targeted follow up survey, focus groups, analyzing operational metrics, asking frontline employees about customer comments, experiences) |
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