

How To Create an Effective Department Mission Statement

A mission statement

- Names your department and articulates its purpose
- Defines your department’s functions
- Describes the population your department targets

Simple Template

The mission of **(your department)** is to **(your purpose)** by providing **(your department’s functions)** to **(your stakeholders)**.

Example

“The mission of BCC’s Assessment Team is to facilitate the development and assessment of learning outcomes and departmental objectives in academic and non-academic departments at Bronx Community College by providing encouragement, instruction, and assistance to faculty, staff and administrators.”

Exemplary	Acceptable	Developing
<ul style="list-style-type: none"> ▪ Clear and concise statement ▪ Specific to the department (identifying what it does that separates it from other departments) ▪ Clearly identifies function of department ▪ Identifies population the department serves 	<ul style="list-style-type: none"> ▪ Statement of department’s purpose ▪ Function of department stated ▪ Population served identified 	<ul style="list-style-type: none"> ▪ General statement of the department’s purpose ▪ Function of the department needs clarity ▪ Does not clearly identify population served

NOTES:

Department Mission Statement Rubric

How To Create an Effective Program Mission Statement

A mission statement

- Names your program and articulates its purpose
- Defines your program’s functions
- Describes the population your program targets

CHECKLIST:

- Is your statement clear and concise?
- Does it clearly state the purpose of the program?
- Does it indicate the primary function or activities of the program?
- Does it indicate the population?
- Does it support the mission of the program , college and institution?

Exemplary	Acceptable	Developing
<ul style="list-style-type: none"> ▪ Clear and concise statement ▪ Specific to the program (identifying what it does that separates it from other program s) ▪ Clearly identifies function of program ▪ Identifies population the program serves 	<ul style="list-style-type: none"> ▪ Statement of program ’s purpose ▪ Function of program stated ▪ Population served identified 	<ul style="list-style-type: none"> ▪ General statement of the program ’s purpose ▪ Function of the program needs clarity ▪ Does not clearly identify population served

NOTES:

Program Mission Statement