**Purpose & Mission Statement Template**

Department/Unit:

**Purpose/Mission Statement –** The Purpose/Mission Statement clearly describes the unit within the context of the university and links it to the university's mission.

**Core Functions –** Enter your unit's core functions. What are your main responsibilities for the university? What are the key programs and services for which your office is responsible? What is your reason for being? Core functions can typically be represented in 3-5 succinct statements.