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| NetVUE Consultant Report |
| Prepared for *Name of Institution Receiving Consultation* |
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| Prepared by *Your name here*  *Your job title at your home institution here*  *Name of your home institution here*  *City and state of your institution, here* |
| ***Month and year of consultation here***  *[Final step of editing this report is to update the following field so that page numbers are correct]* |

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# Summary Observations

[This should include general notes about the institution and themes related to the visit, as well as a summary of the recommendations that will be proposed in further detail later in the report.]

# Points of Strength

[open with a summary statement. You can use the text below or write something similar in your own voice. The number of strengths you list will depend on the institution but may also vary depending on whether the consultation is focused on a particular area or is a campus-wide consultation. The lists here (and throughout) should be more extensive for a campus-wide consultation]

This institution (or name specific program or division if it was a focused consultation) has many strengths on which to build during this process of discernment, especially in the wonderful faculty and staff working for real and lasting good in that community. Some of these strengths they recognize, while others they do not. Each is firm ground on which this institution (or program) can stand in moving forward toward a sustainable vocation program.

1. Strength #1
2. Strength #2
3. Strength #3
4. Strength #4

# Areas of Challenge

[open with a summary statement. You can use the text below or write something similar in your own voice.]

While the above-named areas of strength will, I believe, help move this institution (or program, or division) toward meeting their goals and the development of rich new programming, those designing this initiative also face some challenges. The campus community seems aware of some of these challenges, and unaware of others. None of these challenges are insurmountable, but all of them will need attention if the intellectual and theological exploration of vocation is able to continue forward.

*Alternatively, for a lighter touch:*  While there are many strengths to build on, this good work always faces challenges, and several to pay particular attention to are outlined below.

1. Area of Challenge #1
2. Area of Challenge #2
3. Area of Challenge #3
4. Area of Challenge #4

# 

# Recommendations

This text will likely need to be adjusted, but think about an opening and encouraging paragraph that frames your recommendations. The number of recommendations will vary depending on whether this was a focused consultation or campus-wide conversation. A focused consultation may have as few as 2-3 recommendations, while 5-8 are more likely for a campus-wide conversation.

As noted under *Summary Observations*, this academic community has designed a wise course in coming to clear recommendations to their community for (a) a set of appropriate programs for the exploration of vocation for students, and (b) the discernment of the vocation of their university, as a whole. In attempting to present a fitting set of recommendations for this unique time of discernment, I recommend clear courses of action on some issues, and methods (and questions) of discernment for others.

1. Recommendation #1

Each recommendation should be about a paragraph in length.

1. Recommendation #2
2. Recommendation #3
   1. Recommendation 3a
   2. Recommendation 3b
   3. Recommendation 3c
3. Recommendation #4

# Recommendations Regarding Pace-of-Change

[Include something about pacing for next steps. The text below is an example of what you might include. Depending on the project, this section may include more suggestions or notes about time frames for different phases of the project.]

The timeline for these changes needs to be flexible enough to suit the natural pace of evolution at [name of institution]. Sufficient time must be allowed for discussion and collaboration to fruitfully occur. However, long delays can be destructive for new initiatives to find their footing. This is why agreement on a specific set of deadlines for the endpoint of discernment and exploration related phases are a must. Leaders and partners in the program will be best equipped to design their own timeline, but my evaluation is that the program should be ready for implementation sometime during [this time frame].

# Invitation for Ongoing Dialogue

[Include some closing invitation to continued dialogue, which could include any of the text below. It is up to you whether or not you want to offer to continue to be a conversation partner or resource, but either way NetVUE will do their best to remain in conversation with the institution as it pursues next steps. As you think about phrasing, remember that NetVUE will be submitting the final report for you.]

In the spirit of our common membership in NetVUE, I sincerely hope that this constructive conversation can continue in the months and years to come. It is clear to me that the hard work and good-faith efforts of program design at \_\_\_\_\_\_\_\_\_\_\_ will yield great dividends for their students, staff, and faculty members. [add your name] am happy to remain a resource for you as you continue your work with vocation. NetVUE would also invite and enjoy ongoing dialogue as this process gets underway, either with staff of the \_\_\_\_\_\_\_\_\_\_ or with individuals involved in other areas as this program develops on campus.

# Appendix 1 – Overview of the Visit

The consultation process began before the visit itself, with a number of email exchanges and several phone and Zoom conversations between …

On the first day of the visit …

In attendance at these meetings were …

On the second day …

The visit concluded with …

# Appendix 2 - Stated Goals

You should be able to pull most of this from the application that they submitted at the beginning of the process.

The stated goals for this consultation began prior to the visit but evolved as our conversations progressed. In their final form, goals were very straightforward:

1. Goal…
2. Goal…
3. Goal…

Closing summary statement