Instructions for Department Heads and Direct Supervisors

Follow the steps below to review and approve annual assessment (IE) reports for your department.

1. Log into the Nuventive Improvement Platform to access the assessment plans for the program or units in your department. Access Nuventive through the myLEO App or on our website under **Assessment** at Institutional Effectiveness.

2. Navigate to the Direct Supervisor/Department Head Review menu option of the Plan Review/Approval area within each plan, open the Review/Approval Form, and complete your review of each annual report by entering a response for each rubric item.
   - For reference, consult the IE Assessment Four Column Report and the Mapping Report available in the resource viewing pane on the right side of the screen.
   - *Note: Any rubric item marked "Revise" will require revisions from the IE Author before your final approval. Enter comments to describe the requested revision.*

3. Enter an Initial Review Decision and Date. If revisions are requested, contact the IE Author directly to inform them of this request. If the report is approved, no additional action is required.

4. If revisions were requested, once notified of their completion by the IE Author, return to the Review/Approval Form, review the changes made (as reflected in the IE Assessment Four Column Report), and mark a Final Review Decision.
   - *Note: Do not make any updates or changes to the rubric items at this time.*

All annual reports for the programs/units within your department must be approved by the Department Head/Direct Supervisor review deadline. If you hold additional roles within the IE process for your area, you may be required to complete an additional Review/Approval Form for that role.

For assistance with using the Nuventive Improvement Platform or with your assessment plan, please visit Institutional Effectiveness to access the resources there or contact IE@tamuc.edu.