

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 at [Institutional Effectiveness](#) under Nuventive™ Improvement Platform.
- 2 Navigate to the Direct Supervisor/Department Head Review menu option of the Plan Review/Approval area within each plan, select Add New Response to open the 2024-2025 Review/Approval Form, and complete your review of each annual report by entering your name, date, and a review decision.
 - For reference, consult the IE Assessment Two Column Report and the Mapping Report available in the resource viewing pane on the right side of the screen. Use the filter settings to filter by the Planned Assessment Cycle 2024-2025 and the Reporting Period 2024-2025 if you would like to review results entered for the current cycle only.
- 3 If you would like to request revisions *before* you approve the report, please contact the IE Author directly before approving.
- 4 If revisions are not requested at this time but you have comments to include for future guidance, please select the review decision, Approved with Comments, and enter your comments in the space provided. Otherwise, select Approved.

Direct Supervisor/Department Head Review

Please indicate your review and approval of the annual Assessment Plan and Results information for this program by completing the form below. Refer to the Two Column Report provided on the right to view assessments collected in the current cycle. If any changes to the assessment report are required prior to approval, please contact the IE Author directly. Please complete the form indicating your Name, Review Decision, and Date. Select "Approved" or utilize the "Approved with Comments" and the Comments space to note any recommendations or revisions you would like to see in the next assessment cycle, as applicable.

** denotes a required field.*

Direct Supervisor/Department Head Name *

Review Date *

Review Decision *

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@etamu.edu.