

03.01.99.R0.03 Institutional Effectiveness



Revised September 9, 2026
Next Scheduled Review: September 9, 2031

Procedure Summary

East Texas A&M University (University) is committed to institutional effectiveness at all levels of academic programs and in its administrative, academic, and student support service operations for continuous institutional improvement. Institutional Effectiveness planning and evaluation at the University will identify programmatic student learning outcomes or student support services goals, assess the extent to which it achieves these outcomes or goals, and provide evidence of seeking improvement based on analysis of the results in support of the University's strategic plan. Under the direction of the President, the University will organize and document how its resources are used to carry out its mission through annual, formal planning and evaluation processes. The process of planning and evaluation will be a continuous activity that occurs at all levels of the University and is guided and shaped by the institution's mission statement, as supported by departmental mission statements.

This procedure supplements System Policy *03.01 System Mission, Vision, Core Values and Strategic Planning*.

Procedures and Responsibilities

1 INSTITUTIONAL EFFECTIVENESS (IE)

- 1.1 Under the direction of the President, the Director of Institutional Effectiveness will annually guide and review institutional effectiveness planning and results documentation.
- 1.2 IE for academic programs is intended to address the overall body of knowledge that the graduate must possess in order to be successful in the field of his or her choice. IE for an administrative support service unit is intended to be operational and address the overarching reasons for the unit's existence. IE for academic and student service units is intended to address both student outcomes and operational goals, as applicable.
- 1.3 Strategic planning is a long-term process aimed at establishing future goals that move the University toward achieving its vision. Strategic planning identifies the priorities, actions, and outcomes that are desired when implementing the Institutional Mission. IE planning is a systematic method of assessing outcomes to determine how well the Institutional Mission is being fulfilled. The University's IE processes will align with and provide

insight into the progress made in pursuing the University's Strategic Plan; however, neither process is limited by nor fully subsumed by the other.

- 1.4 Faculty as discipline experts will participate in IE processes and analysis of assessment results in order to use the results to make adjustments in curriculum or pedagogy and improve the academic programs.
- 1.5 Staff in support service units will participate in IE processes and analysis of results in order to use the results and make adjustments in operations to facilitate improved functionality and service.
- 1.6 The President, with consultation from the Director of Institutional Effectiveness, will ensure the University's IE plans and results are aligned with any existing Texas A&M University System plan(s), as well as any Texas Higher Education Coordinating Board's established learning outcomes or other state-wide plan(s), where applicable.

2 UNIVERSITY IE LEADERSHIP TEAM

- 2.1 Members of the University's IE Leadership Team are appointed by the Deans of the Colleges and Vice Presidents of the Divisions. The Director of Institutional Effectiveness provides guidance to the IE Leadership Team members so they may work within their respective areas. IE Leadership Team members support the assessment of student learning outcomes and goals within their colleges and divisions and serve in an advisory capacity regarding institutional effectiveness planning and reporting.
- 2.2 The IE Planning documents will include assessment measures for each SLO and goal, as well as standards of success. IE Results documentation will report results aligned with SLOs or goals, analysis of the meaning of the results, and an action plan for how results will be used to seek improvements in the academic program or support services unit, as needed.
- 2.3 The University's IE cycle will be based upon the academic year for academic programs, and either the academic, fiscal, or calendar year will be established and followed as appropriate and most relevant to the support service units.
 - 2.3.1 For academic programs, department heads or program coordinators serve as writers and submitters of IE documentation. For support service units, departmental directors or others may be appointed by the area Vice President to serve as the writers and submitters of IE documentation.
 - 2.3.2 Based on their appointed due dates and after a thorough analysis of the material, the IE writers will submit IE documentation to the Office of Institutional Effectiveness.
 - 2.3.3 The Director of Institutional Effectiveness will hold periodic training sessions to guide IE writers in improving their IE processes and documentation.

3 ADMINISTRATIVE RESPONSIBILITY

The President, in consultation with the Office of the Chancellor and the Board of Regents, is responsible for the institutional effectiveness process in accordance with existing System policies and University procedures. Final approval of IE documentation is delegated by the President to the Director of Institutional Effectiveness, who is responsible for collecting and maintaining the IE documentation in cooperation with the IE Leadership Team.

Related Statutes, Policies, or Requirements

System Policy [*03.01 System Mission, Vision, Core Values and Strategic Planning*](#)

Revision History

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Contact Office

Office of Institutional Effectiveness

903.886.5942

IE@tamuc.edu