

# Responsibilities

## Reviewer

- Guidance for division goals/department goals
- Review of IE outlines in the given organizational unit and complete checksheet
- Submit approved outlines to Office of Planning and IE
- Review results of the annual assessment and the planned application(s)
- Verify the documentation
- Submit the completed outlines and the checksheets to the Office of Planning and IE

## Resource Person

- Involve all unit personnel in each phase of the IE process
- Communicate to all unit personnel the approved IE plan
- Implement assessment plan, evaluate results and plan application
- Complete the IE outline by reporting the assessment results and planned application to the reviewer and all unit personnel.
- Maintain assessment documentation for current year and most immediate prior year.

## Unit Personnel

- Participate in the planning of IE goals, the implementation of the assessment, the evaluation of the results and the planning of the application

## IE Team

- Review all IE outlines to ensure compatibility of goals and assessment and to monitor/coordinate assessment efforts as needed
- Support assessment activities as resources permit
- Maintain IE shared file and historical documents
- Provide training concerning IE process and appropriate assessment techniques