

## Institutional Effectiveness Assessment **Guidelines for Managers and Directors**

### **Institutional Effectiveness**

Institutional effectiveness is the systematic and ongoing process of planning, making informed decisions, and allocating resources by collecting, assessing, and acting on data to determine how well the institution is achieving its mission and purposes.

***The overarching institutional effectiveness question is: “How well are we achieving our mission and goals?”*** The assessment of institutional effectiveness essentially involves a documented comparison of institutional performance to institutional purpose.

### **RIT’s institutional effectiveness processes and practices are designed to:**

- Demonstrate how effectively administrative units support RIT’s mission and [Strategic Plan 2018-2025, Greatness Through Difference](#)
- Demonstrate use of administrative unit assessment results to inform and guide continuous improvement (enhancing operations, planning, guiding decision making, allocating resources, etc.)
- Provide evidence of systematic processes (meaningful and sustainable) for continuous quality improvement

### **Guidance for Managers and Directors**

Use the following guidelines and practices to ensure meaningful, manageable, and sustainable institutional effectiveness practices:

The administrative unit members understand the context for institutional effectiveness work (see Figure 1).

Administrative unit members are aware of their unit goals, and the IE Map is accessible to all (file share, Taskstream, etc.). Note: IE Maps in Taskstream can link to Division Goals and the university’s Strategic Plan Dimensions and Goals.

The administrative unit has a designated person(s) leading the IE Map implementation, and members know if they are responsible for some aspect of the plan (data collection, updating Taskstream, etc.).

The administrative unit has a consistent and formalized assessment process and timeline.

The administrative unit develops or uses appropriate assessment methods and tools that provide evidence to support goals.

The administrative unit has a structured, formal, annual time to engage all unit members to review annual assessment results, share data, and discuss recommendations for improvements as appropriate (including any changes to the unit’s IE Map).

The admin unit has a designated process to complete RIT’s Annual Institutional Effectiveness Progress Report.

**Figure 1: Mission and Goal Alignment**



For additional resources, please visit [Institutional Effectiveness Resources](#).