Department leadership should be actively engaged in the program assessment process, particularly when it comes to reviewing assessment data and developing data-informed actions. In addition, department leadership plays an important role in the final approval of Assessment Reports.

The Final Approver role in the annual Assessment Review process allows Department Heads (and/or Assistant Deans and Program Directors) to complete a final quality check of Assessment Reports before they are submitted to OIE&E. Final Approvers will be notified via email when Assessment Reports are available for final review.

**Email Notifications**

AEFIS automatically sends an email notification to the Final Approver when a Program Coordinator submits their Assessment Report for final review. The sender of these email notifications is listed as “The Office of Institutional Effectiveness & Evaluation” but the emails are sent automatically by the AEFIS system. Please be sure to carefully read these emails as they include deadlines for report approval.

**Logging in to AEFIS**

Go to [https://tamu.aefis.net](https://tamu.aefis.net) to log in to AEFIS. The website will automatically redirect you to authenticate through CAS using your NetID and password.

**Accessing Assessment Reports**

Assessment Reports will appear in the Action Items list on the right side of the browser after logging in. Click the blue pencil icon to review the report. If the Action Items list does not automatically appear, it can be accessed by clicking on the bell icon at the top right of the screen.

Once in the report, you will notice that none of the fields are editable except for a feedback text box at the bottom of the report.

**Approving & Rejecting Assessment Reports**

All information in the report, including internal and external feedback provided up to that point, is viewable by the Final Approver. Read through the report, paying particular attention to the findings and data-informed actions (i.e., use of results). You may also find it useful to review the feedback that was provided at earlier stages in the workflow, as it allows you to see whether Program Coordinator(s) made the revisions requested by the college liaison(s) and/or OIE&E staff.

If you feel revisions are necessary, provide specific feedback in the text box at the bottom of the report, click “Reject Form” and then click “I’m Finished, Submit.” This action will send the report back to the Program Coordinator. You may also want to notify the Program Coordinator via email that the form was rejected.

Conversely, if the report is in good shape and no revisions are deemed necessary, the report be approved and submitted. To approve a report, click “Approve Form” and then click “I’m Finished, Submit.”