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## **MEMORANDUM**

To: Steve DeWeerth, Robert Flowers, William Gaudelli, Georgette Phillips, Elizabeth Dolan, Yenny Anderson, Anand Jagota, Jennifer Jensen, Jackie Krasas, Cheryl Matherly, Khanjan Mehta, Greg Reihman, Dan Warner, John Welty, and Oliver Yao

Cc: Walter Conway, Kim Nimmo, Frank Roth, Associate Deans, Department Chairs, Directors, and Business Managers

From: Nathan Urban *NU*

Date: October 12, 2022

Subject: **Protocol for Release of University Data**

I would like to take this opportunity to remind the Academic Affairs senior leadership of the university protocol that must be followed when releasing data to an external constituency. A copy of this memo will be sent to all associate deans, department chairs, directors, and business managers. Please share the memo with others who might respond to external requests for university, college, departmental, or other unit data.

The following is an excerpt from the ACIS Data Administration Policy, Implementation of Policy, and revised February 16, 2018 (<https://its.lehigh.edu/services/explanation/data-administration-policy-acis-policy>). *The Office of Institutional Research and Strategic Analytics is responsible for the completion and accuracy of the Common Data Set and all data provided in response to external requests for institutional academic data, such as Integrated Postsecondary Education Data System (IPEDS), U.S. News and World Report, Peterson's, and other rankings data etc. OIRSA also has primary responsibility for university-wide internal research based on institutional data.*

This protocol should be interpreted in the broadest sense possible, namely the releasing of any statistical data regardless of who is requesting the information must first be reviewed and approved by the OIRSA. It is particularly important that this protocol be adhered to as it relates to any surveys relating to salaries, or rankings. I would ask that you remind everyone in your group of this protocol and the expectation that it be followed.

If your organization receives a request to complete a survey from an external organization please send a draft of the completed survey, prior to submission, to the Office of Institutional Research and Strategic Analytics (oir@lehigh.edu) so that OIRSA can confirm that the data are consistent with the University data. OIRSA will then contact you and confirm that you can send in the survey. Depending on when you receive your survey and when it is due, please try to send your proposed response to the OIRSA so that they have at least seven working days to review it. Since the OIRSA is responsible for data accuracy they will need some lead time to review the information.

As Provost, my expectation is that every member of the Academic Affairs senior leadership will accept the full responsibility for ensuring that any data that are submitted from their group have first been approved by the Office of Institutional Research and Strategic Analytics prior to their submission.