Memorandum

To: Steve DeWeerth, Cheryl Matherly, Emil Gnasso, Donald Hall, Vince Munley, Georgette Phillips, Gary Sasso, Kathy Lavinder, Alan Snyder, Lloyd Steffen, Bruce Taggart, Jennifer Jensen and Bruce Bunnick

From: Patrick V. Farrell

Date: September 12, 2016

Subject: Protocol for Release of University Data

I would like to take this opportunity to remind the Academic Affairs senior leadership that there is a university protocol that must be followed when releasing data to an external constituency. Please share this memo with your associate deans, department chairs, and 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, revised August 25, 2015. The Office of Institutional Research (OIR) shall be responsible for the completion and accuracy of the Common Data Set and all external requests for institutional data, such as Integrated Postsecondary Education Data System (IPEDS), U.S. News and World Report, Peterson’s, etc. It shall also have 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 OIR. It is particularly important that this protocol be adhered to as it relates to any surveys relating to salaries. I would ask that you remind everyone in your group of this protocol and the expectation that it be followed.

If your organization gets a survey to complete please send a draft of the completed survey to the Office of Institutional Research (oir@lehigh.edu) so that they can confirm that the data are consistent with the University data. They will then contact you and confirm that you can now 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 OIR so that they have at least seven working days to review it. Since the OIR is responsible for data accuracy they will need some lead time to review the information.

As the 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 prior to their submission.

Best regards.

cc: Henry Zheng
Walter Conway
Frank Roth