

## External Reporting of Academic Data Policy for Institutional Research

### Policy Version:

- **Version Number:** 1.0
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  - **Created by:** [Xilin Zhang]
  - **Review by:** [Eugene Deess]
  - **Reason for New Version:** Establishment of a formal external reporting of academic data policy.
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### Policy Statement

This document establishes a formal procedure for collecting, reviewing, and validating institutional research data to ensure accuracy, consistency, and strategic alignment with organizational goals. The policy delineates clear roles and responsibilities across various review stages to enhance data integrity and reliability.

### Scope of Policy

This policy applies to all external reporting under the OIE purview. It includes but is not limited to Integrated Postsecondary Education Data System (IPEDS), accreditation reports, financial disclosure statements where academic data is mentioned such as Higher Education Research and Development (HERD) survey, and major public rankings. It focuses on ensuring that data handling processes are in compliance with established standards and best practices for data quality and security.

### Applicability

This policy applies university-wide to all personnel involved in the data lifecycle, from collection to final approval, including departments and units tasked with data management and strategic decision-making.

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### Procedures

#### 1. Data Collection

- **Responsibility:** Members in OIE
- **Procedure:** The member in OIE collects and produces data, ensuring adherence to data collection standards and methodologies. This role involves extracting data from relevant sources and preparing it for subsequent review stages.

#### 2. Technical Review

- **Responsibility:** It is a team responsibility. Members of the OIE office reviews each other's work. Important items are further reviewed on a one-up basis.
- **Procedure:** Conducts a thorough technical review of the data collected by the members in OIE office. This includes verifying the technical accuracy of data methodologies, alignment with data definitions, and overall data quality. This role is crucial for ensuring that the data is technically sound before it undergoes strategic review.

### 3. Strategic Review

- **Responsibility:** Executive Director of OIE
- **Procedure:** Reviews the data from a strategic perspective to ensure it aligns with the institution's goals and objectives. This review also includes assessing the implications of the data on policy and strategic decisions. The Executive Director ensures that the data supports broad institutional strategies and objectives.

### 4. Additional Review (if needed)

- **Responsibility:** Director of the Data Analytics Office/Lead for Data Governance
  - **Procedure:** Engages in the review process when additional analytical insight or verification is required. This role acts as an additional layer of scrutiny to ensure data accuracy and integrity, particularly for complex or high-impact projects.
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### 5. Compliance

Non-compliance with this policy may result in corrective actions to address data inaccuracies or inconsistencies.

### 6. Policy Review and Updates

This policy will be reviewed annually and updated as necessary to reflect changes in data management practices or organizational needs. Updates will be documented and communicated to all relevant stakeholders.

### 7. Document Retention

All documentation related to data collection, reviews, and approvals must be retained in accordance with the institution's data retention policy.