

NJIT Office of Institutional Effectiveness (OIE) HERD Survey Data Management Policy

Document Version:

- **Version Number:** 1.0
 - **Drafting Date:** [08/22/2024]
 - **Created by:** [Xilin Zhang]
 - **Review by:** [Eugene Deess]
 - **Reason for New Version:** Updates to procedure alignment and role clarification
-

Policy Statement

This document outlines the responsibilities and procedures of the NJIT's Office of Institutional Effectiveness (OIE) in managing the Higher Education Research and Development (HERD) survey. It defines the specific roles of OIE and other NJIT departments in ensuring data accuracy, security, and compliance with the National Science Foundation (NSF) requirements.

1. Data Governance

Coordinator Role of OIE:

- OIE oversees the overall HERD survey coordination.
- Ensures awareness and compliance with roles, deadlines, and NSF standards among all NJIT units.

2. Data Collection

Direct Responsibilities of OIE:

- Responsible for collecting, validating, and submitting data for Q16 of the HERD survey.

Responsibilities of Other Units:

- Departments such as the Budget Office, Office of Research, General Accounting, Office of Financial System & Innovation, Sponsored Research Programs, and NJII enter and review their data directly into the HERD system.
- Conduct internal audits to ensure data accuracy before submission without OIE's direct involvement.

3. Data Quality Management

Direct Responsibilities of OIE:

- Performs quality checks for Q16 to ensure data integrity and consistency with historical data.

Role of Other Units:

- Responsible for the quality assurance of their submitted data.
- Address discrepancies or errors prior to data submission.

4. Data Security and Privacy

Direct Responsibilities of OIE:

- Manages comprehensive data security and privacy measures, including access controls and data transmission security for the HERD survey process.

5. Quality Assurance and Audit

Direct Responsibilities of OIE:

- Solely responsible for the quality assurance and auditing of the survey process.
- Ensures the survey's completeness and accuracy and manages responses to system errors or alerts.

6. Additional Coordination Roles of OIE

- **Survey Schedule Management:** Ensures all departments adhere to the survey timeline.
- **Error and Alert Management:** Informs relevant departments about any alerts or errors issued by the HERD survey system to ensure timely resolution.

7. Documentation of Processes and Procedures

Direct Responsibilities of OIE:

- OIE requires access to these documents to ensure comprehensive oversight and coordination, but it does not have the authority to compel the submission of such documentation.

Role of Other Units:

- Each participating department is responsible for documenting their processes and procedures for compiling responses to their respective sections of the HERD survey.
- Cooperation from participating departments is crucial for maintaining transparency and accountability in the HERD survey process.

8. Implementation

This policy is effective immediately and will be reviewed annually to adapt to any changes in the survey guidelines or institutional needs. Departments are required to cooperate fully with OIE to ensure the successful completion of the HERD survey.

8. Compliance

Failure to adhere to this policy can result in delays in the HERD survey submission and may affect the institution's compliance status with the NSF. Departments must ensure timely and accurate data submissions as specified in this policy.

Document History

- **Revision Date:** []
- **Revised by:** []
- **Changes Made:** Detailed role clarification and responsibility delineation.
- **Reason for Changes:** To enhance clarity and improve survey management efficiency.