





## **External Requests**

### **General Principle**

All **external requests for official or public data**, including to media and news outlets, should go through IR, with specific exceptions noted below. Whether the IR office completes the request itself or coordinates the request with another office will be based on the expertise of the IR staff in the topic area, access to relevant University of North Alabama data, and expertise in working with the particular University of North Alabama data.

**What is data?** "Data" refers to numerical summaries of



## **Who Gathers the Data?**

Whether a particular external request should be





**Request:** The US Department of Education requests the reporting of crime statistics.

**Recommended Action:** The survey should go to the Director of Public Safety, who should confer with OIR for any enrollment, demographic information, etc. that may be requested. A copy of the completed survey should be sent to OIR.

**Reason:** This is an office-to-agency report that requests data for which the OIR office has no access or expertise. since these data are publicly available and it's easy to conceive of it being used in ways other than intended by the collecting agency. (For example, a college ranking publication may decide to add crime rate to the factors considered.)

**Request:** Someone from another college calls to see if our applications for admission are up or down as of a certain point in time.

**Recommended Action:** The requestor should contact OIR for this information, as we are the official point for year over year preliminary data needs.

**Reason:** OIR has worked with the Office of Admissions, as well as the Office of Graduate Admissions on developing official dashboards for application data, year over year.

Guideline crafted and created from Swarthmore College's Institutional Effectiveness, Research & Assessment office (August 21<sup>st</sup>, 2023).

Presented to the Council of Academic Deans (COAD) on November, 6<sup>th</sup>, 2023.