



Policy IE001: Information Requests for External Sources

Recommended for Approval by: *Susanne Fenske*

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A. Intent

As Pennsylvania Western University receives requests for factual and statistical information from a variety of sources, including governmental agencies, corporations, foundations, and private researchers. It is important to the integrity of the University that the responses to such surveys, questionnaires, and other requests for information be both current and consistent. It is the intent of this policy to insure such correctness and consistency.

B. Definition(s)

None

C. Policy

All surveys, questionnaires and other requests for factual and/or statistical institutional information received by administrative offices, schools, departments, operating units or individuals shall be forwarded to Institutional Research. This office will review these instruments and/or requests and determine appropriate institutional responses.

Surveys, questionnaires and requests for responses which seek the professional or personal views of the recipient and do not thereby seek factual and/or statistical data regarding Pennsylvania Western University shall be answered directly by the recipient of the request.

All policies of the University will be in conformity with all applicable Federal and Pennsylvania statutes and regulations. All policies need to be consistent with Board of Governors policies and Pennsylvania State System of Higher Education collective bargaining agreements.

D. Procedure(s)

1. All surveys, questionnaires, and other requests for institutional data will be forwarded to Institutional Research (IR) for review. IR will log the request and determine appropriate responses. The instruments may be forwarded to other offices to complete sections of the instrument.
2. All instruments that report institutional data will be returned to the requestor with a cover letter. A copy of the completed instrument may be maintained by Institutional Research

E. Related policies

Supersedes Edinboro University Policy No C019

F. Contact Information

Institutional Research

data@pennwest.edu

724-938-4194

G. Policy Review Schedule

All policies will be reviewed every two years or on an as needed basis if a change in BOG, PASSHE or Pennsylvania law would create the need for an immediate change.