



**Southeastern Illinois College
Office of Institutional Effectiveness & Research**

Prior to submitting data request, please see IE/R data request policy and guidelines on the following page. Completed request form can be emailed to chris.barr@sic.edu

Internal Faculty/Staff Request for Data

Department:

Date:

Requested by:

Data Requested:

Date needed:

Please list clear purpose for use of the data request:

Signature:

***Approval Signature:**

***Internal faculty/staff must have approval from appropriate cabinet-level administrator before IE/R can fulfill data requests.**

Institutional Effectiveness & Research (IE/R)

Data Request Policy and Guidelines

1. All data produced by IE/R will be in aggregate or summary form unless specific instructions are given. Requests that conflict with IE/R and SIC's standards for confidentiality will be denied.
2. Ad hoc requests will be prioritized by IE/R with priority determined based upon the following criteria: priority of response being the President and Board of Trustees, immediacy of need for the data/information, resources demanded by request, complexity of the request, and current active requests already queued or in progress.
3. Clear purpose for use of the data must be given. Requests for institutional data that do not contribute to college-related assessments or operations will not be fulfilled without senior administrative approval.
4. Internal faculty/staff must submit requests through appropriate cabinet-level supervisor.