

POLICY AND

PROCEDURE DETAILS:

1. General Guidelines for Support Provided by OIE. OIE provides constituent units of the University support with strategic planning, program development, accreditation, assessment, data collection, data analysis, and decision-making according to the following guidelines:
 - a. If you need assistance from OIE, you need to submit a formal request, with details and contact information, through the data request form on OIE's webpage. OIE staff will aim to complete requests within two weeks, when possible—keeping in mind that they sometimes receive a large number of requests in a short period, and must prioritize.
 - b. Please refer to OIE's "A Guide to Academic Assessment."
 - c. Please refer to OIE's "A Gui

- b. All requests for employee data not stored in should be directed to HR according to any procedures or guidelines set by that office. HR may subsequently request additional assistance from OIE if necessary, in the same fashion as any other request.
- 4. Institutional Review Board. For any other research being conducted within the University which concerns human subjects and/or will be shared outside of the University for any purpose, a proposal must be submitted to the IRB.
 - a. The IRB reviews all research that involves human subjects that is conducted at the University or by faculty, staff, or students under the auspices of the University.
 - b. The IRB looks for written assurances that the research plan protects the rights and welfare of the human subjects involved. The IRB has the authority to approve, require modifications, or disapprove all research activities that fall within its jurisdiction. IRB approval must be obtained prior to data collection.
 - c. If there is the slightest doubt whether your research plan requires IRB review, contact the Co-Chair of the IRB.
 - d. Please refer to the IRB's procedures for further details (<http://www.goodwin.edu/oie/institutional-review-board.asp>).
- 5. Data Security. Issues of data security will be handled by the Information Technology (IT) office.
 - i. Access to student information systems will be granted on an as-needed basis. A SchoolDude request must be submitted to IT by a superior (such as their Department Chair or supervisor) of the individual who needs access.
 - ii. Access to student information systems will be promptly revoked for any individual whose employment at the University ends for any reason.
 - iii. Students will not be granted access to any databases that contain sensitive student information such as but not limited to; Sonis, Powerfaids, Perceptive, etc.
- 6. External Use of Institutional Data. Any faculty or staff using institutional data (e.g. data by OIE, from Sonis, or data gathered within the institution) externally must consult the guidelines below:
 - a. When necessary, the research must have been approved by the IRB (refer to Section 4 of this document, above).
 - b. Any use, publication, or presentation of research produced using institutional data or data gathered within the institution must be approved by:
 - i. If faculty, that faculty member's Department Chair and the Vice President of Academic Affairs.
 - 1. If a Department Chair, please obtain approval from the Vice President of Academic Affairs.
 - ii. If Staff, that staff member's direct supervisor, their corresponding Vice President, and the Vice President of Academic Affairs.

PUBLISH POLICY STATEMENT (CLICK ON BOX NEXT TO OPTION-SELECT ALL THAT APPLY):

UNIVERSITY CATALOG

S

FACULTY HANDBOOK

