



Institutional Research and IRRB Guidelines for NLU Faculty and Staff using University Assessment/Proprietary Data

Data that National-Louis University (NLU) faculty and staff collect and analyze for the purposes of institutional assessment, such as accreditation and self-study, belongs to the University. As such, NLU "owns" the data.

Faculty and staff who collect and analyze data for the purposes of institutional assessment do not have to complete the form "IRRB Application Form for Faculty and Staff Research," obtain informed consent, or obtain approval from IRRB. This kind of institutional assessment data is aggregated and confidential.

Any faculty or staff who wish to use existing institutional data for their own individual or collaborative group research, need to obtain permission via a signature from the Director of Institutional Research (IR) at NLU to use this data. For example, enrollment data belongs to Institutional Research.

Any faculty or staff who wish to use existing assessment data that specifically pertains to a college or other unit within the university, needs permission via a signature from the respective dean or associate dean, or unit head. Any faculty or staff who wish to use existing assessment data that specifically pertains to a department or program, needs permission via a signature from the respective department chair or head, or program coordinator.

Depending on the assessment data that is being used, more than one signature may be required. All NLU faculty, students and staff engaged in research are required to follow the [National-Louis University Human Participants Research Policy AP: 303 \(041790\)](#).

The Request for NLU Proprietary Data form follows.



Office of Institutional Research

National-Louis University
122 S. Michigan Avenue
Chicago, IL 60603
312-261-3228 IR@nl.edu

Request for Use of Proprietary NLU Data*

Faculty/Staff Name _____

Position/Dept & College _____

Location _____

Phone _____ Email _____

Data requested _____

Purpose of data request _____

Please list all intended
uses of data and final
report _____
(i.e. conference presentation; publication; self-study)

Expected "owner" of data _____
(i.e. University, specific College, Department, Program)

Decision needed by _____

Agreement (for faculty/staff requesting data)

I certify that the data used will be for my own personal research or academic pursuits, only as indicated above and is not intended to furnish competitors with proprietary NLU information.

Signed _____ Date _____

Approval

I (we) approve the request of the faculty/staff for use of NLU proprietary data solely for the request indicated above.

Signed _____ Date _____
Director, Institutional Research

Signed _____ Date _____
College Dean

Signed _____ Date _____
Department/Program/Unit Head

*This is a request and approval for use of proprietary NLU data. An IRRB application with proper signatures to conduct this research must be submitted to Carol Melnick, Chair of IRRB, Chicago Campus.