

Procedure for Data Request

Procedure Title: Data Request

Department Responsible: College of Education

Contact Person and Title: Director of Accreditation and Assessment

Procedure: As part of the College's efforts to streamline the process for requesting data, the College's [Data Request form](#) has been converted to DocuSign for submission to the Senior Associate Dean and the Director of Accreditation and Assessment. Faculty and staff must complete and receive approval through this process prior to being provided any data from a member of the College's Assessment Staff. This form should be used for any data requests as they relate to CAEP, SPAs, CIEP, UA Annual Reporting, Grants/Proposals, and any other types of general data requests.

The DocuSign form must be initiated and submitted by a faculty or staff member. Faculty and staff will be asked on the form to provide the name and email of any faculty, staff, or University of Alabama employee that will have access to the requested data. Once the form has been submitted, the initiator will receive confirmation from DocuSign that the form has been submitted. The initiator of the form will receive a final copy of the data request once any faculty, staff, or University of Alabama employee indicated on the form has signed and the Senior Associate Dean and the Director of Accreditation and Assessment have given final approval.

What Policy is Connected? There is no UA policy associated.

Scope: College of Education Faculty