

Guidelines for Processing Request Priorities

Office of Strategic Analysis & Reporting

The data needs at UNT Dallas have been greatly increased with the enrollment growth of the university, consequently with more decisions to make, more grant applications to file, more faculty involvement in research, and more interests from outside agencies. For the office of Strategic Analysis & Reporting to provide quality data and information to our stakeholders, we establish the following guidelines and in that order, to help the Office organize its work and priorities on daily basis.

1. Accreditation and compliance projects. Timely reports to SACS, THECB, IPEDS, and LBB have the first priority.
 - a. Coordinate legislative change with ITSS, admission, student records, and registrar;
 - b. Provide data reports for SACS requirements;
 - c. Verify accuracy and integrity of the data;
 - d. Certify all the error free CBM reports;
 - e. Coordinates all the IPEDS and LBB reports.
2. Strategic planning and decision support to the executive management team.
 - a. Provide relevant data and analysis to university strategic planning initiatives;
 - b. Provide data and information to executive management team for decision-making.
 - c. Provide insights to enrollment management teams to reach critical goals.
3. Grant application projects.
 - a. Grant applications to Department of Education and Department of Defense;
 - b. Grant applications to National Science Foundation;
 - c. Other grant applications.
4. Program assessment and evaluation projects.
5. Individual Faculty research proposals.
6. Improving data access and reporting.
7. Improving data management and governance.

Timeline: In each of the cases above, please give us at least two weeks to process the information requested.