



Data Usage Policies and Procedures

Institutions agree to share their data with the Carnegie Foundation for the Advancement of Teaching (the “Foundation”) and the American Council on Education (“ACE”) with the explicit understanding that their identity will be kept confidential. Thus, any researcher/s who requests a license to use the Carnegie Elective Classification dataset(s) (the “Dataset”) must sign a data-sharing agreement indicating that the identities of any institutions in the dataset will not be disclosed, including any details that would allow someone to deduce any institution(s).

Prior to requesting access to the Dataset, researchers/s must obtain necessary approvals (IRB or otherwise) required by their institution, disciplinary organization, and/or ethics boards to conduct their research, and provide copies of such approvals to ACE or the Foundation upon request. American Council on Education only provides access to the Carnegie Elective Classification dataset(s).

Usage Request Procedure

1. Researcher/s completes a Data Request and Research Agreement (“Data Request”)
2. American Council on Education staff responds confirming receipt
3. American Council on Education determines whether more information about the Data Request is needed. If more information about the Data Request is needed, American Council on Education will contact the researcher to request it. When appropriate, American Council on Education will offer feedback on the Data Request.
4. If the Data Request is deemed to be appropriate for the purposes of the Carnegie Elective Classification dataset(s) and consistent with American Council on Education policies, a conversation (phone or video chat) will be set with the researcher to talk about data protection, privacy, and policies.
5. American Council on Education confirms:
 - a. data usage guidelines are met
 - b. research methodology and data management plan protect privacy of campuses
 - c. research question is relevant to the data and vice versa
 - d. data required from the dataset is identified
 - e. Researcher/s agrees to provide information regarding dissemination of research and to credit Carnegie Foundation and the American Council on Education in publicly-presented research
 - f. Researcher/s shares approximate timeline of research project
6. American Council on Education sends the Researcher/s the Data Usage Agreement to sign
7. Researcher/s returns the signed Data Usage Agreement and proof of IRB (or other research approval or reasonable request for exemption) to American Council on Education

8. American Council on Education confirms receipt of the signed Data Usage Agreement and provides an approximate timeline of when access to appropriate data set will be available
9. American Council on Education assembles the appropriate data set
10. American Council on Education shares the appropriate data set with the Researcher/s using Open Science Framework (OSF)

Maintenance of the License

1. Researcher/s maintain mutually agreeable on-going interactions with American Council on Education to discuss research progress and relevant public-facing dissemination of research (conference presentations or posters, invited talks, proceedings, or publications) to ensure data usage agreement compliance.
2. American Council on Education reviews research for compliance and confidentiality and offers any feedback. Any review(s) ensures that institution names and other identifiers are not included in public-facing deliverables, and not for editorializing findings or discussion. Review processes will be conducted within 10 business days. If there is no feedback, American Council on Education approves research for dissemination.

Conclusion of the License

1. At the conclusion of the designated Data Request and Research Agreement project, American Council on Education and Researcher/s discuss data security and deletion protocol. Researcher/s signs attestation to destroying data and that no authorized duplication of the dataset(s) has been made.
2. After the approval process and attestation of data deletion is complete, the license of the Data Usage Agreement expires.