



Keeping Everyone On The Same Page

IR and Data Stewardship

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Outline

**What is data stewardship?
(and why does it matter to IR?)**

Examples:

- **The 'faculty placemat'**
- **Race/ethnicity reporting**
- **Developing a data dictionary**

What is data stewardship?

Data governance is the formalizing of behavior around the definition, production and usage of data to manage risk and improve the quality and usability of the selected data.

Non-Invasive Data Governance, Robert Seiner, TDAN

Data stewardship is an approach to data governance that formalizes accountability for managing information resources on behalf of others and for the best interests of the organization.

Executing Data Quality Projects, Danette McGilvray

What is data stewardship?

Understanding about your data:

What is it?

Name
Definition
Examples
Derivation

Whose is it?

Responsible
Accountable
Consulted
Informed

How does it behave?

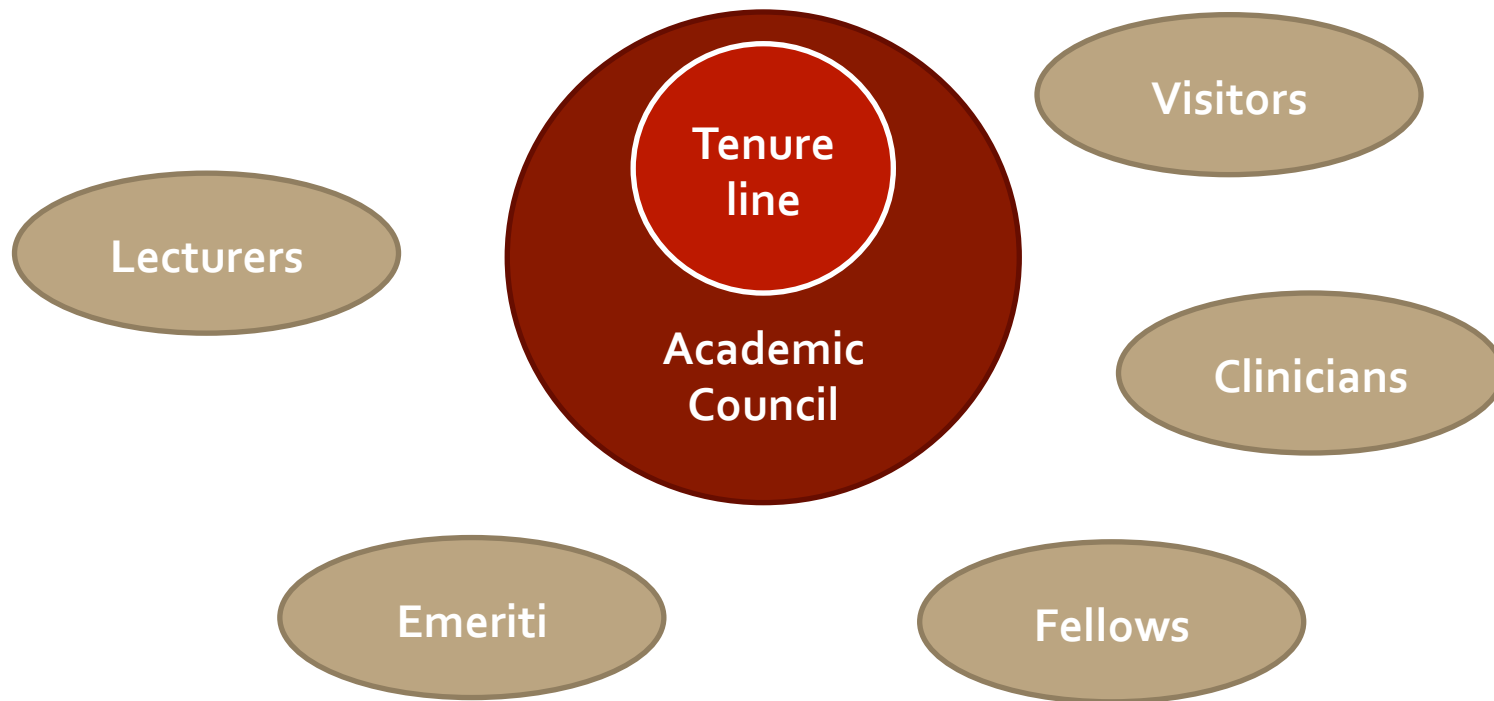
Quality
Usage
Context
History

Investing time in answering these questions can provide a valuable foundation for IR.

Example 1: The faculty placemat

Challenges

“How many faculty do we have?”



Example 1: The faculty placemat ...so we made this.

Professoriate AOAC §4.1.A; FH §1.2.E; SoMFH §1.24, §2.1 <i>"The Faculty of the University consists of the President and the members of the Professoriate."</i>	
University Tenure Line (UTL) Professoriate FH §2.1.B; SoMFH §2.4.A, §2.4.E "Professor" "Assoc Professor" "Asst Professor" FH §2.6.A "Asst Prof-Subj To PhD" "Szego Asst Prof-Subj To PhD" "Szego Asst Professor"	Non-Tenure Line (NTL) Professoriate FH §2.2.B; SoMFH §2.5.A, §2.5.E, §2.6.A, §2.6.E "Professor-Performance" "Assoc Prof-Performance" "Professor-Research" "Assoc Professor-Research" "Asst Professor-Research" "Professor-Teaching" "Assoc Professor-Teaching" "Professor-Applied Res" obs "Assoc Prof-Applied Res" obs "Professor-Clinical" "Assoc Prof-Clinical" obs
Medical Center Line (MCL) Professoriate FH §2.4; SoMFH §1.26, §2.3.A, §2.3.E "Professor-Med Ctr Line" "Assoc Prof-Med Ctr Line" "Asst Prof-Med Ctr Line"	FH §2.3.B "Senior Fellow"
FH §2.3.C "Center Fellow"	

Legend

AOAC: Articles of Organization of the Academic Council
 FH: Faculty Handbook
 SoMFH: School of Medicine Faculty Handbook
 RPH: Research Policy Handbook
 SB: Stanford Bulletin

Line Title
References
 "PS Line Rank Title"
 "Affiliate Line Rank Title"
 "PS Name" obs

Titles are as they appear in PeopleSoft. Obsolete job classification

B Advisory Board involved in approving appointments FH §2.7.E(2), §6.11, §9.G
D May serve on doctoral dissertation reading committee SB § "Doctoral Dissertation Reading Committee"
I May instruct courses FH §1.2.K
P May be Principal Investigator or Co-PI RPH §2.1.1

A Academic Council member AOAC §4.1.C; FH §1.2.F; SoMFH §2.2
S Senior Academic Council member AOAC §4.1.E; FH §5.2.G

Stanford University Faculty and Related Staff Groupings

For administrative use only.

Please contact Faculty Affairs or IR&DS for any reporting on the Professoriate.

Other Teaching Staff FH §1.2.K, §9; SoMFH §5; formerly "Other Teaching Titles"		
Consulting Line FH §9.1.C; SoMFH §5.6 "Consulting Professor" "Consulting Assoc Prof" "Consulting Asst Prof" "Consulting Instructor" "Consulting Professor" "Consulting Associate Professor" "Consulting Assistant Professor"	Acting Line FH §9.1.A; SoMFH §5.2 "Acting Professor" "Acting Assoc Prof" "Acting Asst Prof" "Acting Instructor (non-Stu)" "Acting Professor" "Acting Associate Professor" "Acting Assistant Professor"	Voluntary Clinical Lines (obs) FH §9.1.E Adjunct Clinical Faculty (ACF) Line SoMFH §5.6 "Adjunct Clinical Professor" "Adjunct Clinical Associate Professor" "Adjunct Clinical Assistant Professor" "Adjunct Clinical Instructor" "Emeritus Adjunct Clinical Professor" "Emeritus Adjunct Clinical Associate Professor" "Emeritus Adjunct Clinical Assistant Professor" "Emeritus Adjunct Clinical Instructor"
(by Courtesy) Line FH §9.1.D "Professor (by Courtesy)" "Assoc Prof (by Courtesy)" "Asst Prof (by Courtesy)" "Senior Fellow (by Courtesy)"	Visiting Scholar Line SoMFH §9 "Visiting Scholar 90 days & greater" "Visiting Scholar <90 days"	Clinician Educator (CE) Line SoMFH §8.1.A, §8.1.H "Clinical Professor" "Clinical Associate Professor" "Clinical Assistant Professor" "Clinical Instructor" "Clinical Professor (Affiliated)" "Clinical Associate Professor (Affiliated)" "Clinical Assistant Professor (Affiliated)" "Clinical Instructor (Affiliated)" "Clinical Professor" obs "Clinical Associate Professor" obs "Clinical Assistant Professor" obs "Clinical Instructor" obs
Instructor Line SoMFH §5.3, §7 "Instructor" "Instructor (Hourly)"; "Instructor - SoM" obs "Instructor (Affiliated)"	Visiting Line FH §9.1.B; SoMFH §5.4 "Visiting Professor" "Visiting Assoc Prof" "Visiting Asst Prof" "Visiting Instructor/Lecturer" "Visiting Professor" "Visiting Associate Professor" "Visiting Assistant Professor" "Visiting Instructor"	
FH §9.1.G "Professor of the Practice"		
FH §9.1.F "Teaching Specialist"		
"Visiting Artist"		

Emeriti FH §1.2.F, §2.6.G, §5.2.G Recalled Emeriti FH §2.6.G Retired faculty who participated in the FRIP program will not be eligible for recall to active duty after the 50% FRIP recall. If these faculty have any grants, they must not exceed the duration of the FRIP recall period. "Professor Emeritus" "Staff Replacement Teaching" "Professor Emeritus-Hourly" "Associate Professor, Emeritus" obs "Assoc Professor Emeritus" obs "Asst Professor Emeritus" obs "Clinical Professor Emeritus" "Clinical Assoc Professor Emeritus" "Professor Emeritus (Performance)" obs "Professor (Research) Emeritus" obs "Professor (Teaching) Emeritus" obs "Professor Emeritus (Clinical)" obs JCCs are persistent for emeriti regardless of recall status. They are for Benefits' use only, and are not true jobs. "Emeritus Faculty, Acad Council" "Emeritus Faculty-Med Ctr Line" President's/Provost's permission required "Honorary Faculty Emeritus" "Honorary Staff Emeritus" "Academic Staff Emeritus" "Prof Emeritus-Visiting" obs CE Retiree: "Staff Emeritus Retiree"

Academic Staff FH §1.2.K; SoMFH §1.28 Academic Staff - Research RPH §1; SoMFH §4.11 "Sr Res Scientist-Basic Life" "Basic Life Sci Res Assoc" "Sr Res Scientist-Physical" "Physical Sci Res Assoc" "Sr Res Scientist-Clinical" "Clinical Sci Res Assoc" "Sr Res Engineer" "Engineering Res Assoc" "Sr Res Scholar" "Social Sci Res Assoc" "Visiting Sr Res Assoc" "Visiting Res Assoc" "Sr Res Assoc/Clinician Educ" "Res Assoc/Clinician Educ"; "Staff Physician/Research Assoc" obs	Academic Staff - Teaching FH §5; SoMFH §4 "Sr Lecturer" "Artist in Residence" "Senior Lecturer (by courtesy)" obs Term Sr Lec apps are not reviewed by the Advisory Board "Lecturer" "Lecturer" "Academic Staff Teaching" "Lecturer (by courtesy)" obs	Academic Staff - Library "Librarian" "Senior Librarian" obs "Associate Librarian" obs "Assistant Librarian" obs "Library Curator" obs
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A Others may also be Academic Council members AOAC §4.1.C
 Includes President, Provost, Academic Secretary, School Deans

D Others may also be Principal Investigators RPH §2.1.2
 At the discretion of Department Chairs, School Deans, and the Dean of Research

Hoover Senior Fellows
 Note that these are not Professoriate
 "Hoover Senior Fellow"
 "Hoover Sr Fellow"
 FRIP recall
 "Hoover Senior Fellow, Emeritus"

PAVAHCS Ranks
 Always associated with another job
 "Professor at PAVAHCS"
 "Associate Professor at PAVAHCS"
 "Assistant Professor at PAVAHCS"

University Staff Ranks
 SoMFH §1.29
 Precursor to CE line
 "Staff Physician" obs

Last updated 12/18/2013 For current version, see:
 Stanford IR&DS <http://irds.stanford.edu/facmap>

D Others may also be dissertation committee members SB § "Doctoral Dissertation Reading Committee"
 Must hold PhD and be approved by Department Chair

Example 1: The faculty placemat

Value to IR

- Increased consistency
- Increased understanding
- Faster decision-making
(less wheel-reinvention)

Useful at all stages:

- Clarifying data requests
- Considering options (and consequences)
- Explaining definitions used in reporting

Example 2: Race/ethnicity reporting

Challenges

2010 federal reporting changes

- The data look different now...what does that mean?

Richer available data

- With more options for how to aggregate...
how to decide?

Example 2: Race/ethnicity reporting Process

Working group of interested stakeholders

- Describe current practices
- Identify key questions
- Develop a packet of recommendations,
supporting documentation

Example 2: Race/ethnicity reporting

What we've learned (so far)

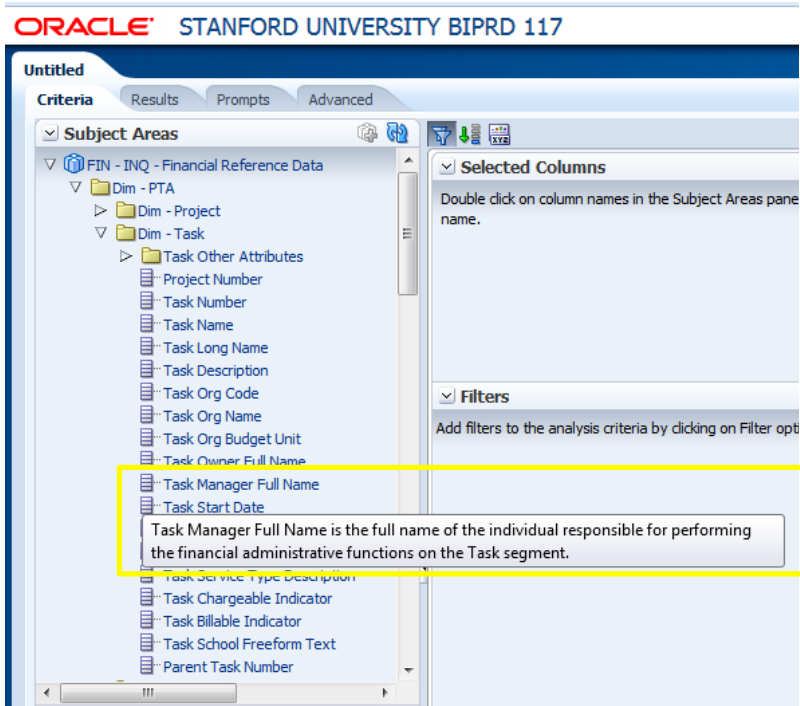
People really do want to:

- Understand their data
- Use it consistently
- Work hard to make this happen

Example 3: Data dictionary

Challenges

Major university BI reporting initiative



Goal: Define all elements

HR: 30

Research: 60

Student: 400

Finance: 500(+)

Interlude: KFP's background



Example 3: Data dictionary

Approach

SUDS-FIN, SUDS-HR, SUDS-SPO, SUDS-STU

- **Data stewardship coordinator**
- **Project staff**
- **Broad, cross-functional working groups**
- **Final signoff**

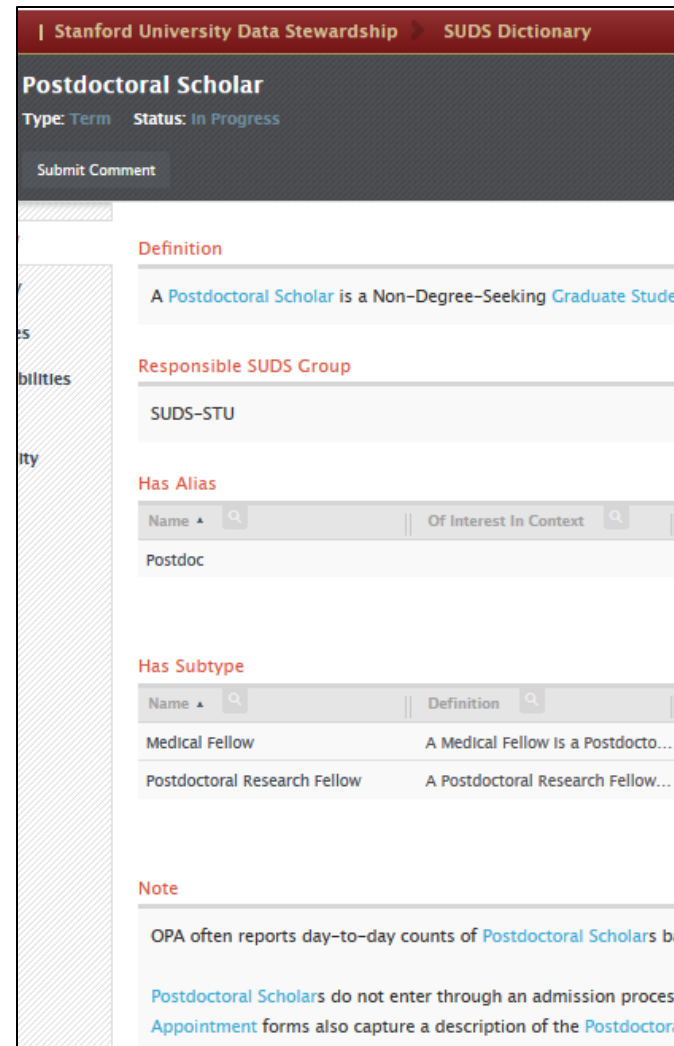
Example 3: Data dictionary

Value to IR

Understand data
from multiple
perspectives

Central repository
of verified
information

(and better data
infrastructure)



The screenshot shows the 'Postdoctoral Scholar' entry in the SUDS Dictionary. The header includes the breadcrumb 'Stanford University Data Stewardship > SUDS Dictionary' and the title 'Postdoctoral Scholar'. Below the title, it indicates 'Type: Term' and 'Status: In Progress', along with a 'Submit Comment' button. The main content area is divided into several sections: 'Definition' (describing a Postdoctoral Scholar as a Non-Degree-Seeking Graduate Student), 'Responsible SUDS Group' (SUDS-STU), 'Has Alias' (listing 'Postdoc'), 'Has Subtype' (listing 'Medical Fellow' and 'Postdoctoral Research Fellow' with their respective definitions), and 'Note' (providing context on how OPA reports counts and how Appointment forms capture descriptions).

Stanford University Data Stewardship > SUDS Dictionary

Postdoctoral Scholar

Type: Term Status: In Progress

Submit Comment

Definition

A [Postdoctoral Scholar](#) is a Non-Degree-Seeking [Graduate Student](#)

Responsible SUDS Group

SUDS-STU

Has Alias

Name	Of Interest In Context
Postdoc	

Has Subtype

Name	Definition
Medical Fellow	A Medical Fellow Is a Postdoctor...
Postdoctoral Research Fellow	A Postdoctoral Research Fellow...

Note

OPA often reports day-to-day counts of [Postdoctoral Scholars](#) be...

[Postdoctoral Scholars](#) do not enter through an admission process...

[Appointment](#) forms also capture a description of the [Postdoctoral](#)

Key benefits of DS efforts for IR

- **Easier access to information; less reliance on 'oral tradition'**
- **Improved data quality, consistency**
- **Increased understanding, thoughtful decision-making around data**

Questions?

