

Cognos Metrics for Productivity and Outcomes – Instructions

Access to NMSU's Cognos Metrics for Productivity and Outcomes, including External Peer Comparisons is provided via the following procedure. **Employee requesting access must complete Sections I and II.** Please read directions carefully. All incomplete/incorrect forms will be returned to the employee.

In accordance with ARP 15.40, the Computer & Data Security training must be completed before access will be granted. The online training can be found by logging on to trainingcentral.nmsu.edu.

Section I (Pages 2-3)

Employee must complete the Delaware Cost Study Non-Disclosure Agreement (Pages 2-3).

Section II (Page 4-6)

SECTION A: Request Access and Authorize

SECURITY CLASSES:

By completing this form, employees can be granted access to one or more the following security classes:

- a. **Productivity and Outcomes Metrics - Dean/VP (Restricted to College)** – provides access to Deans, Vice Presidents and support staff to productivity and outcome metrics for the college of the employee. Upon completion of this form, requestors with job titles of Dean, Associate Dean or Vice President will be automatically granted access. Requestors outside these job titles will require approval from the Provost.
 - Dean/VP (All Colleges) – provides access to university-wide metrics outside the college of the employee. Requires Provost authorization.
- b. **Productivity and Outcomes Metrics – Department Head (Restricted to Dept)** – provides access to Department Heads and support staff to productivity and outcome metrics for the department of the employee. Upon completion of this form, requestors with job titles of Dean, Associate Dean, VP, and Department Head will be automatically granted access. Requestors outside of these job titles will require approval from the Dean/VP.
 - Department Head (All Depts in College) – provides access to college-wide metrics outside the department of the employee. Requires Dean/VP Authorization.
- c. **Productivity and Outcomes Metrics – Department Faculty/Staff** – provides access to faculty and staff to productivity and outcome metrics within the department. Upon completion of this form, requestors with job titles of Dean, Associate Dean, Vice President, or Department Head will be automatically granted access. Requestors outside these job titles will require approval from their respective Department Head.

SECTION B: Terminate Access

Please provide the name of the employee in Section 1 whose security access should be terminated. The Supervisor must also provide their own name along with signature and date. Once signed, please forward the form to ICT-UCC, MSC 3AT; or fax to 8 646-2699 (fax must be dialed as 8 646-2699 even if on campus), or scan and send by email to security_admin@nmsu.edu.

Metrics for Productivity and Outcomes Non-Disclosure Agreement: Employee must complete the Metrics for Productivity and Outcomes Non-Disclosure Agreement and acquire their supervisor's signature.

Once all sections have been completed, please forward the form to security_admin@nmsu.edu.

SECTION 1:

Terms of Use for 2020 - 2021 National Study of Instructional Costs & Productivity (Delaware Cost Study)

IMPORTANT -- READ CAREFULLY:

The Delaware Cost Study conducted annually by the Higher Education Consortia (HEC) at the University of Delaware is collaborative effort that provides its participants with data and analysis intended for internal institutional decision making by the Delaware Study participants and are governed by the following terms of use ("TOU").

The following paragraphs contain important details governing the appropriate treatment of data utilized in the Delaware Cost Study. Please read this document carefully. These terms of use ("TOU") constitute and express the entire agreement and understanding between you and HEC with respect to your access to and use of the Delaware study results.

- A) By signing below, or clicking the "agree" box if viewing this online, you are agreeing that you have read, understood and agree to adhere to these TOU.
- B) Data submitted to HEC by participants is confidential, including all institutional data, national norms, institutional ratios and peer analysis reports. Delaware study data is solely intended for internal planning and budgeting purposes to facilitate unit and institutional improvement at participating institutions. You agree to hold Delaware study data and study results in confidence, and to protect the confidential nature thereof, and shall not disclose any data contained, embodied or utilized therein to any entity beyond your institution for any purpose other than the internal planning, budgeting and/or improvement of your institution.
- C) You may not distribute, publish or display the study results except as outlined below. These TOU permit the sharing of the study results to facilitate budgetary and operational decision-making with state officials or agencies or as needed in support of accreditation of the institution by recognized institutional and programmatic accreditation organizations, and the institution's academic program review. Publication of reports derived from state mandated planning or in support of accreditation activities are permitted.
- D) Your right to use the study results may not be sold, assigned, leased, sublicensed, or otherwise transferred or made available for use by third parties, in whole or in part, by you without HEC's prior written consent. You shall not (a) create derivative works based on study results, (b) copy, frame, mirror or utilize any framing techniques to enclose any part or content of the study results, (c) reverse engineer or otherwise attempt to discover the data underlying the study results, (d) interfere with or disrupt the integrity or performance of the study results or third-party data contained therein, or (e) attempt to gain unauthorized access to the study results or their related systems or networks.
- E) You will be issued a username and password (collectively, "login") that will allow you to access study results. You shall not share, assign or transfer your login to any other person or entity except as provided for below. You shall maintain and be responsible for the security of your login and shall be liable for any unauthorized access or use occurring through your login. You must promptly inform HEC of any apparent breach of security, such as loss, theft or unauthorized disclosure or use of your login of which you are aware. The username and password mechanism that will allow access to the study results will be extended to appropriate employees of the institution in addition to

the final results recipient for the purpose of institutional planning and improvement. The final results recipient must provide to HEC the names and e-mail addresses of individuals the institution approves to receive the participating institution's Delaware Study data. Individuals to be issued the login information must read and accept the TOU prior to being issued a login. Logins will be renewed annually upon request or automatically if participation is continued in subsequent years of the study.

- F) You shall not delete, remove, modify, obscure, fail to reproduce or in any way interfere with any proprietary, confidentiality, or copyright notice appearing on or incorporated in the study results.
- G) HEC may suspend, limit and/or terminate your access to or use of the study results in the event of a breach by you or occurring under your login. HEC shall have no liability to you or any third party for any termination or suspension of your access or use in connection with the foregoing. Upon termination or expiration of these TOU for any reason, you and your institution shall immediately discontinue all use of the study results.
- H) You specifically understand and agree that HEC serves as a conduit for information provided by other institutions and that HEC may rely on such information. HEC assumes no responsibility or liability for the accuracy, completeness, propriety, necessity or advisability of the information provided by participating institutions to HEC which may be provided in aggregate summary form to you.
- I) These TOU supersede all previous representations, understandings or agreements between you, your institution HEC with respect to the Delaware study and study results. These TOU may be amended by HEC at any time without prior notification. These TOU are and shall be governed by the laws of the state of Delaware or where required by the laws of the state in which the participant institution is governed, by said state. If any provision in these TOU should be held illegal or unenforceable by a court having jurisdiction, such provision shall be modified to the extent necessary to render it enforceable without losing its intent, or severed from these TOU if no such modification is possible, and other provisions of these TOU shall remain in full force and effect. A waiver by either party of any term or condition of these TOU or any breach thereof, in any one instance, shall not waive such term or condition or any subsequent breach thereof. These TOU shall be binding upon and shall inure to the benefit of the parties, their successors and permitted assigns. All notices shall be in writing and may be delivered in person, by courier, or sent by confirmed receipt email or facsimile, or by 1st class, postage prepaid U.S. mail to the parties at their last known mailing addresses, which notice shall be deemed given upon receipt. There are no intended third party beneficiaries to these TOU. Without in any way limiting the foregoing, it is the parties' specific intent that nothing contained in these TOU gives rise to any right or cause of action, contractual or otherwise, in or on behalf of any other institutions who have provided data to the Delaware study. The obligations set forth in this section shall survive expiration or termination of these TOU.

Accepted and agreed to:

Name: _____

Title: _____

Date: _____



SECTION 2: REQUESTOR INFORMATION

Employee Name: _____ Employee Title: _____
 Aggie ID#: _____ E-mail Address: _____ Phone: _____
 NMSU Department/Unit: _____ College/Campus: _____ Employee MyNMSU Username: _____

SECTION A: Request Access and Authorize

- Grant Access: Productivity and Outcomes Metrics - Dean/VP (Restricted to College)**
- Grant Access: Productivity and Outcomes Metrics - Dean/VP (All Colleges) - *Provost Authorization Required***
- I do not have an approved job title (Dean, Associate Dean, VP), Provost Authorization Required

Provost Authorization:

By signing, I acknowledge and approve NMSU global COGNOS access for the above named employee. I certify this request for COGNOS Portal Access is necessary to cover a critical business need within the above named NMSU Department/Unit and College/Campus. Access is being granted in accordance with Administrative Rules and Procedures of NMSU 2.35.1.2.3 and General NMSU Information and Communication Technologies Policies 1.2.3.

 Provost Approver (No Delegates) Signature Date

- Grant Access: Productivity and Outcomes Metrics - Department Head(Restricted to Dept)**
- Grant Access: Productivity and Outcomes Metrics - Department Head (All Depts in College)- *Dean/VP Authorization Required***
- I do not have an approved job title (Dean, Associate Dean, VP, Department Head), Dean/VP authorization required

Dean/VP Authorization:

By signing, I acknowledge and approve NMSU global COGNOS access for the above named employee. I certify this request for COGNOS Portal Access is necessary to cover a critical business need within the above named NMSU Department/Unit and College/Campus. Access is being granted in accordance with Administrative Rules and Procedures of NMSU 2.35.1.2.3 and General NMSU Information and Communication Technologies Policies 1.2.3.

 Dean/VP Approver (No Delegates) Signature Date

- Grant Access: Productivity and Outcomes Metrics – Department Faculty/Staff**
- I do not have an approved job title (Dean, Associate Dean, VP, Department Head), Department Head authorization required

Department Head Authorization:

By signing, I acknowledge and approve NMSU global COGNOS access for the above named employee. I certify this request for COGNOS Portal Access is necessary to cover a critical business need within the above named NMSU Department/Unit and College/Campus. Access is being granted in accordance with Administrative Rules and Procedures of NMSU 2.35.1.2.3 and General NMSU Information and Communication Technologies Policies 1.2.3.

 Department Approver (No Delegates) Signature Date

SECTION B: Terminate Access

- Terminate Access Date Required: _____

 Supervisor Name Title Signature Date

Metrics for Productivity and Outcomes Non-Disclosure Statement

This Non-Disclosure Agreement is intended to define the responsibilities of those employees who must have access to do their job, to NMSU records that contain sensitive or confidential information about University finances, productivity, students, employees, donors or other individuals, and to record his or her recognition and acceptance of that responsibility.

Employees of NMSU who are granted access to internally developed datasets detailing NMSU's academic outcomes and productivity, together with comparisons of NMSU's academic outcomes and productivity to those of peers and other R1 and R2 research universities, must agree to maintain the terms and conditions of use under which NMSU was granted access to these other universities' data, as well as comply with NMSU's internal policies governing access and use of its data, and all application state and federal laws and regulations.

New Mexico State University maintains the confidentiality and security of records in compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), the Health Insurance Portability and Accountability Act (HIPAA) and the Gramm-Leach-Bliley Act (GLBA), in addition to other federal and state laws. These laws pertain to the security and privacy of personal academic, medical and financial information, along with identifying information such as social security numbers.

Within NMSU, employees are authorized access to University records and data only to the extent necessary to perform their official university duties and are responsible for protecting such information against unauthorized access or disclosure.

ATTACHED AND INCORPORATED BY REFERENCE: Terms of Use for 2020-2021 National Study of Instructional Costs & Productivity (Delaware Cost Study)

Append completed form to ICT's Access Request form and send to security_admin@nmsu.edu.

Employee: Recognizing this responsibility, I agree to the following (please initial each line):

_____ I will access university records only as required to perform my assigned duties.

_____ I will not access financial, productivity, student or employee information that is not necessary to carry out my job. This includes the records of my children, my spouse, significant other, parents, other relatives, friends and acquaintances.

_____ I will store university records and information related to them under secure conditions and make every effort to ensure individuals' privacy.

_____ I will not divulge, copy, release, sell, loan, review, alter or destroy records except as properly authorized by the appropriate university official within the scope of applicable state or federal laws, record retention schedules and internal policies.

_____ I will forward all requests for university records and information related to them via an open records request to the university's General Counsel. I will not release information covered by these requests until instructed to by university's General Counsel or my supervisor.

Metrics for Productivity and Outcomes Non-Disclosure Statement - cont

ACKNOWLEDGEMENT and AGREEMENT:

I have read this Metrics for Productivity and Outcomes Non-Disclosure Agreement and agree to comply with its provisions.

I have also **read and signed** the attached Terms of Use document governing NMSU's participation in the Higher Education Consortia (HEC) (Delaware Cost Study) which enables it to access for internal budgeting, planning and process improvement purposes only, and not for independent research or external publication of its data for any reason, and I agree to comply with its provisions.

I understand that failure to comply may result in disciplinary action, including termination of employment.

Employee Name (Print) _____

Employee Signature _____

Date _____

Approver (Supervisor) Name _____

Approver (Supervisor) Signature _____

Date: _____