



Office of Institutional Research and Effectiveness

420 West main St, Danville, VA 24541

www.averett.edu/ir

phone: 434-791 5618

MEMORANDUM

To : Vice President, Directors, and Department Heads
From : Metta Alsobrook, PhD
Director of Institutional Research and Effectiveness
Subject: External Data
No : OIRE/01/2011
Date : September 7, 2011

There are many external entities that request information about Averett, our faculty and students, and our services for surveys they are conducting (e.g., rankings, college guides, career guides, etc.). If you are contacted to supply information about the university to outside audiences, please send the request to the Office of Institutional Research and Effectiveness (ir-ie@averett.edu). The OIRE will coordinate with the appropriate offices to complete the survey. OIRE works in partnership with many offices throughout Averett University to ensure that Averett University is represented accurately and completely. OIRE may be able to pre-fill many external surveys with data and information, while individual offices supply narrative context. Each request for information includes a final review by central communication personnel.

Some requests for information are very specific to individual offices and programs and are best handled by those specialists. In those cases, please notify OIRE of the request and send a courtesy copy of your response to them prior to its due date. In that way, OIRE can monitor what information about Averett University is going where and how it is being used. If you are at all unsure as to how to handle a request for information, contact OIRE Director. Thank you for your support of this cooperative endeavor.