Lake Superior College

Institutional Research Office

**Professional Standards**

The following professional standards are followed by the LSC Institutional Research Office. They are adapted from the Code of Ethics and Professional Practice of the Association for Institutional Research (AIR).

1. **Competence:** We will not claim or imply competence we do not have. We will endeavor to continuously improve our research skills and knowledge as time permits.
2. **Accuracy and Objectivity:** Understanding that important decisions may be made based on the data we provide, we will (a) strive for uncompromised accuracy, (b) disclose the known limitations of the data and reports we produce, and (c) strive for objectivity, setting aside personal biases to the extent possible.
3. **Confidentiality:** We will maintain in strict confidence all information in our possession about the institution or its constituents that is obtained under assurance of confidentiality or which by law or policy is considered private or confidential.
4. **Data Storage:** We will take reasonable steps to preserve and archive institutional data, reports, and documentation during their useful life.

7/28/16