

Lehigh Business Faculty Database/Software Policy

Revised Spring 2016

Statement

This document provides guiding principles to support and maintain College of Business databases and software for research and teaching excellence.

CBE Database and Software Committee

The Lehigh Business Database and Software Committee serves as a liaison between the faculty and the dean, and the College advancement representative, as well as the FSL to facilitate acquisition, renewal, maintenance and use of Lehigh Business databases and software.

Database/Software Usage

1. The College has access to many databases and software that require contractual agreements with providers. Both access and renewals depend on full compliance with those agreements. It is essential that database/software users follow these guidelines:
 - Database/software is purchased with the intent that it will be accessed and analyzed *exclusively* by Lehigh faculty and/or Lehigh students. Violation of this intent will jeopardize the availability of the database/software.
 - Entire databases must not be downloaded. Data should be extracted as needed for specific research projects.
 - When contractual agreements of the database/software expire, data extracted/software will be available for the projects already in progress; however, Lehigh faculty and/or Lehigh students will no longer have rights to access the data or use the software for new projects.
2. University-supported databases/software will be available to all Lehigh faculty and Lehigh students for research and teaching purposes.
3. The Director of the FSL will provide oversight for the proper usage of the databases and software supported by the College of Business.

Database/Software Usage Survey

In each academic year, the Lehigh Business Database and Software Committee will evaluate the usage of existing and newly acquired databases/software to determine:

1. Number of Lehigh faculty users
2. Number of Lehigh student users

Database and Software Classifications

The list of current Lehigh Business software and databases is maintained on the Lehigh Business coursesite. It includes:

1. *Essential research* databases/software: Research databases/software widely used in research universities and necessary for retaining and hiring research active faculty.
2. *Specialized research* databases/software: Research databases/software requested by faculty and approved by the Lehigh Business Database and Software Committee.
3. *Essential teaching* software: Instructional software required for students in Lehigh Business courses.

4. *Specialized teaching* software: Instructional software requested by individual faculty and approved by the Lehigh Business Database and Software Committee.

Specialized Research or Teaching Database/Software Acquisition and Renewal

1. A requestor should submit a proposal, no more than two pages, to his or her Department Chairperson. The proposal should include:
 - a. Title, vendor and description of the database/software
 - b. Purpose of use (research and/or teaching)
 - c. Expected number of users (Lehigh faculty and/or students)
 - d. Acquisition cost, renewal cost, and annual maintenance fees (if any)
2. Department Chairperson should review the proposal. If the Department supports the proposal, the Department Chairperson will forward the proposal to the Chair of the Lehigh Business Database/Software Committee, together with his or her recommendation and the amount of funding that the department may provide for (a) the acquisition, (b) the renewal, (c) the maintenance, or any combination of these three. The Lehigh Business Database/Software Committee will review the proposal in view of existing databases/software within the College of Business and the university to avoid duplication of the resources. The committee will make a recommendation regarding whether the college should consider funding support.
3. If the database/software is for research purposes, then faculty are encouraged to apply for grants from the Office of Research and Sponsored programs.
4. If the database/software is for teaching, then the requestor should check with LTS for funding support.
5. If the Lehigh Business Database/Software Committee approves the renewal of the database/software, funding from College will be applied to the database/software.
6. If there is a non-renewal decision, it will be communicated by the Lehigh Business Database/Software Committee to the database/software requestor as soon as the decision is made. It is expected that funding support will end one year after the non-renewal decision is made.