




July 17, 2018

MEMORANDUM

TO: Abby L. Willcox, Director, Institutional Research

FROM: David M. Szymanski, Ph.D. 
President

SUBJECT: Delegation of Authority for the Provision of University Data

Pursuant to Regulation 3.007 of the Board of Governors of the State University System of Florida, the University President shall appoint an Institutional Data Administrator to certify and manage the submission of data to the State University Management Information System.

To this end, effective May 31, 2018, I hereby delegate the responsibility for certifying and managing the submission of such data to the Director of Institutional Research.

University responses to data requests from the Florida Board of Governors, the Department of Education, the Executive Office of the Governor, the Florida Legislature, the federal government, or other federal, state or local agencies or entities shall be coordinated pursuant to procedures established by the Office of the President and the Provost and Vice President for Academic Affairs.

This delegation of authority supersedes any and all prior delegations by my office, shall remain in effect until revoked by me in writing and shall not be further delegated.