

Data Governance Roles and Responsibilities

Established: 9/24/2024

Revised Effective: 1/13/2025

Chief Data Officer

Exists as a 1.0 FTE Administrator under the supervision of the Chancellor. Responsible for the overall use of data as a resource at KU.

KU Data Governance Responsibilities

- Oversees KU development of Data Products for operational and strategic purposes, via consultation with Data Trustees, Data Stewards, and Data Analysts.
- Ensures alignment of data usage at KU with ethical guiding principles, legal obligations, and university and aligned campus strategic planning efforts and operational efforts for data informed decision making.
- Co-chairs Enterprise Systems Leadership Group.
- Functions as the Data Trustee for all AIRE-led data domains.

Data Quality & Governance Manager

Exists as a 1.0 FTE staff within AIRE. Responsible for the broad advancement of data governance at KU.

KU Data Governance Responsibilities

- Design and articulation of the data governance strategy of KU.
- Data Governance liaison to Enterprise Systems Leadership Group.
- Chair of Data Stewards Council.
- Directly promotes data documentation, quality, and literacy across all domains of data at KU.
- Responsible for administration of KU’s data documentation repository.

Data Trustees

A Vice Provost/Vice Chancellor-or-higher level employee (or their direct delegate) with broad responsibility for the function of one or more Data Domains. Data Trustees may also be appointed to oversee Data Constituencies. One individual may be the Trustee for multiple domains and/or constituencies.

KU Data Governance Responsibilities

- Determine standards for data documentation, quality, and literacy.
- Participation at Enterprise Systems Leadership Group.
- Appoint Data Stewards to administer Data Domains.
- May or may not direct Data Analysts to produce within-domain Data Products.
- Consult with CDO on Data Product development to ensure appropriate roles and responsibilities for product development are honored, to ensure alignment with the mission, vision, and priorities of the university and both governing campuses, IRISE institutional values, and legal compliance.

Data Stewards

Designated by a Data Trustee to administer one or more Data Domains. Ultimately responsible for producing the documentation of the domain, ensuring data quality, and articulating access procedures to the domain.

KU Data Governance Responsibilities

- Lead development of domain-specific processes to carry out directives of Data Trustee and Enterprise Systems Leadership Group.
- Membership on the Data Stewards Council.
- Directs the activity of Data Custodians to maintain and clean within-domain data.
- May or may not direct Data Analysts to produce within-domain Data Products.
- Consult with CDO on Data Product development to ensure appropriate roles and responsibilities for product development are honored, to ensure alignment with the mission, vision, and priorities of the university and both governing campuses, IRISE institutional values, and legal compliance.

Data Custodians

Designated by a Data Steward to carry out data entry, maintenance, and cleanup of data within the domain.

KU Data Governance Responsibilities

- Carry out data entry, maintenance, and cleanup in accordance with procedures developed by Data Steward.
- May be responsible for generation of data documentation.

Data Analysts

Employees of the university who, in typical performance of their job duties, must query, manipulate, analyze, and/or present data to others. Typically report up through a Data Steward and/or Data Trustee. Many employees within AIRE are Data Analysts of some sort, but these employees are found throughout the organization and may hold one of many job titles.

KU Data Governance Responsibilities

- Query, analyze, manipulate, and/or present data, often but not always at the direction of Data Trustees and/or Data Stewards.
- Producers of Data Products
 - AIRE produces cross-domain Data Products
 - AIRE produces all enterprise data solutions that align mission to analytical resources
- May be responsible for generation of data documentation.

Data Consumers

At KU, any employee who accesses or utilizes data as part of their job responsibilities is considered a data consumer. Data consumers interact with the data products such as reports and dashboards to support operational activities and informed decision-making across the institution.

KU Data Governance Responsibilities

- Use the data encountered in accordance with ethical standards of use, both internally and externally mandated.