



TEXAS TECH UNIVERSITY  
Office of the Provost

Office of Planning & Assessment

Prior to the Fall term 2022, the TTU Office of Research and Innovation, the Office of Planning and Assessment, and Application Development and Support worked to enhance and reiterate the requirements of TTU to both provide adequate security and confidentiality for faculty data while adhering to the Texas Public Information Act. The following memo was sent in regards to these enhancements:

TO: TTU Faculty

FROM: Ronald Hendrick, Provost

Joseph Heppert, VP for Research & Innovation

SUBJECT: Public Availability of Scholarly Endeavors

DATE: July 20, 2022

We want to provide a quick update about how Texas Tech highlights faculty achievement and makes faculty expertise available to our community. [TTU Scholars](#) is a public website that compiles information from both external ([Elsevier Pure](#)) and internal ([Faculty Success](#), previously called [Digital Measures](#)) archives to highlight the full range of creative and scholarly work at Texas Tech University. The site replaced an older home-built portal that had become disused after about a decade.

A TTU faculty member recently reported a concern regarding information listed on [TTU Scholars](#). The concern involved placing confidential information on Faculty Success, which was then unintentionally loaded onto TTU Scholars. The issue was resolved quickly, but we want to ensure that such situations do not occur again.

Going forward, to ensure faculty control of the external release of information about their intellectual contributions reported in Faculty Success, a new drop-down question has been added to the “intellectual contribution” screens within Faculty Success. The new question allows faculty to specify that the intellectual contribution must not be included on the public website. Moreover, for all questions within Faculty Success, we encourage faculty to describe their contributions without use of details that should not be released publicly (such as novel intellectual property or any sensitive personal information). Our Office of General Counsel indicates that as a state institution, all information in Faculty Success is subject to the Open Records Act and potential release to the public.

Faculty control of public information about intellectual contributions is vital to all scholarly and creative efforts at Texas Tech University. Thank you for your ongoing commitment to scholarly integrity and success.

Additional Information, Links, and Instructions:

## Important information about public release of your Intellectual contributions.

[TTU Scholars](#) is a publicly available website provided by Texas Tech University to increase the visibility and recognition of TTU faculty. This public website compiles creative and scholarly work reported in external ([Elsevier](#)) and internal (Faculty Success) archives. Please ascertain the confidentiality of your intellectual contributions and describe all entries in accordance with your confidentiality agreements when including them in your Faculty Success portal.

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*The following types of information about your scholarship / research are eligible for upload to the TTU Scholars website*

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- Artistic and Professional Performances and Exhibits \*
- Contracts, Grants and Sponsored Research \*
- Intellectual Contributions \*
- Intellectual Property (e.g., copyrights, patents)
- Presentations \*

**NOTE: The default choice for upload to TTU Scholars is [“YES.”](#) If your title or description of an intellectual contribution contains information that might be considered confidential, TTU recommends that you**

- a. Check **“No”** to the question RE uploading to [Texas Tech University Scholars](#) and/or
- b. Revise the description of your contribution to eliminate any information that should not be released publicly (such as novel intellectual property or personal information).

If your Faculty Success entries must report confidential information or undisclosed intellectual property in order to report your scholarly activities, consider mentioning the existence of the activities only in the narrative section of your report and omitting all confidential information.

**Texas Public Information Act Information:** Texas Tech University System's policy and procedures for handling public records requests are set forth in Texas Tech University [System Regulation 07.01](#). This regulation applies to all requests for public records from the System administration and all of the System's component institutions.

For additional information, assistance, or if you have questions about the release of your information as it pertains to Faculty Success, please contact the TTU Office of Planning and Assessment.