Institutional Survey Administration

Interim

REG01.30.01 Current Version

Authority: Provost and Senior Vice Chancellor for Academic Affairs

History: First issued on October 19, 2011 Interim revised version issued on October 3, 2013

Related Policies: Academic Computer Use Policy
HIPAA
FERPA
Sensitive Data
UMCIRB

Additional Resources: Survey Approval Standard Operating Procedure
Surveys Rating Criteria

Contact Information: Associate Provost for Institutional Planning, Assessment and Research (737-1913)

Archived Versions:
Version 1

Compare Versions

---

1. Regulation Statement

Any person (hereafter referred to as Applicant) proposing to administer a survey to ECU students, faculty, staff or alumni on University property and/or using University resources must obtain prior approval from the Survey Review and Oversight Committee. A request for approval must identify the individual Applicant who will be responsible for the survey

administration and complying with this regulation. Surveys administered where the survey population is at or below the departmental level and a sample size not to exceed 200 are exempt from this approval process. Exceptions are outlined in the Standard Operating Procedure (link above in additional references).

2. Rationale for Regulation/Purpose

The purpose of this regulation is to minimize survey fatigue due to such factors as survey volume and redundancy, to maximize response rates and survey quality and to ensure privacy and protection of humans in research by providing a central clearinghouse for internal survey administration.

3. Who Needs to Know this Regulation?

Any Applicant, whether or not are affiliated with the University, who is proposing to administer a survey to ECU students, faculty, staff or alumni on University property and/or using University resources is subject to this regulation.

Deliberate failure to adhere to the policy regulations may result in the suspension of survey privileges and other penalties that may be appropriate. Violators of the survey policy must receive written approval from the Associate Provost of IPAR prior to the reinstatement of survey privileges.

4. Survey Review and Oversight Committee (SROC)

To implement this regulation, the SROC was formed to review and approve surveys administered to faculty, students, staff or alumni on University property and/or using University resources.

4.1 Survey Review and Oversight Committee membership will include at least one representative from each of the following:

4.1.1 Student Affairs
4.1.2 Library Services
4.1.3 University Advising
4.1.4 Academic Affairs
4.1.5 Health Science Division
4.1.6 Institutional Planning, Assessment and Research
4.1.7 Faculty Senate
4.1.8 Finance and Administration
4.1.9 Research and Graduate Studies

4.1.10 Student Government Association
4.1.11 Staff Senate
4.1.12 Institutional Review Board

4.2 Responsibilities of the Committee

4.2.1 Work with researchers to improve response rates and reduce survey fatigue among the target population by providing non-duplicating samples.

4.2.2 Develop a university-wide schedule of surveys to increase participants completion and to minimize where possible duplication and saturation.

4.2.3 Require, as appropriate, the following practices:

4.2.3.1 Considering complementary methods for obtaining data including the use of focus groups and interviews.

4.2.3.2 Combining surveys when possible.

4.2.3.3 Exploring the feasibility of adding ECU specific survey questions to those surveys required by the University of North Carolina.

4.2.3.4 Using existing data to satisfy or complement unit data needs.

4.2.3.5 Complying with any and all privacy laws.

4.2.3.6 Making results of completed surveys available to the academic community.