

Augusta University

Policy Library

Institutional Survey Scheduling Policy

Policy Manager: Division of Institutional Effectiveness

POLICY STATEMENT

The Division of Institutional Effectiveness (IE) serves as the institutional clearinghouse for scheduling surveys of our constituents. The division is responsible for the coordination of efforts to survey the institutional community, to prioritize survey needs, and to increase the potential for statistically valid response rates. All surveys that are designed to be distributed to groups of individuals associated with Augusta University or any of its affiliates must be approved by the Designated Senior Official to ensure appropriate relevance to the institutional mission.

Internal requests to administer a survey to other members or prospective members of the AU population (faculty, staff, and/or students) must:

- have permission from an internal sponsor (typically the employee's supervisor or the student's faculty sponsor), and
- have permission from the Designated Senior Official(s) for the target population(s) as defined herein, and
- follow the request process referenced below regardless of the method of distribution.

Requests to administer a survey from an external constituent must have the sponsorship of an AU employee and is then subject to the same expectations of internal requests.

AFFECTED STAKEHOLDERS

Indicate all entities and persons within the Enterprise that are affected by this policy:

- Alumni Faculty Graduate Students Health Professional Students
 Staff Undergraduate Students Vendors/Contractors Visitors
 Other: Include any other stakeholders not listed above.

DEFINITIONS

Institutional Surveys (internal) are assessment instruments used to support institutional planning and decision-making and include one or more broad populations or targeted specific subgroups of the AU community (students, faculty, staff, etc.). Institutional Surveys are defined for this policy as being inclusive of questionnaires, ballots, polls, assessments, and evaluations, regardless of the method used to administer the instrument.

Departmental surveys (internal) that are limited in distribution are not included in this policy definition.

Examples of departmental surveys that are excluded from this policy are course evaluations, class surveys, informal polls (meeting times), and customer service feedback forms.

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Executive Policy Sponsor: VP for Institutional Effectiveness

Next Review: 5/2012

External Surveys are assessment instruments administered by off-campus agencies who analyze the data collected from faculty, staff, and/or students and then provide benchmarking data to Augusta University. An example of this type of survey is the National Survey of Student Engagement facilitated by Indiana University.

Survey Distribution Lists will contain relevant contact information for the population being surveyed and may not be redistributed or re-used for any other purpose without authorization by the Designated Senior Official(s). Distribution lists could include student, faculty, staff and/or alumni contact information such as email address, postal mailing address, and phone numbers.

Designated Senior Officials have the authority to approve surveys for each of the target populations noted below. If any survey crosses multiple groups, all senior officials, or their designee, must approve the survey.

- Students: Vice President for Enrollment & Student Affairs
- Faculty: Vice President for Academic and Faculty Affairs
- Staff: Vice President for Human Resources
- Alumni: Vice President for Advancement
- College/School-specific populations: Deans

PROCESS & PROCEDURES

There is an ever-growing emphasis on using systematically collected data to inform institutional planning and decision-making. As a result, our faculty, staff and students receive an increasing number of invitations to participate in various data collection activities, particularly web-based surveys. However important and well-intentioned these efforts, this greater volume of data collection *increases* the likelihood of duplication in the types of data being collected and *decreases* the likelihood that people will agree to participate in a given project. This policy will assist in addressing these concerns.

The purpose for this policy is to coordinate and schedule **Surveys** distributed to groups across the AU community. Survey Requests should be submitted via the online form located here:

<http://www.augusta.edu/ie/ir/surveys>

Approval of the survey will provide survey distribution authorization for the IRB request process (when necessary). Approval of the survey will also provide authorization either for the creation of the appropriate **Survey Distribution List** (as defined below) from authoritative sources or the approval to disseminate the survey through another distribution channel. The **Survey Distribution List** will contain relevant contact information for the population being surveyed and may not be redistributed or re-used for any other purpose without authorization of the Designated Senior Official(s).

Deadlines for scheduling distribution to student and faculty populations revolves around the academic calendar. For these populations, requests for a future term should be submitted by the following deadlines:

- surveys to be administered during the summer or fall terms must be submitted by April 15
- surveys to be administered during the spring term must be submitted by November 15

Survey Distribution List Request Process: Creation of the survey distribution list will be provided by Institutional Effectiveness upon survey approval. Listservs used for mass communication to all students or all faculty should not be used to distribute institutional surveys unless approval is granted through the survey approval process. The approval by the Designated Senior Official must be received before the survey distribution list can be released and/or another distribution channel is utilized.

IRB Approval Process: The approval letter from the Designated Senior Official will be provided to the requestor to include in the IRB approval process when applicable.

REFERENCES & SUPPORTING DOCUMENTS

IE Survey Materials: <http://www.augusta.edu/ie/ir/surveys>

[Institutional Survey Calendar: http://analytics.augusta.edu](http://analytics.augusta.edu) (JagNetID required)

RELATED POLICIES

N/A

APPROVED BY:

Executive Vice President for Academic Affairs and Provost, Augusta University

Date: 5/15/2019

President, Augusta University and CEO, AU Health System

Date: 5/20/2019