

SUL ROSS STATE UNIVERSITY

A Member of the Texas State University System

SRUS Policy: Administrative Survey Procedures

SRSU Policy ID: APM 2.35

Policy Reviewed by: Assistant Vice President of Institutional Effectiveness

Approval Authority: Executive Vice President & Provost

Approval Date: April 14, 2020

Next Review Date: April 14, 2023

1. Policy Statement and Purpose

Sul Ross State University is committed to providing accessible, comprehensive, and life changing education through high quality teaching, research, cultural awareness, creativity, and service. Surveys are important tools for monitoring that commitment and collecting data to promote continuous improvement. This policy describes the process by which Sul Ross State University oversees survey development and implementation procedures.

2. Scope

This policy applies to surveys classified as **Administrative** including:

- Surveys intended for large groups in the university community (i.e. all students and/or all faculty and/or all staff)
- Surveys managed by outside agencies (i.e. National Survey of Student Engagement-NSSE)
- Surveys measuring large-scale topics (i.e. environment issues) and sampling large population groups

This policy does not apply to surveys classified as **Limited in Scope** including:

- Surveys limited to classroom course work
- Point-of-Service surveys targeting a small group of users
- Event evaluations by participants
- Faculty, staff, or student academic research surveys with a limited number of participants
- Focus groups

3. Institutional Review Board Interface

- If the survey designer(s) has any plans to publish the survey results whether Administrative or Limited in Scope, that designer must submit a Research Protocol to the SRSU Institutional Review Board for approval.

- Review required by IRB to ensure adherence to ethical principles including respect for persons, beneficence, and justice for participating human subjects.

4. Establishment of the University Survey Committee (USC) as Part of the Administrative Survey Approval Process

This policy defines the USC and its function:

- Six member committee composed of faculty and staff from every college and chaired by the Director of Institutional Research to review the quality of proposed Administrative surveys.
- Committee meets quarterly to review proposed Administrative surveys.
- Reviews, approves, and prioritizes all administrative surveys in support of the University Mission and Strategic Plan.

5. Administrative Survey Approval Process

- Administrative surveys may be generated by any individual, office, group, department or division in the university.
- All administrative surveys must be reviewed by the immediate supervisor.
- If survey designer wants access to SRSU mass email systems, he/she must make that request to the Office of Administration & Development.
- When applicable, all administrative surveys are reviewed by the IRB to ensure the protection of human research subjects as required by UPPS No. 02.02.03, Protection of Human Research Subjects. The survey designer has the responsibility to inform the IRB if access to the mass email system has been approved.
- Requests for USC review and scheduling should be made by submitting an Administrative Survey Request.
- Required written approvals, such as IRB and SRSU mass mailings, must be obtained before submitting a survey to the USC.
- The USC will review survey requests and schedule surveys appropriately, encouraging data sharing and collaboration.
- The USC provides updates on Administrative surveys for the President's Executive Cabinet's review.
- The Office of Institutional Effectiveness will follow the USC's established survey calendar and provide support as needed.
- Survey requests to USC are processed on a rolling basis.

6. Survey Supports Provided by the Office of Institutional Effectiveness

Survey designers for both Administrative and Limited Scope surveys have access to Institutional Effectiveness services including:

- Use of either Qualtrics or Survey Monkey for survey design
- Institutional Research guidance on survey design, collection, and data analysis

7. **Exception to this Policy**

- The President of the University would deem a survey appropriate, and special circumstances require it.

NOTICE: Information collected and maintained pursuant to an Administrative Survey and the results thereof are not necessarily confidential and may be subject to release upon written request by a member of the public. See *Texas Public Information Act (TPIA)*, *Texas Government Code, Chapter 552*.