University Survey Policy

Table of Contents

The proliferation of surveys to Pace University constituents raises concerns such as student privacy, protection of human subjects, and questionnaire fatigue from over-surveying the same groups or distributing multiple surveys at the same time, which may conflict with large, institutional surveys.

This policy describes a clear process and protocol for administering surveys to faculty, students, administrators and staff. The Office of Planning, Assessment and Institutional Research (OPAIR) is responsible for the administration of this policy.

The purpose of this policy is threefold: to protect the community members' privacy, to monitor survey frequency to avoid survey fatigue, and to ensure the safety of data collection and usage.

Pace University has adopted the policy and review process to manage the number of surveys that our students, faculty, and staff are asked to participate in result in actionable data used to advance the University's mission and priorities; and ensure that the projects are conducted in a manner that is consistent with survey best practices and regulatory requirements.

All Deans, Associate Deans, Vice Presidents, administrative department heads, and staff. All academic department chairs.

The policy will apply whenever a department, college or school conducts a survey of students, faculty or staff.

This policy does not apply to questionnaires and similar limited surveys that are used to test the reaction to a course or a training session or for a similar limited purpose.

It does not apply to course assessments or learning outcomes assessments directed by schools/colleges, or surveys administered by students as coursework.

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potential need for and/or use/assessment of University services. University Surveys may also include surveys managed by outside agencies but addressed to campus groups, and on-campus surveys that are parts of research projects. The category of University Surveys, as referred to in this policy, does <u>not</u> include surveys that are of small scale (less than 50 respondents) and focused intent such as, for example, surveys that are part of assigned work in a non-thesis course, focus groups, polls taken within a course, evaluations of an event by participants, evaluation of a service by a client at the point of service and statutory teaching evaluations.

5 Survey Process

Survey Process
1. Consult with OPAIR
2. Complete Survey Request Form (Exhibit A) by June 30th for fall survey administrations and by September 30th for spring survey administrations
3. OPAIR Review. If approved, continue with steps 4 to 6 below.
4. Survey design finalized with OPAIR
5. Survey Administration
6. Survey Analysis

Consult with OPAIR:
OPAIR has expertise in survey design and administration and will work with you to ensure the survey will meet University standards for approval. OPAIR can help determine what assessments meet your need and provide support for survey design, administration and analysis. OPAIR will work with you to understand if the survey is needed. It may be that the data you require is already available through existing institutional surveys such as NSSE or BCSSE; or has been collected recently through some other process or instrument by OPAIR or elsewhere in the University. It may also be that a survey is not the best way to answer your question. Another research method, such as focus groups, may be more useful in certain situations.

We will also consult with you on how the survey fits into the cycle of assessment for your program. You should ensure that your survey cycle allows sufficient time to analyze the results and develop and implement action plans. OPAIR can also advise if there is a nationally benchmarked survey which may be better suited to your purpose.

Complete Survey Request Form
Submit the Survey Request Form to OPAIR at least two months in advance of the anticipated survey administration date. The Survey Request Form enables OPAIR to review the design, ensure that a survey is the most appropriate data collection tool, and that its administration does not conflict with other assessments.

OPAIR Review

The division of Student Affairs has a site license with Campus Labs/Baseline, a web survey product. Departments outside of Students Affairs may be able to use this resource in partnership with the Student Affairs department.

Survey Monkey is an online survey development cloud-based software as a service company that offers free and paid plans for users.

Survey Analysis

After collecting the responses to a survey, it is necessary to analyze the results. Simple analyses can be done using Excel with Pivot Tables, but more advanced statistical analyses will require the use of a

OPAIR cannot assist in survey design, survey distribution, data collection, data analysis, or provide other survey support services unless the University Survey Policy is followed. Should you have questions or concerns, please email