

University Survey Policy

Surveys are used at the University of Portland as tools for assessment and to solicit input from various stakeholder groups. Survey results are used to inform decisions about a variety of matters across the University. All university-wide surveys are conducted by or in collaboration with the Office of Institutional Research, with the exception of routine course evaluation surveys conducted by the Office of the Provost and those listed below.

All surveys of faculty, staff, alumni, or students seeking participation of more than 100 respondents must be submitted for review and approved by the Office of Institutional Research prior to being distributed. Applicants are encouraged to submit their applications at least one month in advance of the proposed launch date.

Surveys should not conflict with established surveys in terms of content or the calendar of surveying in terms of timing: <https://www.up.edu/ir/Assessment/surveying-calendar.html>. All surveys will be reviewed by the Data Governance Committee to establish data access, compliance, and stewardship, to further vet requests compared to other established surveys that may not be posted on the survey calendar posted on the Institutional Research Office website and to ensure the survey serves the broader interests and priorities of the University. All conducted surveys or research must comply with applicable privacy regulations, including the Family Education Rights and Privacy Act. All surveys involving alumni populations must be thoroughly vetted with the Offices of Alumni & Parent Relations and Institutional Research to ensure the survey does not conflict with activities related to alumni outreach.

This policy and related procedures have been established in order to use University resources wisely; ensure that surveys are methodologically sound and of good quality; promote inter-departmental awareness and cooperation; minimize survey fatigue and collection of duplicate data or pre-existing data; ensure appropriate methods of recruitment, distribution, and use of survey results; and maintain a thorough and accessible record of survey tools and findings. Survey fatigue, the decreased willingness to participate in surveys, is a constant concern because reduced response rates compromise the usefulness of any data collected.

In the case where requests are received that are similar or related to recently conducted or planned surveys, this policy allows the Office of Institutional Research to facilitate data sharing options or adjustments of existing surveys to accommodate additional survey needs. Further, the Office of Institutional Research will be able to advise those administering surveys on how best to recruit participants.

Invitations to participate in surveys should adhere to all other applicable policies at the University, including the Acceptable Use and Mass Email policies. Surveys should not be conveyed through internal communication dissemination methods (e.g. UPbeat) without proper consultation. The Office of Institutional Research is available via its assessment consultation service (<https://www.up.edu/ir/Assessment/consultation-request.html>) to provide assistance to faculty and staff who want to conduct surveys online via Qualtrics or by other methods.

The following surveys are NOT covered by this policy and do not require Office of Institutional Research approval:

1. Feedback from clients at the point of service
2. Event evaluations by event participants
3. Faculty surveys of students for pedagogical or curricular purposes (i.e. the results will not be published or otherwise disclosed)
4. Surveys administered by faculty or students that are part of a research study that have been approved by the Institutional Research Board
5. Surveys administered by students of other students conducted solely to fulfill the requirements of a course assignment (i.e. the results will not be published or otherwise disclosed to an audience external to UP) under the guidance and direction of a faculty member who has completed the UP human research subjects protection training
6. Polls that involve voting on one or more preferred options from a range of choices for a specific event (e.g. meals, scheduling, speakers)

This policy is effective July 1, 2019.

Approved by the President's Leadership Team on December 3, 2018