


<b>Name of Policy:</b> <a href="#">Internal Surveys</a>		 <b>Original effective date:</b> May 18, 2020	
<b>Policy Number:</b> 3364-71-26			
<b>Approving Officer:</b> President			
<b>Responsible Agent:</b> Provost and Executive Vice President of Academic Affairs			
<b>Scope:</b> All surveys administered by colleges, departments, divisions, faculty, staff and students of The University of Toledo and addressed to 500 or more members of the University community.			
Key words: Surveys, data collection, data review, policy			
<input checked="" type="checkbox"/>	New policy proposal	<input type="checkbox"/>	Minor/technical revision of existing policy
<input type="checkbox"/>	Major revision of existing policy	<input type="checkbox"/>	Reaffirmation of existing policy

(A) Policy statement

The University of Toledo is committed to using its ability to conduct surveys to produce robust data that allows evidence-based decision making in support of its vision, mission, and strategic plan. In so doing, the University recognizes that the capacity of our community to respond to surveys is a finite resource that must be managed with care and in accordance with the strategic objectives of the University as a whole.

In order to assure the development of robust data for evidence-informed decision-making, requests to survey 500 or more faculty members, staff or students must be submitted to the Survey Committee using the Survey Coordination Tool on the Institutional Research website. Surveys will be considered for approval by the Committee based on their alignment with the University mission and strategic plan, their potential contribution to informed decision making, timing, a sound data confidentiality, management and protection plan, the factors stated in section (B) of this policy, their compliance with State Authorization Reciprocity Agreements (SARA), Federal Educational Right to Privacy Act (FERPA), Institutional Review Board (IRB), and other institutional policies and procedures, and available resources. The Survey Committee may invite the person submitting the request to a committee meeting to respond to questions prior to approval.

Survey administrators must store data securely and use data only for the designated and intended purposes. Data containing sensitive or confidential information must be collected, transmitted, stored, accessed, and otherwise protected in accordance with any applicable regulations and University policies including but not limited to encryption and other practices to maintain security of the data.

(B) Purpose of policy

The goal of the policy is to use resources wisely and ensure efficiency, accuracy, accountability and consistency in the administration of surveys and data collection efforts at UToledo. This policy is intended to:

- Create a comprehensive record of all major surveys being administered to UToledo students, staff and faculty.
- Use that record to identify potential overlaps and redundancies among surveys.
- Eliminate unnecessary data collection by identifying data already available from other UToledo-sponsored surveys;
- Reduce survey fatigue by eliminating duplicate data collection efforts;
- Improve the response rate and quality of results for all data collection projects;
- Assure that collected data is valid, reliable, and secure;
- Assure that data collection projects comply with applicable rules and University policies, including privacy or confidentiality rules

(C) Scope

This policy applies to all faculty, staff, students, colleges, divisions, and affiliates proposing to survey 500 or more UToledo faculty, staff or students. All surveys that meet this definition must have approval from the Survey Committee before being implemented.

This policy does not replace existing human subject protection program and Institutional Research Board (IRB) requirements. All surveys must provide a determination from the IRB office before it can be scheduled by the Survey Committee.

This policy does not apply to:

- Course and event evaluations;
- Faculty surveying students within their particular classes;
- Surveys that involve small populations (fewer than 500 invitees) and are not seeking e-mail addresses from the Office of Institutional Research;
- Students surveying other students within their classes.

<p>Approved by:</p> <p><u>/s/</u> Sharon L. Gaber, Ph.D. President</p> <p><u>May 18, 2020</u> Date</p> <p><i>Review/Revision Completed by:</i></p> <p>Provost and Executive Vice President of Academic Affairs, SLT</p>	<p><b>Policies Superseded by This Policy:</b></p> <ul style="list-style-type: none"><li>• <i>n/a</i></li></ul> <p>Initial effective date: May 18, 2020</p> <p>Review/Revision Date: <i>n/a</i></p> <p><b>Next review date: May 18, 2023</b></p>
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