



**Office of the President  
University Policy**

<b>SUBJECT:</b> ADMINISTRATION OF CAMPUS SURVEYS AND QUESTIONNAIRES	<b>Effective Date:</b> 5-20-08	<b>Policy Number:</b> 2.2	
	<b>Supersedes:</b> Presidential Memorandum #91	<b>Page</b> 1	<b>Of</b> 2
	<b>Responsible Authority:</b> Associate Provost, Institutional Effectiveness and Analysis		

**APPLICABILITY:**

This applies to the University community and those intending to gather information from University faculty, staff and students.

**POLICY/STATEMENT:**

The University actively seeks feedback from its many constituents to evaluate and improve its programs and services. The purpose of this policy is to ensure that survey research conducted under the auspices of FAU is compatible with the University's mission, conforms to sound educational practices for survey construction, administration and analysis, and minimizes the burden placed on respondents.

Surveys, attitude and opinion polls, and questionnaires intended to gather information from FAU students, alumni, faculty, staff or community members for the purpose of evaluating programs, services or students must be registered and approved prior to administration by the Office of Institutional Effectiveness and Analysis (IEA). Excluded from this policy are individual classroom research projects or any research gathering information for theses, dissertations, publications, or scholarship that does not require widespread involvement of FAU students, alumni, faculty, staff or community. Regardless of sample size, surveys that may become part of a research project (presentation or publication) may require Institutional Review Board (IRB) approval.

**DEFINITIONS:**

**Institutional Review Board:** An IRB is an appropriately constituted group that has been formally designated to review and monitor research involving human subjects. An IRB has the authority to approve, require modifications in (to secure approval), or disapprove research. This group review serves an important role in the protection of the rights and welfare of human research subjects.

**PROCEDURES:**

The IEA will act as a clearinghouse for survey registration and information and will provide assistance if needed with instrument design, creation of online or paper forms, sampling of subjects, data analysis and reporting of results. To better inform the FAU community of planned and existing surveys and to facilitate sharing of survey results, IEA will maintain, on its website, a list containing information on past and future surveys.

Individuals proposing to conduct surveys under this policy should submit an "Authorization to Conduct Survey Research" in advance of the survey date, available online at <http://www.fau.edu/academic/iea/inst/auth.htm>

The IEA Associate Provost will review requests to conduct surveys and make a recommendation on whether or not to proceed within two weeks of receiving the request. The recommendation will be based on the availability of existing information on the survey topic, adequacy of instrument and sampling procedures, compliance with IRB review requirements, and planned use of results.

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POLICY APPROVAL  
(For use by the Office of the President)

Policy Number:   2.2  

*Initiating Authority*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

*Policies and Procedures*

*Review Committee Chair*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

*President*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

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Executed signature pages are available in the Office of the General Counsel