

3364-71-26 Internal surveys.**(A) Policy statement**

The university of Toledo (UT) 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, UT 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 five hundred 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 paragraph (B) of this rule, 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 UT 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 UT. This policy is intended to:

- (1) Create a comprehensive record of all major surveys being administered to UT students, staff and faculty.

- (2) Use that record to identify potential overlaps and redundancies among surveys.
- (3) Eliminate unnecessary data collection by identifying data already available from other UT-sponsored surveys.
- (4) Reduce survey fatigue by eliminating duplicate data collection efforts.
- (5) Improve the response rate and quality of results for all data collection projects.
- (6) Assure that collected data is valid, reliable, and secure.
- (7) Assure that data collection projects comply with applicable rules and UT policies, including privacy or confidentiality rules.

(C) Scope

This policy applies to all faculty, staff, students, colleges, divisions, and affiliates proposing to survey five or more UT 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 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:

- (1) Course and event evaluations.
- (2) Faculty surveying students within their particular classes.
- (3) Surveys that involve small populations (fewer than five hundred invitees) and are not seeking e-mail addresses from the office of institutional research.
- (4) Students surveying other students within their classes.

Effective: 6/8/2020

CERTIFIED ELECTRONICALLY

Certification

05/27/2020

Date

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