

**SECTION:** 4.0 Administrative

**SUBJECT:** Campus Surveys

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**Background:** With a growing number of requests to access our LC State community for survey purposes, including prospective students, current students, alumni, faculty, staff, and administrators, it is necessary to establish a formal system whereby such endeavors are considered within the context of institutional initiatives.

**Point of Contact:** The Office of Institutional Research and Effectiveness.

**Other LC State offices directly involved with the implementation of this policy, or significantly affected by the policy:** All people collecting data in which questions are presented to the LC State community.

**Date of approval by LC State authority:** September 20, 2019

**Date of State Board Approval:** N/A

**Date of Most Recent Review:** 08/2025

**Summary of Major Changes incorporated in this revision to the policy:** Simplified authorization process. Moved some procedural material from policy to IR&E website.

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### 1. Purpose

This policy aims to ensure that all surveys distributed to students, staff, and faculty within the institution are aligned with institutional objectives, conducted ethically, and implemented in a manner that minimizes disruption to the educational and operational environment.

### 2. Scope

This policy applies to all surveys administered to students, staff, and faculty within the institution. It encompasses electronic, paper-based, oral, interviews and other modes of surveys. However, this policy excludes surveys that are fully conducted within the confines of a classroom setting, such as those administered for class projects, where data collection, administration, and presentation are confined to the classroom environment. This policy also excludes surveys that are conducted by LC State staff to measure ‘customer satisfaction’ among their ‘caseload’ as part of their formal role as an LC State employee.<sup>1</sup>

### 3. Definitions

- A. Survey: Any method of gathering information from a sample of individuals that involves asking questions. This includes, but is not limited to electronic, paper-based, oral, interviews, and other modes of surveys.

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<sup>1</sup> The Office of Institutional Research is glad to collaborate, support and advise best practices on these customer service surveys.

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- B. Institutional Review Board (IRB): A committee established to review and approve research involving human subjects, ensuring that the research is ethical and that the rights and welfare of participants are protected.

**4. Approval and Review Process**

- A. Pre-Approval Requirements
  - i. Surveys administered by students outside their immediate classroom must be reviewed by supervising faculty prior to submitting survey requests to the Institutional Research and Effectiveness (IR&E) office and a formal IRB application to the LC State IRB.
  - ii. Survey requests must be reviewed and authorized by the IR&E office prior to survey administration.
  - iii. For surveys subject to IRB approval, IRB review may occur prior to, concurrent with, or after the survey request submission to the IR&E office.
- B. Submission for Approval
  - i. All survey requests to the IR&E office must be submitted through LC State's Need to Conduct a Survey webpage to be reviewed by the IR&E office.
  - ii. For any research requiring IR&E review, applicants must include a copy of their communication with the IR&E as part of their IRB application (if IRB review is required).
- C. Review Criteria of Survey Requests to the IR&E Office
  - i. The IR&E Office reviews survey request submissions, with particular attention given to the survey timeline, to help prevent survey fatigue among the campus community.
    - a. Where timing does overlap with other projects deemed to be of greater importance, the IR&E office will coordinate with the data collector to identify the best time to administer their project to maximize survey responses and reduce survey fatigue. Projects deemed to be of greater importance may include projects that are mandated by federal, state, or accrediting agencies, and those that support a particular aspect of the Institutional Strategic Plan. High priority projects and their administration timeline can be found on the LC State's Need to Conduct a Survey webpage.
- D. Review Criteria of Survey Requests to the IRB
  - i. All researchers must obtain written approval from the LC State IRB prior to collecting any data. Please see policy 1.112.

**5. Administration and Distribution**

- A. Survey Distribution
  - i. Surveys should be distributed in a manner that minimizes disruption to academic and operational activities.
  - ii. Once authorization is received from IR&E and IRB approval is received (if applicable), email addresses for email surveys may be obtained through the IR&E office.<sup>2</sup>

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<sup>2</sup> Only as allowable under Idaho Statute 74-120.