CAMPUS ADMINISTRATIVE POLICY JUSTIFICATION

Policy Title: University Survey Policy
Policy Number: 3xxx
Policy Functional Area: General Administration

Date Submitted: February 15, 2019
Proposed Action: New/Replace Rescinding Policy
Brief Description: The purpose of this policy is to: (1) ensure that university community member’s privacy is protected, (2) monitor survey frequency and minimize survey fatigue, and (3) safeguard the collection of data and its usage and ultimately ensure internal surveys will yield results that are valuable to the University.
Desired Effective Date: July 1, 2019
Responsible University Officer: Executive Vice Chancellor for Administration and Finance and Chief Financial Officer, CU Anschutz Senior Vice Chancellor for Administration and Finance and Chief Financial Officer, CU Anschutz
Responsible Office: Office of Assistant Vice Chancellor for Regulatory Compliance, CU Anschutz
Policy Contact: Executive Vice Chancellor for Administration and Finance and Chief Financial Officer, CU Anschutz
Last Reviewed/Updated: January 16, 2019
Applies to: University of Colorado Anschutz Medical Campus
University of Denver
South Denver

Reason for Policy: To provide a process for administering surveys to the university community.

I. REASON FOR PROPOSED ACTION

The proliferation of surveys to University of Colorado faculty, staff and students raises concerns of privacy, protection of human subjects, and question fatigue from over-surveying. This policy outlines a process for administering surveys to the university community and does not replace obtaining the necessary approval from the university institutional review board.

II. STAKEHOLDER ENGAGEMENT IN THE POLICY REVIEW
III. LEGAL REVIEW

A. Do you think legal review would be required for these proposed changes?

Yes

1. If no, please explain. Policy remains valid and has not changed. N/A

2. If yes, what is your plan to get the legal review? We will ask the Legal EA to assign an attorney to review this policy.

3. Date legal review completed: TBD

4. Person completing legal review: TBD

IV. FISCAL REVIEW: Are there any financial (human resources, technology, operations, training, etc.) or other resource impacts of implementing this policy (e.g., cost savings, start-up costs, additional time for faculty or staff, new systems, or software)?  No