A. INTRODUCTION

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) to safeguard the collection of data and its usage and ultimately to ensure internal surveys will yield results that are valuable to the University.

B. POLICY STATEMENT

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.

C. APPLICABILITY

This policy applies to all University of Colorado Denver | Anschutz Medical Campus departments, units, faculty, staff and students. This policy will apply whenever a program, unit, department, library, college or school conducts a survey of students, faculty or staff. This policy does not apply to questionnaires or similar limited surveys (less than 50 respondents, part of assigned non-thesis work, focus groups, course polls and/or statutory teaching evaluations) that are used to test the reaction to a course/training session or for a similar limited purpose (often referred to “point of contact surveys”). This policy also does not apply to course assessments or learning outcome assessments directed by library/schools/colleges administered by students as coursework.

University surveys include any broad sampling or census of population (students, faculty or staff) that involves direct requests to individuals for information. University surveys also include any broad sampling of the external community regarding their potential need for/and or use/assessment of University services. University surveys may also include surveys managed by external groups or agencies.

D. PROCESS FOR SEEKING TO IMPLEMENT A UNIVERSITY SURVEY

1. Anyone seeking to survey more than 50 University community members must apply to XXXXXX using this form. Applicants include administrators, faculty and students within two months of the survey launch.

2. Applications will be reviewed by the Survey Oversight Committee (SAC). Appointed by the Provost, members of this group will consider the new survey in light of existing surveys to minimize duplication and avoid scheduling conflicts. The SAC will also verify that the survey design and methodology aligns with best practices and meets human subject approval (obtained separately), if necessary.

3. SAC will notify applicants of their decision.

4. If approved, the applicant should connect with appropriate University offices for email addresses and or other contact information.

E. RESOURCES FOR CONDUCTING SURVEYS

- Office of Institutional Research and Effectiveness (OIRE)
- Colorado Multiple Institutional Review Board (COMIRB)
- Office of Information Technology Software and Application Website (OIT)

Notes

1. Dates of official enactment and amendments:

   Adopted by XXXXXXX on Date.
Updated and amended on Date.

2. History:

This policy was created on January 17, 2019 to replace rescinded policy “Survey Administration Guidelines, July 1, 2011.”

3. Initial Policy Effective Date: TBD

4. Cross References/Appendix:
   - Colorado Multiple Institutional Review Board