SURVEY ADMINISTRATION POLICY

1. PURPOSE

The purpose of this policy is to manage and coordinate campus surveys to reduce survey fatigue among AUP students, employees, and alumni, and improve response rates of surveys that are critical for institutional decision-making purposes.

This policy is intended as an addition to, not a substitute or replacement for, the Institutional Review Board (IRB) policies for the use of human subjects.

2. WHO IS AFFECTED BY THIS POLICY

This policy applies to all faculty, staff, and students who intend to conduct a campus-wide survey.

3. SCOPE

This policy applies to all faculty, staff and students conducting a campus-wide survey as well as external requests to assist in the administration of an online survey to the campus.

4. POLICY STATEMENT

All campus-wide surveys shall be reviewed, approved, and coordinated by IR before being conducted. IR shall maintain the survey calendar and serve as a clearinghouse for all campus-wide surveys.

Faculty, staff, and students who intend to conduct a campus-wide survey must complete an online Survey Registration Form and submit the form to IR to initiate the review process at least two weeks prior to the requested survey launch date. In extraordinary cases, a two week lead time may be impossible. Under these circumstances, IR can provide an expedited review.

IR may suggest the elimination of survey questions, combining surveys and/or scheduling surveys to minimize the burden on the AUP community. The request may not be approved if the survey places an undue burden on the individuals being surveyed, makes poor use of resources, or might unduly reduce future response rates. Should the Primary Survey Administrator find the recommendations of IR review to be onerous, an appeal can be made to the Provost for further consideration.

IR will work with those conducting surveys to define the best target population and identify a sample of that population when appropriate. If IR's assistance is not needed to identify a sample population, the Primary Survey Administrator shall notify IR of the survey recruitment methods and, whenever possible, shall provide a data file identifying those included in the sample population.

IR may request a plan from the Primary Survey Administrator for distributing survey results ahead of the survey distribution, especially for surveys that are not faculty or student research for a course or publication.

Survey results must be shared with Institutional Research.

Some surveys conducted for research purposes will require Institutional Review Board (IRB) approval. IR will notify the Primary Survey Administrator ahead of survey distribution in such an event.

IR may develop internal protocols with further guidance consistent with this policy.

5. RESPONSIBILITIES

The Dean of Educational Assessment and Institutional Effectiveness is responsible for the interpretation and administration of this policy.

6. DEFINITIONS

AUP, the University
The American University of Paris

Campus-wide Survey
A questionnaire consisting of one or more items where the target population includes the entire population of members of the AUP community, or a subpopulation, or sample thereof, including students, faculty, staff, administrators, and/or alumni.

IR
AUP's Institutional Research Office

IRB
AUP's Institutional Review Board

Primary Survey Administrator
The person submitting the online Survey Registration Form to initiate IR's survey review process. This person should be the key contact person for the survey, such as the principal investigator of a research study, a faculty member supervising research by students, or the head of a unit or organization at AUP.

7. APPROVALS & HISTORY
    •   Approved by the Leadership Team in Fall 2023. Next
        review in Fall 2025.
8. ISSUING OFFICE AND CONTACT

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