

University Survey Procedures

Submission, Intake, Review, Prioritization, Calendar, Administration, and Post-Administration

SUBMISSION

Responsible party(s): University Survey Administrators

1. University Survey Administrators evaluate whether the proposed survey meets the definition of a University Survey under University Policy 1149. If questions, please contact OIEP. Note that surveys administered to non-university populations are not University Surveys and that Policy 1149 also contains other exemptions for some surveys administered to university populations. If survey is not a University Survey and thus exempt, it can be administered without going through this process. If survey is a University Survey, it must be administered using this process.
2. University Survey Administrators access the University Survey Request Form, instructions, timelines, and deadlines on the OIEP website.
3. University Survey Administrators submit a completed University Survey Request Form by the published deadline. Submissions must include, at minimum:
 - a. Survey administrator(s) contact details
 - b. Survey name, history, purpose, and rationale
 - c. Survey administration and distribution plan
 - d. Target population and sampling
 - e. Data management and reporting plans
 - f. Proposed survey timing
 - g. Documentation, including the following required files: Final survey instrument, FERPA certification, communication plan/timeline

INTAKE

Responsible party(s): Designated OIEP personnel

1. OIEP confirms receipt of the survey request.
2. OIEP conducts a preliminary screening of the submission. The preliminary screening will confirm:
 - a. The survey is a University Survey
 - b. The Internal Survey Request Form is complete
 - c. All required documentation has been submitted

- d. The request meets baseline policy requirements
3. Within five business days of submission, OIEP notifies survey administrators if:
 - a. The survey is not a University Survey and does not require approval
 - b. The survey does not pass the preliminary screening (i.e., due to missing information or documentation)
4. For surveys that do not pass the preliminary screening, OIEP informs University Survey Administrators of their application's incompleteness. For further consideration, University Survey Administrators must re-submit their request with the missing information.
5. OIEP forwards complete and eligible submissions to the University Survey Review Committee for formal review.

REVIEW

Responsible party(s): University Survey Review Committee

1. The University Survey Review Committee reviews each survey request by the stated deadlines using a review rubric, to include:
 - a. Purpose and strategic importance of the survey
 - b. Quality of instrument design
 - c. Length/estimated completion time
 - d. Timing (including prioritization with other surveys)
 - e. Target population
 - f. Analysis plan
 - g. Action plan (e.g., how the results will inform decision-making)
2. The University Survey Review Committee issues one of the following determinations:
 - a. Approved: The survey requires no alterations prior to administration.
 - b. Revise and resubmit: The survey requires changes prior to approval.
 - c. Rejected: The survey is not approved for administration.
3. The University Survey Review Committee informs survey administrators of the decision in writing:
 - a. Approved: The University Survey Review Committee informs University Survey Administrators that their survey has been approved. In some cases, the survey may be approved for an administration window other than the proposed time frame. In such instances, the University Survey Review Committee will provide up to three survey administration windows based on survey prioritization criteria (see next section).

- b. **Revise and Resubmit:** The University Survey Review Committee informs University Survey Administrators of the reasons for the decision along with requested revisions. Once revisions are incorporated, the University Survey Administrators may resubmit the survey proposal for consideration.
- c. **Rejected:** The survey will not be allowed administration. The University Survey Review Committee informs the requestor of the details for future consideration. Rejected surveys can resubmit an application after one calendar year from initial submission. Surveys may be rejected if they meet any of the following criteria and/or are unable to address Committee feedback during the revise and resubmit process:
 - i. Did not show documented evidence of alignment with institutional or unit-level strategic plans or initiatives
 - ii. Does not have sufficient plan or resources to analyze results at the time of the proposed administration
 - iii. Survey was previously administered within the last academic year and does not have a strategic justification for longitudinal data collection
 - iv. Survey was previously administered and did not submit post-survey materials within 90 days of survey completion
 - v. Overlaps substantially in content with University Surveys administered to similar populations within the last two academic years
 - vi. Desired information could be derived from institutional data files
 - vii. Survey was administered previously and received a response rate of 5% or less
 - viii. Requires significant modification to meet best practices in survey design
 - ix. Survey questions do not align with and/or fall outside the scope of research questions

PRIORITIZATION

Responsible party(s): University Survey Review Committee

In the event of overlapping survey requests for the same time frame, the Survey Review Committee will use the following guidance to determine priority and available time slots.

1. High Priority

- a. Institutional surveys sponsored by OIEP (e.g., Exit Surveys and Career Plans Survey)
 - b. Surveys aligned with institutional [strategic plan](#)
 - c. Surveys requested by the President, Board of Visitors, or George Mason senior leadership
 - d. Research studies with IRB approval
- 2. Medium Priority
 - a. Surveys aligned with unit-level strategic plans that are requesting to survey students or faculty from outside the unit
 - b. Surveys utilizing a sample instead of the entire population
- 3. Low Priority
 - a. Surveys previously administered within the last academic year; except in exceptional circumstances, reoccurring surveys should consider administration every other year to allow time for other survey priorities
 - b. Surveys administered two or more times that do not show variability in results (e.g., key findings did not change)

CALENDAR

Responsible party(s): University Survey Review Committee, OIEP

- 1. OIEP maintains the official University Survey Calendar on the OIEP website, as set by the University Survey Review Committee.
- 2. Approved surveys are scheduled within available administration windows based on the previously mentioned survey prioritization criteria.
- 3. OIEP will confirm the final administration dates with the survey administrators and record them on the University Survey Calendar.
- 4. University Survey Administrators must notify OIEP if:
 - a. An approved survey will not be administered as scheduled
 - b. Circumstances require withdrawal from the schedule
- 5. University Survey Administrators must comply with the assigned administration window. Unauthorized changes to approved surveys or schedules are not permitted.

ADMINISTRATION

Responsible party(s): University Survey Administrators, University Survey Review Committee, OIEP

1. University Survey Administrators are responsible for survey administration and distribution in accordance with the approved plan and calendar.
2. University Survey Administrators may not deviate from their approved survey (e.g., no changes may be made to the survey instrument, administration window, or communication plan after approval by the University Survey Review Committee).
3. University Survey Administrators are responsible for notifying the University Survey Review Committee of any requested changes after the approval date; the University Survey Review Committee has discretion in whether to review such changes immediately or request the survey be postponed and resubmitted.
4. OIEP may monitor active University Surveys for compliance with approved parameters.

POST-ADMINISTRATION

Responsible party(s): University Survey Administrators, OIEP

1. University Survey Administrators are responsible for managing data collection, cleaning, analysis, and reporting consistent with data ethics and security standards.
2. Within 3 months (90 days) of the survey close date, University Survey Administrators are responsible for submitting required post-survey documentation to OIEP, including:
 - a. A final (clean) data file
 - b. Analysis of results, such as reports, dashboard links, or PowerPoint presentations
 - c. A one-page document summarizing key findings and action plans for data utilization
3. OIEP will log post-survey documentation and maintain records of each administered survey.