

AUSTIN PEAY STATE UNIVERSITY

APPLICATION FOR APPROVAL OF UNIVERSITY SURVEYS

The university has established protocols for the administration of surveys within the APSU community in [Policy 2:062 – Survey Administration](#).

The [Survey Policy and Oversight Committee \(SPOC\)](#) is charged with reviewing the quality, content, and applicability of all proposed surveys to determine if they adhere to the Survey Administration Policy (2:062) and to issue any appropriate restrictions or required revisions. Survey administration oversight by the SPOC does not supersede the policies and procedures of APSU’s [Institutional Review Board \(IRB\)](#).

The SPOC will establish a master survey calendar for the institution. The SPOC is also the gatekeeper for access to the contact information database and provides “contact information release” guidelines to the Office of the Registrar and the Office of Decision Support and Institutional Research.

Please answer the following questions to help us determine what level of review is needed.

1. Survey administrator(s) (point of contact and office sending out the survey):

2. Survey Classification

Some surveys are exempt from full review by the Survey Policy Oversight Committee. However, even if a survey is exempt from full review, the SPOC must review and approve the planned survey administration date. The SPOC maintains a university master survey calendar to minimize survey fatigue and maximize survey response rates.

Is the proposed survey (check all that apply)

- Faculty-directed research that does not survey the APSU community
- A small sample survey used within the confines of a classroom as part of the pedagogical process of a course
- Only used internally as part of the institutional effectiveness process
- A course/teaching evaluation for the sole purpose of providing feedback to an individual instructor and/or supervisor
- An administrative form, including those for the business of Faculty Senate and Staff Senate
- A poll for student elections
- A web in-page/pop-up survey collecting sign-up/contact/comment data
- Evaluation of a specific event or workshop by participants
- Customer feedback collected at point of service

SPOC comments on survey classification / exempt status:

3. Brief Survey Description:	
4. Planned survey date:	<i>SPOC comments on survey timing:</i>
5. Describe the purpose of this study. What do you hope to learn? How will results be used and by whom?	
6. Describe the population you will be surveying, including any particular characteristics or demographics that you will use to identify individuals who will receive the survey (e.g., age, race, gender, language, academic abilities, academic major, pre-existing conditions, etc.).	
7. How many potential survey participants are you trying to reach (approximate number is fine)?	
8. How will you identify the group you plan to reach? How do you plan to recruit them for participation (email, flyers, social media, in person, etc.)?	

**9. Have you considered whether any of your questions or language in the survey regarding the behaviors and activities of your participants could be considered sensitive or personal? Please explain.
If you are unsure, we recommend testing the survey with a colleague for feedback.**

For SPOC to complete:

SPOC Approval Date:

Required revisions (Yes/No):

SPOC Chair Signature:

Required revisions: (Required revisions must be addressed and resubmitted for review/approval)

Suggestions to enhance the survey: (Suggestions are optional and do not require resubmission)

Suggestions for collaboration/data sharing: