

University Surveys Procedures and Guidelines

Towson University's Policy 03.15.00, Policy on University Surveys (the "Policy") establishes a framework for administration of University Surveys to promote coordination of efforts and best practices associated with survey research. These Procedures and Guidelines (the "Procedures") designed to implement the Policy and detail the processes of administering a University Survey. These Procedures incorporate the definitions set forth in the Policy, and may be amended from time to time without the need to amend the Policy.

A. Survey Support

1. Proposals for assistance with university survey development, administration, and analysis will be reviewed by the University Survey Committee (the "Committee").
2. The Office of Technology Services ("OTS") will oversee and provide technical support for online survey software.
3. The Office of Institutional Research ("IR"), in collaboration with the OTS will maintain a repository of recommended language to encourage standardization of survey items related to demographics, identity, academic classifications, inclusive language and other frequently used items.
4. The Institutional Review Board ("IRB") in collaboration with IR will evaluate the survey proposals for the purposes of establishing if the proposal is considered "human subjects research" necessitating IRB approval.

B. University Survey

1. Determine the intended content of the University Survey, any communication strategy, and administration plan.
2. Coordinate with IR to make sure that the University Survey would not duplicate existing data.
3. Check the [University Survey Calendar](#) for proposed dates. University Survey Proposals should be received at least thirty (30) days prior to desired University Survey launch date, and University Survey dates should be selected to minimize overlap with scheduled University Surveys. In the event that the University Survey Proposals are approved, the University Survey will be added to the University Survey Calendar.
4. Refer to the Applicability section of the University Survey Policy to determine