

**SECTION: 4.0 Administrative**

**SUBJECT: Campus Surveys**

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**Background:** With a growing number of requests to access faculty, staff, and student email addresses for the purposes of conducting surveys, it is necessary to establish a formal system whereby such endeavors are considered within the context of institutional initiatives and authorized by senior administration. This policy will serve as a means of reducing survey fatigue on the part of the campus community.

**Point of Contact:** Vice President for Finance

**Other LCSC offices directly involved with implementation of this policy, or significantly affected by the policy:**

**Date of approval by LCSC authority:** March 9, 2017

**Date of State Board Approval:** N/A

**Date of Most Recent Review:** N/A

**Summary of Major Changes incorporated in this revision to the policy:** New Policy.

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**PURPOSE:** The purpose of this policy is to establish guidelines for those who are interested in conducting survey work – especially via campus email addresses – to obtain authorization for the same. This applies to individuals off-campus conducting survey research, students engaging in research for classes, co-curricular and extra-curricular student groups, faculty, and staff who wish to survey members of the campus community using college email accounts (i.e., email accounts ending in lcsc.edu or lmail.lcsc.edu).

**POLICY:**

1. Anyone intending to conduct survey work will consult the college's Institutional Review Board guidelines to determine if the research and survey need to be vetted and approved by the board (<http://www.lcsc.edu/irb/>).
2. Additional approvals for survey research are required as follows:
  - A. Survey research wherein faculty are the subjects must be authorized by the Provost/Vice President for Academic Affairs.
  - B. Survey research wherein staff are the subjects must be authorized by the Vice President for Finance and Administration.
  - C. Survey research wherein students are the subjects must be authorized by the Vice President for Student Affairs.
3. Once authorized, survey research should be coordinated with Institutional Research and Effectiveness to reduce survey redundancy and to ensure that the proper survey tools (e.g., Qualtrics) are being used.