

The DASA Survey Policy Quick Reference Sheet

Background

The North Carolina State University Survey Regulation go.ncsu.edu/surveyreg standardizes survey practices across the university. In accordance with this regulation, the DASA Office of Assessment has been tasked with:

- 1) Approving survey requests that are being made by individuals and offices within DASA
- 2) Helping those individuals and offices make good decisions about whether to create a new survey, use an existing survey, or pursue other data
- 3) Ensuring that all DASA faculty, staff, and students comply with the survey regulation.

When do I need to contact the Office of Assessment?

There are a few likely scenarios where you or someone in your office should contact the Office of Assessment regarding a survey that involves NC State students, alumni, faculty, staff and/or administrators as respondents:

- 1) *You are considering creating and/or distributing a new homegrown survey*
- 2) *You are planning to administer a survey that you have used in the past*
- 3) *You are **working with** and/or contracting with an outside provider to distribute a survey*
- 4) *Someone from outside the university contacts you about distributing a survey*

In all of these cases, it does not matter whether the intended audience is “yours” or not. While we understand that you may have a group that you feel ownership over (i.e., why can’t I survey my own students?), the guidelines are the same regardless of your association with intended audience.

When do I not need to contact the Office of Assessment?

- 1) *You have received an outside request, but **have no interest in facilitating** – you don’t need to contact us, just decline the request and go on about your business*
- 2) *You have received an outside request to participate in a survey, but **the request is for you to fill it out** – if you are the target, it is up to you to decide whether to participate or not.*

What is the approval process for a survey?

The regulation requires “any person, either a member of the NC State campus community or someone external to the university, planning on asking any number of members of the NC State campus community to participate in a survey” must register their surveys prior to beginning data collection. The first step is to contact the Office of Assessment so we can assist with navigating this process and meeting the requirements of the regulation.

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Reference: NCSU REG 01.25.17 | go.ncsu.edu/surveyreg