

TO: Stonehill Community

From: Laura Uerling, Director, Planning and Institutional Research
Tom Flynn, General Counsel

Re: New Survey Research Policy

In response to increasing requests to survey Stonehill students, employees and alumni, the College adopted a new Survey Research Policy designed to manage requests from internal or external constituents to survey members of the Stonehill community. The complete policy document is posted here (logon will be required): <http://campus.stonehill.edu/legal/policies.htm>

This policy requires any person or group wishing to conduct research on Stonehill College constituents (students, alumni, staff, and faculty), or wishing to use Stonehill resources to conduct a survey of any kind, to gain approval from the Office of Planning and Institutional Research (OPIR). The goal of this policy is to:

- Minimize the burden on students, and others, being surveyed in the Stonehill community.
- Ensure that data collected is valid, reliable, and used to inform decision-making.

Please note that this policy is in addition to, not a substitute or replacement for, the adherence to Institutional Review Board (IRB) policies.

Anyone—including students—wishing to conduct a survey of Stonehill Community members, should refer to the online Survey Policy Procedure document posted here:

<http://www.stonehill.edu/x17246.xml>

In most cases, the requestor will be required to complete and submit the Survey Request Form available at the same site. The Survey Request Form must be submitted at least two weeks before the planned survey administration date; it is also strongly recommended that the posted Assessment Calendar is reviewed to ensure that the proposed administration dates do not conflict with other scheduled surveys.

OPIR will review the request in consultation with the Institutional Assessment Committee and inform the requestor by email if the survey request is approved. OPIR may recommend appropriate timing for data collection; provide advice on survey design; provide guidelines for sample size; work with individuals to set obtainable (or realistic) response rate goals and share information about existing survey questions and/or results to minimize duplication.

There are some exclusions from this process; for example, the policy does **not** cover surveys related to academic course and program evaluations. For more information on policy exclusions, please see the procedures document referenced above.

If you have any questions or concerns regarding this policy, please contact Laura Uerling, Director, Planning and Institutional Research at x1378 or luerling@stonehill.edu.