

Quick Guide to Macalester's Survey Policies

(Adopted Spring 2015)

Important Questions	Policy Information
Why have these policies been created?	Mac students report receiving 30+ survey requests per year. Mac's survey policies aim to reduce respondent burden, prioritize requests, and ensure best practices.
To whom do these policies apply?	All faculty, staff, students, campus offices, or academic departments that want to survey Macalester students, faculty, staff, or alumni
Where can I locate information and resources for this policy?	On the Macalester Institutional Research webpages: http://www.macalester.edu/ir/surveypolicies/
Does this policy require that I obtain approval before conducting any surveys?	Yes, although there are some exceptions (see below).
What types of projects are exempted from SCC review under this policy?	<ul style="list-style-type: none"> • Student course evaluations • Student evaluations of faculty for pre-tenure, tenure, or promotion • Feedback or evaluation forms for workshops, events, or (customer) service experiences, <i>if conducted within 48 hours of the end of the workshop, event, or service</i> • Surveys conducted within one classroom or course (such as MATH 155 students surveying each other) • Surveys conducted within the membership of an office, committee, student organization, or faculty department • Academic departments' assessment surveys of their major and/or minors (current or alumni) • Surveys of department majors and/or minors (current or alumni) conducted for academic department reviews • Surveys involving only persons who are not Mac students, faculty, staff, or alumni <p>The below activities are also <i>exempt</i> from review because they are not surveys:</p> <ul style="list-style-type: none"> • Polls for scheduling meetings • Elections • Registration for events or activities & RSVPs for events • Administrative record collection (e.g., requesting phone numbers) • Focus groups & in-depth qualitative interviews • On-site human-subjects lab experiments
Do students who conduct surveys for their classes need to apply for permission?	Yes, or their professor may obtain permission for an entire class if they notify the Survey Coordination Committee by the end of the 2nd week of the semester. See http://www.macalester.edu/ir/surveypolicies/gainingapproval
How do I apply for permission to conduct a survey?	Applications vary depending on type of project and who is conducting the survey. See http://www.macalester.edu/ir/surveypolicies/gainingapproval/
Do I need IRB permission to conduct my survey?	This depends on the type of project you are conducting. See http://www.macalester.edu/ir/surveypolicies/gainingapproval/
Who is responsible for reviewing proposals and providing permission to conduct surveys?	The Survey Coordination Committee. Members for 2016-17 include Nancy Bostrom, Deb Derringer, Polly Fassinger (chair), Geoffrey Gorham, Adam Johnson, and Jaine Strauss. TBA: a Student Affairs representative.
How long does it take to get approval for conducting a survey?	Once all your materials have been submitted, the Survey Coordination Committee usually needs at least two weeks to provide you with feedback. You may be asked for additional information, so submit your proposal as soon as possible.
Who created these policies?	A task force of faculty and staff met in spring 2015 to develop these policies. The Senior Leadership of the campus approved the policies in May 2015.

