



Quick Guide to Macalester's Survey Policies

FREQUENT QUESTIONS	POLICY INFORMATION 2019-20 Academic Year
Why have these policies been created?	Students reported receiving 30+ survey 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, committees, or off-campus researchers who want to survey Macalester students, faculty, staff, or alumni
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.
Who is responsible for reviewing survey proposals and implementing the policies?	The Survey Coordination Committee (SCC). Members for 2019-20 are: Adam Johnson (chair), Nancy Bostrom, Polly Fassinger, Neely Heubach, Erik Larson (Sociology & SS-IRB), Daniel Trudeau (Geography & IRB chair), Andrew Wells.
Do these policies require that I obtain approval before conducting a survey?	Yes, most survey projects require SCC review unless exempt (see below). Those administering annual/recurring surveys that have already undergone full review can apply for expedited review for subsequent administrations.
What types of projects are exempted from SCC review?	<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 a 48 hour follow-up window</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 majors and/or minors (current or alumni) • Surveys of department majors and/or minors (current or alumni) conducted for academic department reviews • Surveys of 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
How do I apply for SCC review?	In general, submissions require an application, a signed checklist, a copy of the survey, and a copy of recruitment messages. Application materials should be submitted to the SCC chair (ajohns31@macalester.edu). Detailed info HERE .
What is the expected timeline for review?	Submit all materials at least <u>two weeks</u> prior to the launch of your survey.
Do I need IRB permission to conduct my survey?	Surveys conducted for academic research purposes require IRB review. Non-academic surveys whose results may be published or presented publicly require IRB review. Other non-academic surveys do not require IRB approval.
Do students who conduct surveys for their classes need to apply for permission?	A professor may obtain permission for an entire class if they notify the SCC by the end of the 2nd week of the semester. More info here .
Where can I locate additional information?	On the Macalester Institutional Research webpage or by contacting the 2019-20 SCC chair, Adam Johnson (ajohns31@macalester.edu).