



University
of Windsor

Policy Title: Administrative Survey Policy

Policy Number: IA-0508-01

Date Established: July 2008

Office with Administrative Responsibility: Institutional Analysis

Approver: Office of the Provost

Revision Date(s): May 2013; May 2024

Purpose

Administrative surveys are undertaken by/for administrative or academic units to inform services, programs and planning for non-academic purposes.

Given the increasing profile and importance of survey results, it is imperative that results be meaningful and reliable, and that timing of the various surveys are coordinated to maximize response rates.

The purpose of this policy is to maximize the benefits of the administrative survey-based research on campus by:

- Avoiding the collection of duplicate information.
- Reducing possible survey fatigue by limiting the number and timing of surveys to any one specific group.
- Maximizing participation rates for critical university administrative surveys.
- Ensuring those who undertake survey research are aware of their obligation to obtain research ethics clearance or exemption and of any Freedom of Information and Protection of Privacy (FIPPA) issues.
- Encouraging the communication and sharing of survey results with the campus community.

Scope:

This policy applies to all administrative surveys which involve a broad sampling or census of a population at the University (including applicants and alumni).

Faculty wide administrative surveys are covered by this policy; however, surveys involving small, targeted samples are not covered by this policy.

If there is any uncertainty as to whether a survey falls under this policy, Institutional Analysis (IA) should be contacted for guidance.

Exceptions:

This policy **does not apply** to:

- a) individual faculty research
- b) surveys that involve small, specific sampling
- c) surveys that are part of assigned work of a course or degree requirements
- d) evaluation of an event by participants or feedback from clients at the point of service
- e) surveys for program or course planning

- e) student perception of teaching forms

Procedure:

An individual or group wishing to conduct a broad administrative survey or having responsibility for managing an external survey, should consider whether it falls within this policy. If so, the individual or group must make an application to Institutional Analysis prior to administering the survey. This application will contain:

- a) A copy of the administrative research application to or exemption from the Research Ethics Board
- b) A copy of the survey instrument
- c) A completed Appendix A (IA Administrative Survey Form).

Institutional Analysis will review the documentation considering criteria such as:

- Is there data already available that could be used as opposed to administering the survey?
- Can the data needs be combined with other planned surveys?
- What is the optimal timing to ensure it does not interfere with critical University institutional surveys?

Institutional Analysis will reach out to the individual or group administering the survey in order to discuss appropriate timing or other issues from above.

Contact Information:

Office of Institutional Analysis uia@uwindsor.ca



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Policy Title: Administrative Survey Policy – Appendix A: Administrative Survey Form

Policy Number: IA-0508-01

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If you are conducting a survey of a population at the University of Windsor, in accordance with the Administrative Survey Policy, please send this completed form, a copy of the survey instrument along with the completed ethics administrative research application form or exemption approval to the Office of Institutional Analysis (IA) at oia@uwindsor.ca. IA will advise you if:

- a) the required information is available from other surveys or sources,
 - b) the timing of the administration of the survey should be adjusted to achieve optimal results.
1. Is this a one-time survey or will it be administered on a cyclical basis (annual, bi-annual)? What is the planned timeline (Fall, Winter, Summer)?
 2. Identify the target population and the intended sample size?
 3. How will participants be contacted? What is the planned mode of survey delivery (web, email, mail)?
 4. How will the data be used and how will the results be shared?
 5. Have you received either an ethics clearance or an ethics exemption? In the case of an ethics exemption, and if personal information about identifiable individuals is being collected, have you discussed the survey with the University's FIPPA Officer and resolved any privacy issues?
 6. Other comments (if any)

Name and contact information of individual or office conducting the survey:

Date: