



## Guidelines for Access to Campus Constituents as Survey Respondents

1. Institutional Research and Analysis (IRA) acts as reviewer and occasional administrator of surveys of campus constituents (<http://www.du.edu/ir/surveys/reviews.html>). All surveys of campus constituents must be reviewed and scheduled through IRA, except:
  - Event registration (contact Lesley Thompson, iModules Administrator at [lesley.thompson@du.edu](mailto:lesley.thompson@du.edu))
  - Faculty surveys of students in their classes/programs for purposes of academic assessment (contact Rob Flaherty, Director of Academic Assessment at [rob.flaherty@du.edu](mailto:rob.flaherty@du.edu))

As part of the review process, IRA will provide text for inclusion in the survey's introduction indicating that it is approved for University administration.

## Surveys for University data/analysis needs

2. Access to survey campus constituents must serve to answer a data/analysis need for the University. Campus constituents include:
  - Students (prospective and current)
  - Faculty members
  - Staff members
  - Administrators
  - Alumni and friends of the University

IRA will engage relevant campus units in determining and confirming the data/analysis need and in scheduling an appropriate time for their constituents to be contacted to participate in the survey (e.g. Admission offices for prospective students, Alumni Relations and alumni offices in academic units for alumni).

3. IRA will assist survey developers in determining whether they need to seek Institutional Review Board ([http://www.du.edu/orsp/research\\_compliance.html](http://www.du.edu/orsp/research_compliance.html)) approval for their project. A review of the survey by IRA is a requirement of the IRB submission and approval process.

## Surveys related to individual research interests

4. Campus constituents who wish to conduct surveys related to their own research interests may not obtain access to contact the constituent groups listed above unless their research also serves to answer a data/analysis need for the University and therefore involves a sponsor who can adequately demonstrate a plan for use of the survey results in University program evaluation or process improvement.
5. Constituents and outside entities wishing to conduct surveys related to their own research interests may obtain access to campus constituents' contact information through publicly available means (e.g., public directory information, face-to-face solicitation, webCentral research opportunities list). These surveys must also abide by all regulations of the Institutional Review Board, and a review of the survey by IRA is required as part of the IRB submission and approval process.