

Name of Policy Internal Surveys Policy Number: 336471-26 Approving Officer: President Responsible Agent Provost and Executive Vice President of Academic Affairs Scope All surveys administered by colleges, departments, divisions, faculty, staff and students of the University of Toledo and addressed 500 or more members of the University community.		Original effective date: May 18, 2020
Key words: Surveys, data collection, data review, policy		
<input checked="" type="checkbox"/> New policy proposal		<input type="checkbox"/> Minor/technical
<input type="checkbox"/> policy		<input type="checkbox"/> Reaffirmation of existing policy

(A) Policy statement

The University of Toledo is committed to using its ability to conduct surveys to produce robust data that allows evidence-based decision making in support of its vision, mission, and strategic plan. In so doing, the University recognizes that the capacity of our community to respond to surveys is a finite resource that must be managed with care and in accordance with the strategic objectives of the University as a whole.

In order to assure the development of robust data-informed decisionmaking requests to survey 500 or more faculty members, staff or students must be submitted to the Survey Committee using the Survey Coordination Tool on the Institutional Research website. Surveys will be considered for approval by the Committee based on their alignment with the University mission and strategic plan, their potential contribution to informed decision making, timing, a sound data confidentiality management and protection plan, the factors stated in section (B) of this policy,

(B) Purpose of policy

The goal of the policy is to use resources wisely and ensure efficiency, accuracy, accountability and consistency in the administration of surveys and data collection efforts. This policy is intended to:

- Create a comprehensive record of all major surveys being

<p>Approved by:</p> <p><u>/s/</u> Sharon L. Gaber, Ph.D. President</p> <p><u>May 18, 2020</u> Date</p> <p>Review/Revision Completed by:</p> <p>Provost and Executive Vice President of Academic Affairs SLT</p>	<p>Policies Superseded by This Policy: • n/a</p> <p>Initial effective date: May 18, 2020</p> <p>Review/Revision Date: n/a</p> <p>Next review date: May 18, 2023</p>
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