

Surveying Protocol Enrollment Management and Student Affairs Assessment Office

EMSA Departmental (Internal) Survey Projects

In order to evaluate, inform, and improve EMSA programs and services, the EMSA Assessment Office provides divisional staff assistance with survey projects to students, staff, and faculty including:

- Defining goals/purpose
- Developing content/format/design
- Administration
 - Establishing a sample
 - Obtaining email addresses/contact information
 - Using of University list serves/Email distribution
 - Data collection and storage
- Analysis and reporting

The coordination of EMSA survey projects by the Assessment Office is an effort to 1) streamline the number of surveys EMSA administers and thereby minimize survey fatigue of students, faculty, and staff, 2) ensure sound survey instruments and practices, and 3) efficiently share existing information that may reduce the need to survey.

Staff within EMSA who would like to or who are administering a survey to students, faculty, or staff are expected to adhere to the following practices.

1. Contact the EMSA Assessment Office prior to the proposed administration date of a survey to students or staff to coordinate administration timelines that minimize competition between surveys and to obtain assistance with survey development/administration. EMSA Assessment will help EMSA staff contact the appropriate student or staff population for the project.
2. Contact the EMSA Assessment Office prior to the proposed administration date of a survey to faculty. EMSA staff are to work through the EMSA Assessment Office to contact faculty. The EMSA Assessment Office will coordinate access to the faculty list serve maintained by Provost's Office, rather than have individual EMSA departments contact the Provost's Office directly.
3. Any survey that constitutes human subject research must be reviewed and either approved or deemed exempt by the Institutional Review Board (IRB) in accordance with the University's policy regarding treatment of human research subjects (<http://www.research.nau.edu/compliance/irb/index.aspx>). Please note: because revising survey items that have been approved by the IRB requires an additional review by the IRB, requests for assistance are welcome to be submitted to EMSA Assessment prior to IRB approval. However, surveys requiring IRB approval will not be administered without formal written IRB approval.

Please submit requests to Margot.Saltonstall@nau.edu