



The proliferation of surveys to Pace University constituents raises concerns such as student privacy, protection of human subjects, and questionnaire fatigue from over-surveying the same groups or distributing multiple surveys at the same time, which may conflict with large, institutional surveys.

This policy describes a clear process and protocol for administering surveys to faculty, students, administrators and staff. The Office of Planning, Assessment and Institutional Research (OPAIR) is responsible for the administration of this policy.

The purpose of this policy is threefold: to protect the community members' privacy, to monitor survey frequency to avoid survey fatigue, and to ensure the safety of data collection and usage.

Pace University has adopted the policy and review process to manage the number of surveys that our students, faculty, and staff are asked to participate in result in actionable data used to advance the University's mission and priorities; and ensure that the projects are conducted in a manner that is consistent with survey best practices and regulatory requirements.

All Deans, Associate Deans, Vice Presidents, administrative department heads, and staff.
All academic department chairs.

The policy will apply whenever a department, college or school conducts a survey of students, faculty or staff.

This policy does not apply to questionnaires and similar limited surveys that are used to test the reaction to a course or a training session or for a similar limited purpose.

It does not apply to course assessments or learning outcomes assessments directed by schools/colleges, or surveys administered by students as coursework.

University Surveys in(d)-43.1 (a)14 (a)10(c)3.h15 ur1 Tc 0scol cosurveys1/P p6n-3.2 (y)23 ar a traininnfn0



OPAIR Review



The division of Student Affairs has a site license with Campus Labs/Baseline, a web survey product. Departments outside of S ooh032 Tw (S)Tj-.667S95m167h(n68 Tw (o)Tj-0.S32 Tw (S)Tj- T



OPAIR cannot assist in survey design, survey distribution, data collection, data analysis, or provide other survey support services unless the University Survey Policy is followed. Should you have questions or concerns, please email