

# LUTHER COLLEGE

## POLICIES AND PROCEDURES

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Department:	Office of Institutional Research
Subject:	Conducting Surveys
Date Issued:	July 24, 2023
Date Revised:	July 24, 2024
Approved By:	SLC

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### **I. Policy**

This policy outlines the guidelines for conducting surveys on campus.

### **II. Purpose**

The purpose of this policy is to ensure that all surveys administered on campus for students, faculty or staff are approved by the Office of Institutional Research to be able to monitor survey fatigue and data collection.

### **III. Scope**

This policy applies to any students, faculty or staff members who wish to conduct surveys on campus.

### **IV. Procedures and Guidelines**

- A. Any student, faculty or staff member who wishes to administer surveys to Luther students, faculty or staff, are required to contact the Office of Institutional Research.
- B. The purpose of the survey, targeted participants, names of survey administrators, start date and duration of survey should be discussed with the Office of Institutional Research.
- C. The Office of Institutional Research will review the survey request and give approvals to conduct the survey.
- D. After the conclusion of the survey, the outcomes, reports and analysis should be shared with the Office of Institutional Research.

### **V. Confidentiality and Record**

All the surveys being conducted will be recorded by the Office of Institutional Research. The survey outcomes might be used as deemed fit for reporting towards any of Luther College's data driven initiatives.