Internal Research and Assessment Survey Coordination Policy  
Policy and Procedure  
SUNY ESF  
Approved October 2012

With increased attention to assessment at all levels we are asking faculty, staff, and students to share opinions and information about programs and services using questionnaires much more frequently than in the past. To make the most of ESF's research and assessment efforts, all College research and assessment projects that collect student, alumni, faculty, and/or staff feedback will be coordinated through the Assessment Office.

The purpose of this policy is to:

- Coordinate implementation dates for data requests (generally following a first come, first served guideline);
- Avoid conflicts that could reduce the effectiveness of assessment data collected;
- Enhance the use of resources by combining, when appropriate, the collection of assessment data

Policy

All surveys being administered to ESF faculty, staff, students and/or alumni, except for faculty-administered course assessments, must be scheduled with the Assessment Office prior to implementation. Researchers, assessment coordinators, and students should complete the Survey Coordination Form and notify the Assessment Office of the Form's completion at least 20 business days prior to the intended launch date (see Procedures below for details). Please note that the Assessment Office will make an effort to schedule your survey during the requested time period, but the staff cannot guarantee your preference.

IRB: This policy does not replace the need for Institutional Review Board approval to conduct certain research and assessment projects. If you have questions regarding the need for IRB approval, please visit [http://www.esf.edu/assessment/guidelines.htm](http://www.esf.edu/assessment/guidelines.htm).

Student Projects: Undergraduate and graduate student projects must have a faculty or staff sponsor. All communications regarding the survey, such as emails requesting participation, must list the sponsor's name and e-mail address.

Survey Quality: The Assessment Office is not responsible for the quality of surveys administered on campus. Survey quality is the responsibility of the researcher or assessment coordinator. In the case of student projects, the staff or faculty sponsor is expected to review the survey in advance of its implementation.

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1 This does not include course assessments.
Procedure

1. Complete the survey notification form (http://www.esf.edu/assessment/surveynotification.htm) indicating the specifics of your proposed assessment study or research effort.
2. Email assessment@esf.edu upon completion of the form to notify the Assessment Office of your submission. Include a copy of the survey instrument, your IRB approval letter if applicable, and other documents of interest.
3. The Assessment Office will review project within 10 business days, at which time the Office will begin providing feedback.
4. Approved projects will be added to ESF’s Assessment Schedule where appropriate.