**Administrative Surveys UPPS No. 01.03.05**

**Issue No. 5**

**Effective Date: 10/15/2023**

**Next Review Date: 09/01/2025 (E3Y)**

**Sr. Reviewer: Assistant Vice President for Data, Analytics, and Institutional Research**

**POLICY STATEMENT**

*Texas State University is dedicated to using administrative surveys to collect information that supports decision-making, improves services, and enhances the overall effectiveness of university operations.*

**01. SCOPE**

01.01 Texas State University values continued reflection and evaluation to ensure that the strengths as a community always benefit those served. Surveys are important tools for collecting information used to inform administrative decision-making as part of the evaluation process.

01.02 This policy describes the process by which Texas State approves and schedules all administrative surveys to ensure high quality, avoid duplicate information, achieve adequate response rates, and collect useful data upon which to base decisions.

**02. DEFINITIONS AND EXCEPTIONS**

02.01 Administrative Survey – any organized effort to collect information directly from Texas State students, faculty, or staff who comprise over 30 percent of the population of interest to improve institutional, divisional, or departmental effectiveness. Administrative surveys may address topics such as academic, research, personnel, management, or environmental issues. Administrative surveys include surveys managed by outside agencies, but addressed to students, faculty, and staff and used for administrative evaluation.

02.02 Surveys exempt from this policy include:

1. academic research surveys conducted by faculty, staff, or students as part of a research study that has been approved by the Texas State Institutional Review Board (IRB);

b. assigned classroom course work;

c. focus groups;

d. participants’ event evaluations; or

e. point-of-service surveys targeting a small group of users.

**03. GENERAL RECOMMENDATIONS FOR ADMINISTRATIVE SURVEY REVIEW**

03.01 The Office of Data, Analytics, and Institutional Research reviews, approves, and prioritizes administrative surveys in support of the university plan and accreditation requirements; encourages collaboration, data sharing, and communication of administrative survey findings whenever possible; and assesses effectiveness of completed administrative surveys.

03.02 The Office of Data, Analytics, and Institutional Research coordinates administration of approved surveys to maximize the efficient use of university resources and achieve the best possible response rates.

**04. PROCEDURES FOR ADMINISTRATIVE SURVEY APPROVAL**

04.01 Each division will designate an individual, office, or group to review and approve administrative surveys for that division. The designated individual, or group, will serve as the survey liaison with the Office of Data, Analytics, and Institutional Research

04.02 Departments or divisions wishing to conduct an administrative survey must follow their divisional approval process to gain divisional approval prior to submitting a survey for USC review.

04.03 Divisions will ensure that their administrative surveys are added to the Texas State survey calendar maintained by the Office of Data, Analytics, and Institutional Research.

04.04 If applicable, divisions will ensure that administrative surveys are reviewed by IRB to ensure the protection of human research subjects, as required by [UPPS No. 02.02.03](https://policies.txstate.edu/university-policies/02-02-03.html), Protection of Human Research Subjects.

04.05 The Office of Data, Analytics, and Institutional Research will review surveys to encourage data sharing and collaboration.

**05. REVIEWERS OF THIS UPPS**

05.01 Reviewers of this UPPS include the following:

Position Date

Assistant Vice President for Data, Sept 1 E3Y

Analytics, and Institutional Research

Associate Vice President Sept 1 E3Y

for Institutional Effectiveness

**06. CERTIFICATION STATEMENT**

This UPPS has been approved by the following individuals in their official capacities and represents Texas State policy and procedure from the date of this document until superseded.

Assistant Vice President for Data, Analytics, and Institutional Research; senior reviewer of this UPPS

Vice President and Chief of Staff

President