Survey and Research Policy
Allegany College of Maryland
March 2017

All persons and/or entities interested in conducting survey research at Allegany College of Maryland involving the College's students, faculty, and/or staff. The Office of Institutional Effectiveness, Research, and Planning (OIERP) will review all requests for surveys. In cases where the results of the research requests will be used for external purposes (dissertations, publication, presentations to non-College groups, etc.), Institutional Review Board (IRB) policies must also be followed.

The College is not required to provide any resources for the purposes of conducting surveys to external persons/entities but may do so at its discretion as deemed necessary and appropriate.

Requests to conduct new survey research must provide, at a minimum, the following information to OIERP:

- Description of survey
- Where and how survey results will be disseminated
- Population to be surveyed
- Intended method for survey administration
- Dates for survey administration, including last possible dates
- Description of incentives offered to participants (if applicable)

Approval is not required for the following types of surveys:

- employee satisfaction
- constituent (Senate/PASSA/ASSA) feedback
- course/event evaluations
- government mandated surveys
- accreditation-specific surveys
- class projects surveying within the class for use in class
- faculty surveying their own classes for purposes of instructional improvement.

OIERP/IRB approval is not required to access existing data; such requests may be referred to a separate institutional process (FOIA).

OIERP and the IRB are not required to disseminate research results to the College community but may do so as necessary and appropriate at their discretion.

Sanctions for Policy Violations

Failure to adhere to the policies and guidelines relating to the use of surveys can result in privileges being modified, limited, extended, or revoked at the discretion of the College with or without prior warning or consent.

In addition, employees of Allegany College of Maryland who violate this policy may be subject to disciplinary action, up to and including termination.

Procedure

Please submit requests to conduct surveys to OIERP at least **two weeks prior** to anticipated survey administration. For surveys to the entire student or employee population, please submit requests **four weeks prior** to anticipated survey administration – we try not to run more than one major survey of the same population at the same time and require advance notice to ensure this is the case.

Faculty & Staff are asked to use HelpDesk for survey requests (http://help.allegany.edu). Other persons or entities should e-mail the Associate Dean of Institutional Effectiveness, Research, and Planning (OIERP) (sharrah@allegany.edu) with requests. If desired, faculty, staff, and students can use the College's professional SurveyMonkey account via OIERP for college-related business. OIERP personnel are additionally available to discuss survey methods and administration with those interested.