

When administering surveys at the University, you will need to get the necessary approval. Please note this approval process is separate from IRB approval.

The following surveys require review by the **TUSCC**:

- Surveys that would be administered to students in more than one school or college.
- Surveys that cross college boundaries (e.g., a study of science education programs that crosses College of Liberal Arts and College of Science and Technology).
- Surveys that would be administered to employees in more than one department or division.
- Requests from external (non-Temple) parties to survey Temple students, faculty, and/or staff.
- Surveys that are referred to the TUSCC by IRB.
- Surveys for which directory information is needed from IRA, HR, Faculty Affairs, ITS, etc.

Note: Except under rare circumstances, survey research requests from students will not be approved. An exception may be made if the research meets the relevant good practices requirements and is approved by the TUSCC, and the survey is approved by the student's Dean and is sent out under the Dean's auspices.

The following surveys require review by the school/college or administrative unit:

- Surveys focused on a small, defined population (for example, a survey of the members of a particular course) with which the survey sponsor has an academic relationship.
- If a survey is administered within one school/college. The survey sponsor must adhere to the school/college's survey guidelines.
- Surveys that are distributed in public places (and don't utilize directory information in their method of distribution).

Note: While these surveys do not require review by the TUSCC, we are available to consult on survey design and administration best practices. We recommend you consult with the survey calendar to assure that your survey does not overlap with another major survey initiative.

Additional requirements for all survey administration:

- The sponsor of any survey must have the support or approval of relevant senior administrators.
- Student sponsored surveys:
 - Should always be under the auspices of a faculty or staff advisor/mentor. The faculty or staff advisor/mentor must have the approval of the relevant department chair and school/college dean.
 - Surveys sponsored by a registered/recognized student organization or activity, the process should be under the auspices of a faculty/staff advisor and must have the approval of the Vice-President for Student Affairs.
- Surveys sponsored by faculty must have the approval of the relevant department chair and school/college dean.
- Surveys sponsored by administrative departments must have the approval of the director of the department and the vice president of the area.
- Surveys sponsored by external (non-Temple) parties must be under the auspices of an office/department at Temple.

Additional requirements for all survey administration (continued):

- Depending on the intended respondents, the survey will also need appropriate approval the following university leadership.
 - Surveys of Undergraduate Students: Senior Vice President for Undergraduate Studies, Dean of Students (and Deans, as appropriate)
 - Surveys of Graduate Students: Dean of the Graduate School (and Deans, as appropriate)
 - Surveys of Faculty: Vice Provost for Faculty, Associate Vice President for Human Resources Associate
 - Surveys of Staff: Associate Vice President for Human Resources