

Temple University Survey Coordinating Committee

The scope of the Survey Committee includes surveys of the campus community where the target population spans a significant proportion of the student or employee population.

The following surveys do not need to be reviewed by the Temple Survey Committee:

- Surveys focused on a small, defined population (examples: a survey of the members of a particular course) with which the survey sponsor has an academic relationship.
- Surveys regulated and approved by the Campus-Wide Survey Committee, including the NSQ, NSSE, & TUSQ.
- Surveys that have been approved by IRB (this includes all dissertations). IRB will pass on to the Survey Committee any surveys that are not human subject research.
- Surveys that are distributed in public places (and don't utilize directory information in their method of distribution).

The following surveys do need to be reviewed by the Temple Survey Committee:

- 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 CLA and CST) must be reviewed by the Survey Committee.
- 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 Survey Committee by IRB.
- **Surveys for which contact information is needed from IR, HR, Faculty Affairs, Computer Services, etc.**

There are also additional regulations for all surveys:

- The sponsor of any survey must have the support and approval of relevant senior administrators.
 - Student sponsored surveys should always be under the auspices of a faculty or staff advisor/mentor and that faculty/staff sponsor should have the approval of the relevant Department Chair and School/College Dean.
 - In the case of surveys sponsored by a registered/recognized student organization or activity, the process would be under the auspices of a faculty/staff advisor and should have the approval of the VP for Student Affairs.
 - Surveys sponsored by faculty must have the approval of the relevant Department Chair and School/ College Dean.
 - Surveys sponsored by external (non-Temple) parties must be under the auspices of an office/department at Temple.
 - Surveys sponsored by administrative departments must have the approval of the Director of the department and the VP of the area.
- Depending on the intended respondents, the survey will also need appropriate approval:
 - Surveys of Undergraduate Students: SVP 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: SVP for Faculty, VP-HR
 - Surveys of Staff: VP-HR