

**Number: 5.26**

<b>DESCRIPTION:</b>	Policy on Soliciting Responses on Surveys		
<b>RESPONSIBLE:</b>	<b>DEAN'S OFFICE</b>		
<b>PURPOSE:</b>	This policy describes a process and procedure for requesting the participation of students, staff, and faculty at the SMHS to complete surveys		
<b>FREQUENCY OF REVIEW:</b>	Annually		
<b>CREATED:</b>	October 2023	<b>REVISED:</b>	N/A

The purpose of this policy is to provide guidelines and a process for departments/programs and the Office of Student Affairs and Admissions for requests to survey students, staff and faculty at the School of Medicine and Health Sciences (SMHS). These guidelines provide a fair and consistent process for determining distribution of surveys within the SMHS.

There are two categories of surveys that may be considered for distribution within the SMHS:

1. General Surveys

A general survey is composed of survey questions used to ask students, staff, and faculty about their experiences, perceptions, beliefs, etc.

2. Programmatic Surveys

A survey tied to a specific program that asks questions about students' learning, satisfaction, etc. regarding a specific experience.

Procedures:

1. If the survey is for a specific program, the requestor shall discuss the request with the specific chair/director for the department/program. The respective chair/director will determine if the survey is appropriate to administer after consultation with the respective associate and/or assistant dean.
2. If the survey request includes an entire SMHS group (i.e. all students, all staff, and/or all faculty), the requestor shall consult with the Associate Dean for Student Affairs and Admissions who will convene the Survey Committee in as timely a manner as possible. The Survey Committee is composed of the Associate Dean for Student Affairs and Admissions, the Associate Dean for Health Sciences, and the Associate Dean for Medical Curriculum. The Senior Associate Dean for Education, Medical Accreditation, and Faculty Affairs will be included when survey requests

involving faculty are considered. The Associate Dean for Administration and Finance will be included when survey requests involving staff are considered.

3. The committee will review the survey request based on the following criteria:
  - a. All surveys must be conducted anonymously.
  - b. Mandatory surveys will not be considered.
  - c. Survey requests judged to be inflammatory, unethical, discriminatory, derogatory, and/or inappropriate by the survey committee will not be approved.
4. Decisions by the survey committee are final and not appealable.
5. If the survey is approved, the Office of Student Affairs and Admissions (for student surveys) the Office of Education and Faculty Affairs (for faculty surveys), or the Office of Administration and Finance (for staff and all-school surveys) will distribute the survey materials.
6. Exemptions: Surveys initiated by SMHS departments and/or programs for purposes of their respective assessment, outcomes, and accreditation and surveys initiated by the North Dakota University System, University of North Dakota, UND Office of the Provost and/or Office of Analytics and Planning are exempt from this policy.