

Survey Guidelines

1. **Purpose:** In order to create a more informed and collaborative survey environment across the institution, the following information and guidelines are provided to assist Lincoln University students, faculty and staff who are administering or participating in internal or external surveys.

2. **Role of the Office of Institutional Effectiveness, Research, and Planning (OIERP):**
OIERP is available to provide support for your survey project.
Support includes help with:
 - a. Survey parameters
 - i. sample considerations
 - ii. survey communication and administration
 - iii. survey timeline
 - b. Creation and troubleshooting of online surveys
 - c. Online administration/distribution of surveys
 - d. Reminder emails
 - e. Building reports and analyzing results

Planning is an important component for the success of a survey project or survey research. The recommendation is to contact OIERP early in the planning process so that guidance and resources may be provided regarding approvals required, survey timeline and best practices in survey design and administration.

3. **Role of the Institutional Review Board (IRB):** It is the responsibility of the IRB to review research protocols involving human participants to ensure that the rights of the participants are protected, that they are not subject to unreasonable harm (physical and emotional), and that information about them is kept confidential. If your research project (including observation, interviews and surveys) involves human participants, you must submit an IRB Review request form. You must receive IRB approval **before** you begin recruiting participants or collecting data. Items needed for an IRB review request include: the appropriate request form, an informed consent form or survey cover letter, training certifications for all researchers involved, and any tests, surveys, or interview questions you will be using in your study. There are several types of IRB review and specific request forms for each type of review. Details regarding the types of review and the required request forms can be found [here](#).

4. **Additional Approvals:** may be needed depending upon the survey topic and the content.
Examples of additional units/persons to contact:
 - a. Dean of Students
 - b. Faculty Council
 - c. Student Life and Development

5. **Survey Tool:** Qualtrics is an online survey service, purchased by the institution and available to students, faculty and staff. Surveys can be built, distributed and analyzed via

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the online tool. Additionally, Qualtrics provides online access to survey resources and Qualtrics training.

6. Contacts

- a. Office of Institutional Effectiveness, Research, and Planning
 - i. oierp@lincoln.edu
 - ii. 484-365-7842
- b. Chair, IRB: Jamey Gallagher, PhD;
 - i. jgallagher@lincoln.edu
 - ii. 484-365-7606
- c. IRB Administrator
 - i. lu-irb@lincoln.edu
 - ii. 484-365-7696

7. Definitions

- a. **Institutional Review Board:** An IRB is a board, committee, or other group formally designated by an institution to review research involving humans as subjects.
- b. **Population:** total membership of a defined class of people, objects or events.
- c. **Research:** is a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge.
- d. **Research Survey:** Survey used to collect data for research purposes only. These surveys are not intended to inform policy or decision making.
- e. **Sample:** the subset from a population through which statistical inferences for the whole population are made.
- f. **Survey:** method of gathering information from a sample of people, traditionally with the intention of generalizing the results to a larger population. A survey may be conducted for institutional and/or research purposes.

8. Institutional Survey Descriptions

- a. **Alumni Survey:** designed to collect, analyze and disseminate data regarding undergraduate alumni experiences after their graduation from Lincoln University. Alumni who have graduated at the 1, 5, and 10 year marks will be invited to participate in this survey
- b. **Campus Climate Survey:** developed to assess the current climate of Lincoln University students, faculty and staff. Studies have shown that inclusive and respectful campus communities improve the learning environment for students and the working environment for faculty and staff. The survey questions are aligned with the Strategic Plan.
- c. **Cooperative Institutional Research Program (CIRP) Freshman Survey:** designed for administration to incoming first-year students before they start classes. The instrument collects extensive information that allows for a snapshot of what your incoming students are like before they experience college.

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- d. **Faculty Survey of Student Engagement (FSSE):** administered to instructional staff and is designed to complement NSSE and provide valuable information related to teaching and learning.
- e. **Graduate Exit Survey:** developed to collect, analyze and disseminate data regarding graduate student experiences at Lincoln University.
- f. **National Survey of Student Engagement (NSSE):** developed as a tool to collect engagement data directly from undergraduates in an attempt to gauge, assess and implement strategies to enhance the quality and outcome of the undergraduate experiences
- g. **Senior Survey:** developed to collect, analyze and disseminate data regarding graduating seniors' undergraduate experiences at Lincoln University.

9. Tentative Institutional Survey Schedule:

Survey Name	Population	2018	2019	2020	2021	2022	2023	2024
Alumni	1, 5 & 10 year alumni	Summer	Summer	Summer	Summer	Summer	Summer	Summer
Campus Climate	All students and employees	Fall		Fall		Fall		Fall
CIRP Freshman	First year students	Fall	Fall	Fall	Fall	Fall	Fall	Fall
FSSE	Faculty			Spring			Spring	
NSSE	First year and senior students			Spring			Spring	
SACE Exit	SACE graduating students	Spring	Spring	Spring	Spring	Spring	Spring	Spring
Senior Undergraduates-MC	Graduating senior students	Spring	Spring	Spring	Spring	Spring	Spring	Spring

SACE: School of Adult and Continuing Education

MC: Main Campus