Dear Colleagues:

Many academic departments and administrative units conduct surveys and focus groups of UAlbany students, faculty, staff, parents, and/or alumni. We appreciate and encourage the important assessment activities you are undertaking throughout the university.

We are writing to remind you of UAlbany’s long-standing policy requiring you to coordinate these activities with our Office of Institutional Research, Planning, and Effectiveness (IRPE). This policy was developed to ensure that the many survey efforts across campus do not overwhelm our constituencies or create interference among surveys, and to facilitate our respective efforts as much as possible; it applies to both academic and non-academic units.

Please contact Dr. Joel Bloom, Director of Academic Assessment and Survey Research, at 437-4791 or jbloomp@albany.edu to begin the coordination process. More information on assessment surveys at UAlbany can be found at http://www.albany.edu/ir/uasurvey/.

- This policy applies even when you are surveying within your own unit of the University.
- This policy applies even to surveys and focus groups used only internally for assessment or program review purposes.
- The only exceptions are surveys: (1) used only for course evaluation or teaching purposes; or (2) involving the Psychology 101 student pool.

The reasons for this coordination policy include:

1. Avoiding conflicts in survey timing and/or purpose;
2. Utilizing scientific sampling techniques to minimize multiple demands on faculty/staff, students, and alumni to participate in several surveys within a given time frame;
3. Limiting solicitations of University populations to those that support University interests;
4. Informing UAlbany’s institutional interest in tracking the various assessment activities of academic and administrative units for accreditation purposes;
5. Ensuring that surveys that meet the federal definition of research involving human subjects are referred to UAlbany’s Institutional Review Board (IRB) as appropriate for review and approval;* and
6. Making IRPE’s survey research expertise available to assist with assessment efforts.

Coordination with IRPE will help ensure that all of our research objectives are met.

*Questions related to the IRB and human subjects research review should be addressed to Adrienne Bonilla, Assistant Vice President for Research & Director, Office of Regulatory Research Compliance at 442-9050 or abonilla@albany.edu.

Thank you for your attention to this policy.

Sincerely,

James A. Dias
Vice President for Research

James R. Stellar
Senior Vice President for Academic Affairs and Provost