



## Survey Distribution

Area: Office of the President  
Subject: Survey Distribution  
Applies To: Campus Community and Third Parties  
Sources:  
Responsible Party: President

Number:  
Issued: 06/2016  
Revised:  
Updated:  
Reviewed:  
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### **Purpose:**

Georgia Southern University often receives requests from on-campus and off-campus entities for the distribution of surveys to various populations (e.g. students or subsets thereof, faculty or subsets thereof, and/or staff or subsets thereof). In order to avoid “survey fatigue” and to protect our campus community from excessive requests for survey participation, the following policy is adopted.

### **Policy Statement:**

No person or entity (including campus community members and groups) shall be permitted to access or use campus listservs (including, but not limited to, GSNEWS, GSINFO, GSFAC, and student listservs utilized by the Division of Student Affairs) to distribute surveys. This rule applies regardless of whether the survey is being conducted for research, marketing, or any other purpose. Campus employees with access to these listservs as an official job duty are prohibited from allowing access to third parties and/or distributing survey documents on behalf of third parties.

Any person or entity (including campus community members and groups) seeking to access or use individual campus emails (e.g. students or subsets thereof, faculty or subsets thereof, and/or staff or subsets thereof) to distribute surveys may only do so in compliance with Family Educational Rights and Privacy Act (FERPA) for students and University policy for faculty and staff. Georgia Southern’s FERPA guidelines do not allow release of student emails, unless the request meets the regulatory requirements. This rule applies regardless of whether the survey is being conducted for research, marketing, or any other purpose. Campus employees with access to these emails as an official job duty are prohibited from allowing access to third parties and/or distributing survey documents on behalf of third parties.

### **Exclusions:**

Any exceptions to this policy require prior written approval of the President or his/her designee. Such approval must be obtained before the survey is distributed. Prior to seeking a request for exception from the President or his/her designee, the survey must have been approved by an Institutional Review Board (“IRB”), if such approval is required. It should be noted that IRB approval does not ensure survey administration will occur; all other approvals must be obtained prior to administration.

Surveys administered by academic units or faculty must be reviewed by Academic Affairs prior to administration. The request for permission to distribute must include a copy of any documents showing IRB and Academic Affairs review and approval.

In addition, the surveys from non-academic units must be reviewed by the Office of Strategic Research and Analysis (“OSRA”) prior to administration. The request for permission to distribute must include a copy of any documents showing IRB and OSRA review and approval.