

PROTOCOL FOR SURVEYS AT UMD

Surveys are a critical tool used to capture opinions, satisfaction, and engagement with University experiences. Adequate response rates are necessary to instill confidence in results. Survey response will be encouraged if:

- a. Students and faculty/staff understand their role, and the value of their input, in the continued effectiveness of the institution.
- b. Surveys are promoted in effective and appropriate ways.

Guidelines for use of surveys

1. National surveys will be conducted through the Office of Institutional Research.
2. The timing of locally developed instruments is not to overlap with the campus-level surveys listed below. Consult with the appropriate office listed below before implementing a survey in the same term.
3. A schedule of regular survey administrations should be maintained and reviewed annually.
4. Cost should be considered when establishing the cycle of administration.
5. Random samples should be used whenever possible to reduce survey fatigue.
6. Survey instruments should be reviewed periodically for duplication.
7. Survey results will be shared with appropriate groups.

Student Surveys

Academic Year→	2015-16		2016-17		2017-18		2018-19		2019-20		2020-21	
Term→	F	S	F	S	F	S	F	S	F	S	F	S
National Survey of Student Engagement (NSSE)— OIR; all undergraduate freshmen and seniors (typically Feb.-mid-March)		X				X				X		
Climate Survey— Chancellor’s Office; All students (Determine whether this can move to a sample in future years)	X											
Student Satisfaction Inventory (SSI)— OIR; Noel Levitz, random sample of undergraduate with oversampling of SOC (typically Nov.-early Dec.)			X						X			
Sexual Assault Survey- Student Life				X								

Faculty/Staff Surveys

Academic Year→	2015-16		2016-17		2017-18		2018-19		2019-20		2020-21	
Term→	F	S	F	S	F	S	F	S	F	S	F	S
Climate Survey	X											
Employee Engagement	X				X				X			
Faculty Survey of Student Engagement (FSSE) - OIR										X		