

# UNIVERSITY SURVEY SUPPORT (USS)

USS assists in a coordinated approach to the surveying of student, alumni, faculty, and staff opinion. We offer general guidelines and advice in the development and administration of surveys, while also:

- ✓ Acting as a consultant for departments/programs seeking to conduct surveys
- ✓ Eliminating redundant surveying
- ✓ Promoting availability of survey instruments and results
- ✓ Consolidating campus survey results for consultation and further analysis to facilitate research, assessment, planning and external reporting

## How we can help:

- If you are interested in creating a questionnaire or another type of survey to gather information from students, faculty, or staff, please review the [Survey Policy](#).
- Office of Institutional Effectiveness (OIE) and USS are happy to assist with drafting, reviewing, and scheduling the distribution of surveys as well as analyzing survey results.
- If you are interested in administering a survey developed by a third party vendor, please consider working with USS to discuss survey timing and distribution.

**USS also provides the following approved survey templates:**

- ✓ [Student Event Questionnaire](#)
- ✓ [Community Event Questionnaire](#)
- ✓ [Group Participate Feedback](#)
- ✓ [Committee Participation Feedback](#)

## Process for Submitting A Survey Review Request

- Survey sponsors seeking approval should submit the following information using the [Campus Survey form](#) on the TeamDynamix request platform:

### Project Title & Purpose

*What is the survey about, and why is it needed?*

### Population & Sampling Plan

*Who will be surveyed, how many, and how are they selected?*

### Instrument

*Draft survey or key themes to explore*

### Timeline

*Proposed response period*

### Administration Method

*Platform, distribution method*

### Data Use Plan

*How data will be analyzed and reported (who, how, when)*

### Point of Contact

*Faculty/staff/student responsible*

- Once the campus survey form has been submitted, USS will:

#### **Check Completeness**

*Ensure required fields are submitted*

#### **Assess Survey for Endorsement**

*Score and provide relevant comments on each dimension*

#### **Provide Feedback**

*Offer constructive suggestions to strengthen survey design or dissemination*

## **USS members will assign one of three statuses:**

➔ **Endorsed**

➔ **Endorsed with Conditions**

➔ **Not Endorsed**

Decisions are recorded and shared with the sponsor. Endorsement will provide credibility to surveys and should promote higher response rates.

## **Survey sponsors receiving endorsement must agree to:**

- Share a summary report of results with USS within 6 months of survey close.
- Where feasible, make de-identified results available to the campus community.

## **CONTACT US:**



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[plattsburgh.edu/about/president-leadership/institutional-effectiveness/university-survey-support.html](https://plattsburgh.edu/about/president-leadership/institutional-effectiveness/university-survey-support.html)

