

## **Policy 8720: Selkirk Management of Surveys Procedures**

### **A. PROCEDURES**

1. The approval of surveys will be managed through the Institutional Research and Planning Office.
2. An individual or group wishing to carry out a survey should consider whether the survey fits within the scope of the Policy; in cases of uncertainty, there should be a consultation with Institutional Research and Planning. If the survey fits within the Policy, the individual or group will make an application to the Institutional Research and Planning Office for permission to proceed. A “Research Request Form” needs to be completed as far ahead as possible and, in any case, not less than 15 business days before the administration of the survey. The Research Request Form is available on the [policies.selkirk.ca](http://policies.selkirk.ca) website.
3. Requests for approval of surveys will be considered according to the following criteria:
  - a) Alignment with the College’s strategic plans and priorities.
  - b) Design of the survey including timing, scope and mode of delivery.
  - c) The extent to which other surveys or administrative data sets supply (or could supply) the required data.
  - d) The extent of the survey burden on target groups within the College.
  - e) Government requirements including the *Freedom of Information and Protection of Privacy Act of BC*.
4. Where applicable, approval from the Research Ethics Committee will be required in addition to approval from the Institutional Research and Planning Office.

## Policies and Procedures

### B. OTHER RELEVANT DOCUMENTS

1. Selkirk Policies:
  - a) Policy 8700: Research Involving Human Participants
  
2. Legislation:
  - a) *Freedom of Information and Protection of Privacy Act of BC (FOIPPA)*
  - b) Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans (TCPS)

#### **Responsibility, Recommendation and Approval Dates**

**Executive Responsibility:** Vice President Students & Advancement

**Administrative Responsibility:** Manager of Institutional Research & Planning

**Recommended by Policy Review Committee:** 2020-09-16

**Recommended/Approved by Education Council:** N/A

**Approved by President:** 2020-10-02

**Linkage to Board Policy:** E40, EL 100