

Survey Reference Group (SRG)

Terms of Reference

Purpose

To set out the principles for how the conduct of surveys and the management of survey data are governed at the University and to make decisions about the appropriateness of the content and timing of surveys.

Details

The University is currently engaged in a wide range of student and staff surveys that are conducted internally or by external agencies over the course of a given year. The suitable conduct of these surveys must be monitored and the privacy and wellbeing of staff and students suitably protected. It is also important that core surveys are given priority so that adequate response rates are achieved.

The UC Delegations of Authority Schedule states that the Deputy Vice-Chancellor (DVC) has delegated authority to approve the distribution of a survey to the University community. The Survey Reference Group will support the DVC in providing this approval.

Terms of Reference

The primary responsibilities of the SRG are:

1. To review survey proposals and approve, where appropriate, the distribution of surveys to the University community.
2. To monitor the schedule of surveys to the University community and mitigate survey fatigue.
3. To maintain the Survey Register.
4. Provide advice on surveys that involve an identified risk.
5. To review and advise on appropriate survey methodology, including the wording and content of survey items.
6. To monitor and update the University Survey Policy as required.
7. To advise on the use and distribution of survey data outside of the University.
8. To perform a primary ethical assessment of survey proposals and refer applicants to the Human Research Ethics Committee as required.

Members or their nominees

1. Deputy Vice-Chancellor or Director, Education & Student Experience – For surveys that relate to teaching
2. Dean, Graduate Research School – For surveys that relate to research students
3. Chief People Officer - For surveys that relate to staff
4. Associate Director, Ethics Research & eResearch – For advice on human research ethics
5. Institutional Research Specialist

Responsibilities

The **Survey Reference Group** responsibilities include:

1. Oversight of all Corporate Surveys that seek data from students (potential, current, and graduated), staff (administrative and academic), and commissioned entities;
2. Review and advice on privacy and ethical considerations of proposed Surveys;
3. Management of the Survey Schedule and assessment of Survey burden on participants; and,
4. Reporting to the Vice-Chancellor on Corporate Survey activity at the University.

The **Institutional Research Specialist** responsibilities include:

1. Secretarial services for the Survey Reference Group;
2. Informing the Survey Reference Group and the Survey Owner of any conflicts or concerns associated with the proposed Survey; and
3. Advising the Survey Owner of feedback from the Survey Reference Group; and, where required, providing guidance on how best to administer the Survey.

Principles

1. Each member is appointed based on their position within the University (see Members, above) and for the duration of the holding of said position.
2. Each member may delegate responsibilities to an appropriate member of staff as required, with the consent of the Chair
3. Whereas consensus will be sought, the Chair has authority over the SRG and can make a decision contrary to the recommendations of other SRG members.
4. Institutional Research Specialist will triage survey proposals and submit them for review to the SRG only if considered necessary.
5. Institutional Research Specialist has delegation from the Chair to review, advise on, and approve survey proposals deemed to be of low risk and/or significance.

Meetings

1. The SRG will meet regularly, once per year.
2. The SRG will meet on an 'as needed' basis to review and discuss survey proposals that are considered to be sensitive, or of higher risk or significance. These meetings may be conducted via email.

Reporting

Institutional Research Specialist will submit a report of survey activity to the SRG quarterly.

The SRG will report on survey activity to the Vice-Chancellor annually.