EXHIBIT A: SURVEY POLICY REQUEST FORM

Complete and return to Edward Goralski (egoralski@pace.edu) at least 8 weeks prior to proposed survey administration date. Attach a copy of the proposed survey (Word format) to this form

Date: _________
Name: ___________________________  Department: ___________________________
Campus Phone: ___________________  Campus Email: _______________________

Survey Title: ____________________________________________________________
What group or groups do you plan to survey? Be specific regarding campus, college, status, etc.
________________________________________________________________________
How will the survey be distributed? __________________________________________
Proposed dates of administration: ___________________________________________
Are the results confidential? How will the confidentiality or anonymity of those being surveyed be assured?
________________________________________________________________________
Describe the general scope or purpose of the survey (what do you wish to learn from the results):
________________________________________________________________________
How will the data collected be used? What will you do with the information after you analyze the data? What is the timeframe to implement any changes?
________________________________________________________________________
Who will be analyzing the results and producing the final report? Who will the final results be shared with?
________________________________________________________________________
________________________________________________________________________

ADDITIONAL APPROVALS

Human Resources: ___________________________  Date: __________________________
Enrollment Mgmt: ___________________________  Date: __________________________
Alumni/Parent Relations: _______________________  Date: _________________________
Provost’s Office: _____________________________  Date: __________________________
Other: ______________________________________  Date: __________________________

FOR OPAIR USE ONLY:

Comments/Feedback/Next Steps:

________________________________________________________________________