



**NORTH AMERICAN**  
**UNIVERSITY**  
INSPIRATION INNOVATION GLOBAL COMPETENCE

**Policy Title:** Survey Policy

**Policy Number:** SUR. 101

**Policy Owner:** Executive VP for Compliance and Institutional Effectiveness

**Responsible Office:** Office of Compliance and Institutional Effectiveness

**Date:** 06/20/2018

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**1. Purpose and Scope**

The purpose of this policy is to ensure survey requests are timely, adequate, and serve the NAU community. This policy is also an effort to provide continuous improvement to all academic and departmental units.

**2. Policy**

Surveys should have purpose and be conducted sparingly. Survey requests are communicated and handled by the Office of Compliance and Institutional Effectiveness, and a decision will be granted based on need.

**3. Procedures**

Conducting survey procedure is as follows:

1. Survey Request Form is filled out and submitted to the Office of Compliance and Institutional Effectiveness. All survey content (recipient email addresses and additional notes) should be attached to the form.
2. Once the form is received, a decision is granted in five business days and informed to the survey owner. Approved surveys are created and released in five business days after the approval date.
3. Survey recipient emails should be complete and ready to upload to the system. File formats accepted are Microsoft Excel and Word.
4. The survey will be released to intended parties and results submitted to responsible office one week after the survey end date.

**Who Should Read This Policy**

- Administrators
- Department Chairs
- Faculty and Staff

**4. Related Documents and References**

- Policy Survey Request Form

**5.     **Contacts****

- Office of Compliance and Institutional Effectiveness

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Revision Date: 06/20/2018

## North American University Survey Request Form

Survey Title: \_\_\_\_\_

Responsible Department: \_\_\_\_\_

Survey Owner: \_\_\_\_\_

Request Type (indicate one):

New                      Revised

Request Date: \_\_\_\_\_

Proposed Survey Start Date: \_\_\_\_\_

Proposed Survey End Date: \_\_\_\_\_

Survey Rationale (*briefly state the reason for the survey*):

*CIE office use only*

Survey Start Date: \_\_\_\_\_

Survey End Date: \_\_\_\_\_

Survey Approval Date: \_\_\_\_\_

Survey Denied & Reason: (*stated reason for the survey being denied*):

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_