

BENNINGTON COLLEGE

SURVEY GUIDELINES

In order to assure that the College's survey activities are effectively coordinated, that results are reliable, and that efforts are not redundant, all proposed survey projects that are designed to gather information from students, faculty, and/or staff must be approved by the Dean's Office and Director of Academic Planning prior to implementation. This applies to all college offices, officially recognized college committees (e.g. health committee, food committee, etc.), and officially recognized college organizations (e.g. Student Council, Staff Association, etc.) who are planning and/or conducting surveys for the purpose of evaluating or assessing college functions, services, or programs. This does *not* apply to the systematic evaluations of personnel conducted by various College offices, research generated by students to pursue their own interests, or research generated by students as a required part of a College course. (However, individuals conducting these sorts of evaluations are welcome to consult with the Director of Academic Planning, time and resources permitting.)

To gain approval for a survey, please submit the Survey Request Form below a minimum of four weeks prior to the date on which you plan to begin collecting data. Forms should be sent to research@bennington.edu.

The proposal will be considered by staff in the Dean's Office in consultation with others as needed. Within two weeks, the Director of Academic Planning will either approve, request changes, or reject the proposed survey project. Surveys must be approved before implementation.

Once a survey project has been approved, the Dean's Office (with assistance from others) will provide technical assistance on survey design, administration, and/or analysis, as appropriate.

Questions about these guidelines can be directed to Zeke Bernstein, Director of Academic Planning, at zbernstein@bennington.edu.

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SURVEY REQUEST FORM

Please attach a copy of the proposed survey and fill out this request form as specifically as possible.

1. What is the purpose of the survey?
2. Who will receive the survey?
3. How many surveys will be distributed?
4. How will the survey be distributed?
5. How will you solicit participation in the survey? Are you planning to offer any incentives?
6. What is the timeline for the survey? Is this survey time-specific?
7. How will the welfare of all participants be protected? (You might consult the Committee for Research on Human Subject [guidelines](#), if needed.)
8. How will the survey data be analyzed?
9. How and to whom will the survey results be communicated?

Requester: _____ Date: _____

Title: _____

Department: _____

Phone: _____ Email: _____

Please send your completed Survey Request Form and a copy of your survey to research@bennington.edu.