



Warner Pacific University
Access to Faculty, Students, and Staff for Research Purposes
Policy

Historically the use of surveys has provided the basis for a variety of purposes for actuarial, educational research, demographic data, and many other uses. However, with the advent of current technology via e-mail and the internet have greatly expanded the number, type, and usefulness of many of these instruments, both institution sponsored and unsolicited. The overwhelming nature of this problem has resulted in survey fatigue, e-mail overload, and a lack of reported data to the Office of Assessment and Institution Research. This policy aims to prevent survey fatigue, protect confidentiality and employee rights, and ensure that access does not conflict with any current or planned research to be conducted by the University or its administrative/academic units.

Internal Users

In general, priority is given to research that may be of demonstrated benefit to the institution rather than those that benefit the researcher or sponsoring agency.

Students, faculty or staff, that are perusing research projects that involve access to data held by the University or conduct surveys with faculty, staff or students at Warner Pacific University must apply for permission. An application of approval includes the following:

1. Study title
2. Title and names of authors
3. Brief description of the research including objectives and timeline
4. Details of sampling methodology for research involving institutional data.
5. Description of participants and their recruitment and/or description of data requested.
6. WPU Institutional Review Board approval
7. Approval by their direct supervisor and area Vice President.
8. Application for approval must be submitted at least **4 weeks** in advance of data collection.

External Users

In general, priority is given to surveys that may be of demonstrated benefit to the institution rather than those that benefit the researcher or sponsoring agency. Additional priority may be given to those surveys coming from organizations or affiliations to which Warner Pacific University is a member.

External users or agencies must apply for permission to survey faculty, staff, or students. Application of approval must include the following:

1. Study title
2. Title and names of authors
3. Brief description of the research including objectives and timeline
4. Details of sampling methodology for research involving institutional data.
5. Description of participants and their recruitment and/or description of data requested.
6. Institutional Review Board approval
7. Application for approval must be submitted at least **4 weeks** in advance of data collection.

Completed applications will be reviewed by the Warner Pacific University Institutional Review Board. Please note for external researchers, **only a limited number of surveys are approved each year.**

Office of the President

In rare instances, the President, with a vote of the Executive Cabinet, may also authorize research projects that involve access to data held by the University or conduct surveys with faculty, staff or students at Warner Pacific University when it is deemed in the best interest of the college.