

Recurring Survey Proposal Form

To propose a recurring survey, please complete this brief form **in its entirety**, submitting it to the Survey Coordination Committee **no later than the close of business the first day of the month in advance of the date you would like to begin administering your survey**. The Survey Coordinating Committee will use this information to update the campus survey calendar and to help track surveying activity on our campus.

If, however, any of the following have changed since the most recent offering of this survey,

- the method in which the survey is conducted
- the population surveyed
- the question(s) the survey will help to answer
- the audience/location the survey results will be reported to

please submit a full Survey Proposal Form, updating the relevant sections, together with a copy of the survey instrument.

When submitting a Recurring Survey Proposal, please:

- 1) Name the proposal file as follows. The date should identify the preferred start date for the survey.

Format: year.month.day_surveyname_Recurring

Example: 2015.10.25_NewStudentSurvey_Recurring

- 2) Name the survey instrument as follows. Again, the date should identify the preferred start date for your survey.

Format: year.month.day_surveyname_Instrument

Example: 2015.10.25_NewStudentSurvey_Instrument

- 3) Email the completed proposal AND the survey instrument to surveys@ucmerced.edu.

A. Contact Information

Who should the Survey Coordinating Committee contact about this proposal?

Name

Title

E-mail Address

Department/Unit

Please indicate the contact person's affiliation with UC Merced:

UC Merced faculty (senate)

UC Merced faculty (non-senate)

UC Merced staff

UC Merced graduate student*

UC Merced undergraduate student*

Other or no UC Merced affiliation (please specify)

*Surveys conducted by students must be supervised by a UC Merced faculty or staff member.

Please provide the supervisor's contact information:

Supervisor

Supervisor's Title

Supervisor's Email Address

Supervisor's Department/Unit

B. Confirm the Survey is Unchanged since the Most Recent Administration

Relative to the most recent administration of this survey,

1) The same population is being surveyed as was surveyed in the previous administration.

Yes

No

Unsure

2) The proposed recurring survey is using the same methods to conduct the survey as the previous administration:

Yes

No

Unsure

3) The proposed recurring survey will answer the same questions it did on the last administration:

Yes

No

Unsure

4) The survey results will be reported to the same audiences/locations:

Yes

No

Unsure

Questions 1-4 above correspond to questions C7, C1, C6, and D1 respectively on the full Survey Proposal Form.

C. Preferred Dates for Surveying

- 1) What is the preferred **start** date for administering the survey? Please provide the date as mm/dd/yyyy. It may be helpful to consult the [UC Merced campus survey calendar](#).

- 2) What is the preferred **end** date for administering of the survey? Please provide the date as mm/dd/yyyy.

D. Survey Population

- 1) To help us quickly add your survey to our survey calendar, please identify the population(s) to be surveyed. (Select all that apply.)

Current undergraduate freshmen and/or first years

Current undergraduate sophomores and/or second years

Current undergraduate juniors and/or third years

Current undergraduate seniors and/or fourth years

Former undergraduate students (alumni)

Current graduate students, specify sample:

Former graduate students (alumni)

Faculty (senate and/or non-senate)

Staff

Other

E. Dissemination of Survey Results

- 1) To whom and/or how will the survey results be shared/reported? (Please select all that apply.)

UC Merced unit/program that administered the survey

UC Merced leadership (e.g. Chancellor, Provost, AVC(s), Dean(s))

UC Merced faculty

UC Merced students

Survey Respondents

Colleagues at other campuses

Posted on the UC Merced website (open-access)

Professional meeting(s)/Conference(s)

Professional publication(s)

Other audience/location (please specify)