



AUPO Policy: Distribution of Surveys

Background

This AUPO policy applies to surveys defined as multi-question, standalone instruments using accepted methodology that solicit the opinions and practices of members for purposes of internal communication, public presentation and publication, or both. Single inquiries to members requesting “straw poll” responses not to be utilized for public presentation or publication are exempt from this policy.

Both the leadership of AUPO and its members frequently wish to survey the membership (or a subset of members) for the organization’s benefit and for their own. Potentially, surveying the membership, also creates an onus for the members, and carries some institutional risk for AUPO if surveys do not reflect the organization’s values or are misrepresented publicly. As such, the AUPO Board of Trustees enacts this policy to govern the distribution of surveys.

Policy

- Survey requests must be submitted by full or associate members of AUPO in good standing.
- The AUPO recognizes two types of surveys.
 - **AUPO co-sponsored surveys** are surveys initiated by either AUPO leadership or members to query members on matters of mutual interest.
 - **AUPO-facilitated surveys** are surveys initiated by membership to answer questions of interest to the surveyors.
- Surveys will be submitted for consideration with a cover application specifying the reasons for wishing to survey the membership; the subset of membership to be questioned; the actual survey; plans for analysis; and plans for dissemination/publication of results. If IRB approval is required for a survey, a letter of approval must be included with the application.
- All surveys will be initially assessed by the AUPO Data Resource Committee. The committee will assess the appropriateness and quality of the survey. They may recommend to the board acceptance of the survey; may request revisions from the surveyors; or may recommend rejection of the survey. The Board of Trustees has ultimate authority to approve distribution of the survey.
- **For approved AUPO co-sponsored surveys**, AUPO staff will work with the surveyors to utilize AUPO survey tools for administration and collection of data. Surveyors are responsible for the thorough review and testing of the survey prior to dissemination; and surveyors must strictly adhere to the schedule provided by AUPO staff for development or forfeit the opportunity to disseminate the survey. All data will be available to the AUPO as well as the investigators. The AUPO board will expeditiously review any publications or presentations utilizing the results of this survey. Approval is required before dissemination of results.
- **For approved AUPO-facilitated surveys**, administration of the survey is the responsibility of the requestors, using their own survey tools. AUPO does not take responsibility for use of the survey, and surveyors may not use AUPO’s name in administration or dissemination of results. **Approved AUPO-facilitated surveys will be sent out once only.**

- The AUPO will distribute surveys (for *co-sponsored surveys*) or notice of surveys (for *AUPO-facilitated surveys*) through its listserv at a rate of approximately no more than one per month, in order to avoid 'survey fatigue' amongst the members. The scheduling of survey dissemination will be at AUPO's discretion. AUPO *sponsored* and *co-sponsored surveys* always have precedence over *AUPO-facilitated surveys*. Surveys will be distributed with this prioritization in order of approval. In the case of simultaneous approval, submission date of final survey will determine priority.
- Per existing policy, AUPO will not provide e-mail lists of its membership to individuals (members or non-members).

Approved June 30, 2018

